



University of
St Andrews

Failure to matriculate

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Scope (applies to)	All students
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Key terms	Student administration/Registration
Purpose	The policy explains the process and implications of failure to matriculate.

This policy applies to all St Andrews students (including postgraduate research, part-time, distance learning, international foundation programmes, pre-sessional programmes, single semester students and students who are studying or working abroad for credit).

Matriculation is the process of registering as a student with the University. All students must complete the matriculation process each academic year in which they are actively engaged in their programme of studies in order to maintain their University of St Andrews student status.

Any student who fails to complete the matriculation process within the prescribed timescales, or who fails to obtain permission from the University to interrupt their studies within a prescribed time, will lose their matriculated student status at the University of St Andrews.

Deadlines for completing the matriculation process and penalties

The matriculation process normally takes place in the week before teaching starts. Postgraduate Research students normally matriculate the week before their start date.

Prior to completing matriculation, students may only have restricted access to University services (e.g. email account and access to eduroam, PC classrooms, virtual learning environments such as MMS or Moodle, library, sports facilities, access to buildings, etc).

All students must complete the matriculation process within three weeks of the start date of their programme of studies.

In addition, all undergraduate students in Arts, Divinity and Science must complete the Advising element of matriculation within two weeks of the start date.

There are several components of the matriculation. Students must complete all that are relevant to their cohort. Students are able to check their matriculation status and any outstanding tasks in MySaint, where they can complete the on-line aspects of matriculation.

- All UG and PGT entrant students must attend the Matriculation event for the purposes of identity and document checking.
- All UG and PGT students studying on a Tier 4 visa must attend the Matriculation event for annual document checking each year. PGR students must arrange for their annual document checking through ASC.
- All undergraduate students in Arts, Divinity and Science must complete the Advising process, including meeting with their Adviser of Studies.
- All postgraduate taught students must contact their schools to ensure they have completed all relevant parts of the matriculation process, including advising into modules.

For undergraduate students in Arts, Divinity and Science, the final deadline for completion of the Advising component will be 9 am on the Monday of the third week following the *start-of-teaching deadline*, which is the date on which teaching begins, as published in the University Semester Dates (<https://www.st-andrews.ac.uk/semester-dates/>).

For undergraduate and taught postgraduate students the 'failed to matriculate by' date will be 9 am on the Monday of the fourth week following the *start-of-teaching deadline*.

For postgraduate research students, the 'failed to matriculate by' date will be 9 am on the Thursday of the fourth week following the expected start date of the student's programme of studies.

The University adheres strictly to this timeframe which applies to all students. Failure to comply will result in the following outcomes:

- Entrant students who have not completed the Advising process within the two-week deadline, or who have failed to matriculate within the three-week deadline, will have their student record updated to a “No show” status and will be required to re-apply through the normal Admissions route, should they wish to study at the University of St Andrews.
- Returning students failing to complete the Advising process or to matriculate by these deadlines will have their studies terminated. It is important to note that students who have their studies terminated through the Failure to Matriculate (FTM) policy have no right of appeal to the University against termination of study that is initiated as a result of a failure to matriculate fully within the prescribed time.
- All students whose studies have been terminated stop being students, and lose any associated rights.
- Students who fail to matriculate and who require a visa to remain in the UK must be reported to the UK Visas and Immigration (UKVI) by the University. Failure to matriculate may result in the curtailment of a student visa and the subsequent need to leave the UK.

The University will always seek to ensure that the circumstances of individual students are taken into account fairly and supportively, but it is the student’s responsibility to provide evidence to University staff of any circumstances that may prevent them from completing the matriculation process.

Changes to circumstances

If a student is unable to contact the University themselves, they should nominate a relative or a representative to do this on their behalf. University Officers should be informed at the earliest possible point and certainly by the start date of the academic year of study.

University Officers can be contacted by emailing the:

- Registry Undergraduate Team at registry-ug@st-andrews.ac.uk
- Registry Postgraduate Taught Team at taughtpg-reg@st-andrews.ac.uk
- Registry Postgraduate Research Team at registry-pgr@st-andrews.ac.uk

Students who are experiencing problems with their academic studies can ask for support from the University’s Student Services Team. They can be contacted by emailing theasc@st-andrews.ac.uk.

Personal contact and correspondence details

It is the student’s responsibility to ensure that personal contact information is complete and current. The University will at all times use the student’s University email address as the primary point of contact, but will try to supplement this as appropriate with correspondence to the student’s term-time and out-of-term contact addresses.

Definition of ‘Failed to complete matriculation’

A student is deemed to have ‘failed to complete matriculation’ when one or more of the following mandatory elements of the matriculation process have not been completed successfully:

- Providing, updating and confirming personal details.
- Attendance at an Advising meeting and confirmation of module choices (if required for the programme of study).
- Payment of fees and outstanding debt (including tuition, accommodation, the General Council and Graduation Fee or Completion Fee) or obtaining University approval for special payment arrangements for fees (accommodation, tuition and outstanding debt).
- Signing up to the ‘University’s Honour Code’ and the ‘Matriculation Agreement’.
- Meeting conditions for Tier 4 Visas.
- Completion of the required medical student agreement (Faculty of Medicine students only).
- Completion of the Training in Good Academic Practice (TGAP) module.
- Completion of any other training modules that the University requires to be completed prior to matriculation.

Students can check their matriculation status and any outstanding tasks in MySaint.

Procedures for matriculation and advising

Full details of matriculation and Advising for undergraduate students can be found at: Advising and matriculation - undergraduate students (<https://www.st-andrews.ac.uk/staff/studentadmin/advisingandmatriculation/>). Details of matriculation for postgraduate students can be found at Advising and matriculation – postgraduate students (<https://www.st-andrews.ac.uk/pgstudents/academic/advising/>).

Termination of Study Process

Students are provided with full information and access to complete the Advising process within two weeks from their course start date, and to complete the matriculation process online within three weeks of their course start date. Students will receive at least two reminders by email highlighting any aspects of Matriculation that have not been completed; the last reminder will be sent at least five working days before their record is closed.

A Termination of Studies email will be dispatched to the student’s email address and a letter to the out-of-term and term-time contact addresses upon the closure of their student record.

All Tier 4 students who have ‘failed to complete matriculation’ will be reported to the UK Visas and Immigration (UKVI) within ten days of the ‘failure to matriculate’ date.

Contact

Academic Registry
Old Burgh School
Abbey Walk
St Andrews
Fife
KY16 9LB
Scotland, United Kingdom

Undergraduate and IE students

Tel: 01334 462139
Email: registry-ug@st-andrews.ac.uk

Postgraduate Taught students

Tel: 01334 463086
Email: taughtpg-req@st-andrews.ac.uk

Postgraduate Research students

Tel: 01334 463084
Email: researchpg-req@st-andrews.ac.uk

All students

Ask a question: <https://www.st-andrews.ac.uk/ask-a-question/submit-question>

Version number	Purpose / changes	Document status	Author of changes, role and school / unit	Date
0.1	Updated policy for 2020-21 Academic year.	Draft	Kostas Zafeiris, Manager, Registry	08/04/2020
1.0	Publication to Governance Zone	Approved	Kostas Zafeiris	10/09/2020
1.1	Updated	Approved	Kostas Zafeiris	24/09/2020