



University of  
St Andrews

## Admissions policy

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<b>Purpose</b>	The Admissions Policy explains the policy parameters for prospective applicants to submit an application, detailing how it is reviewed and decisions they can expect.

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## Admissions Policy - 2023 entry

### 1. Purpose

- 1.1. The University of St Andrews Admissions Policy (the Policy) provides policy information to enquirers, applicants, offer holders and advisors about recruitment, selection and admissions at the University. It is the policy framework on which all staff who are involved in recruitment, selection and admissions activity, approach applications decisions.
- 1.2. We are committed to reducing barriers to entry for students with the potential to succeed at the University. We aim to make the University a beacon for diversity and to pursue the most effective ways to make a St Andrews education accessible to all who may benefit from it. We encourage all applicants to demonstrate their potential, regardless of social or economic background, whether this is related to their place of education, family background, or residence. We welcome applications from all suitably qualified applicants.
- 1.3. The University is committed to providing clear and accurate pre-entry information and support to prospective students so they can apply to programmes appropriate to their interests while gauging their academic achievements and potential against the University's requirements. Our recruitment and admissions [activities](#) are informed by a commitment to the provision of impartial advice and support for applicants to enable them to make informed decisions about applying to study at the University of St Andrews. We are a highly selective institution, and our leading student experience is at the heart of a St Andrews education. As a result, applicants are in competition for a limited number of places and it is with great regret that not all highly qualified applicants can be made an offer.
- 1.4. The Policy and associated procedures comply with relevant legislation and are aligned with the guiding principles of the QAA [Expectations and Practices for Admissions, Recruitment and Widening Access](#). The Policy is developed and monitored by the Admissions Unit on behalf of the University and is approved by the Admissions Committee and the University Information Compliance Group.

### 2. Scope of the Policy

- 2.1. The Policy is supported by other University policies, which are referenced on our [website](#). This Policy applies to all applicants to foundation, undergraduate, postgraduate taught and postgraduate research courses regardless of whether their learning is taking place primarily in person or online. All non-graduating students are covered in a separate policy which can be found [here](#).
- 2.2. Any questions relating to the Policy can be addressed in writing to the Director of Admissions.

### 3. Eligibility

- 3.1. The University will not normally consider applications from applicants who had:

Previously applied for a place on any course/programme and no offer of a place was made as their application had given serious cause for concern i.e. if admitted the University may be unable to meet its duty of care or other responsibilities;

Previously applied and received a place and the University subsequently had cause to withdraw an offer where irregularities or concerns with the application materialised;

Previously taken up a place with the University but had been expelled from the University or had their studies terminated; or Left the University of St Andrews with significant debt to the University.

Applications from individuals who have been expelled from an educational institution that provides secondary, further, or higher education, for serious misconduct will be considered. However, the offer of a place and admission to the University is contingent upon declaration of all material facts of prior expulsion.

The University will not investigate the material facts of an expulsion, but the applicant will be required to provide sufficient information to allow the University to conduct a risk assessment to establish if the University can meet wellbeing and/or welfare obligations, in line with the University's Student Conduct Risk Management Policy.

Online/digital applicants must comply with the minimum ICT infrastructure required for online learning as set out in the offer letter.

3.2. Any questions about eligibility should be directed to the Director of Admissions.

#### 4. **Material information to an application**

4.1. It is the responsibility of the applicant to provide full and accurate information in support of their application. All required elements of the application should be provided in English.

4.2. The University regards the following details as material to an application:

Course choice;

Fee status assessment and the information provided in order to make the assessment (where the fee status influences the level of tuition fees due);

County of domicile and/or nationality for courses where fee status is not relevant;

Intended year of entry;

Academic record: qualifications or grades achieved and predicted grades and marks;

Evidence supporting grades achieved and predicted grades and marks including any non-standard education experience and extenuating circumstances;

Academic references;

Personal statement or requested sample of written work;

Contextual data information, which is additional information related to an applicant as described in the '[use of contextual data](#)' policy;

Evidence of [English language proficiency](#), where required;

Relevant work or other experience demonstrated on CV/Resume, where appropriate;

Performance at interview, where appropriate;

External aptitude tests, where appropriate;

Any information requested by the University of an applicant to process/consider an application;

If an offer-holder fails to advise the University of such, then the offer may be withdrawn, or if admitted as a student an investigation under the University Non-Academic Misconduct Policy could follow, leading to the termination of studies.

## 5. **Course information provided by the University before applying**

- 5.1. The University produces the prospectus in two formats – digital and print. The [digital prospectus](#) represents the definitive offering that forms the basis for the contract between the student and the University. The printed prospectus, which can be accessed by [PDF](#), is a guide to what is intended but not a formal commitment by the University. The printed prospectus is developed 18 months in advance of the start of the intended academic year and therefore the information reflects the courses as they are at that time of going to print.

## 6. **Tuition fees**

- 6.1. Details of compulsory fees and charges that a student will be required to pay, will be provided within the relevant offer letter, and accompanying documentation. The offer will also clarify conditions for any variation of fees. [The University's approach to fee setting is described online.](#)

## 7. **Fee status assessment for foundation, undergraduate and postgraduate**

- 7.1. The tuition fee is determined by the applicant's fee status (except where a programme fee is set regardless of fee status), mode of attendance and degree course. Where fee levels are different based on fee status, the University makes offers on the basis of fee status and may withdraw the offer if the fee status changes (this does not apply to Postgraduate Research applicants). It is the University's responsibility to assess an applicant's fee status. Fee status is determined using the regulations approved by the Scottish Parliament, the [Education \(Fees\) \(Scotland\) Regulations 2022](#) and our [Fee Status Policy](#). If the University considers an applicant's fee status to be unclear from the information provided in the application, the applicant will be asked for further information. It is the applicant's responsibility to provide any additional information required in a timely and accurate manner.
- 7.2. Where fee status is required, final decisions on applications cannot be made until the fee status is set. Any incorrect or incomplete information may delay decision making and may affect an applicant's opportunity for securing a place. More detailed information is available in our [Fee Status Policy](#).

## 8. **How to apply**

### 8.1. **Undergraduate applications**

- 8.1.1. [UCAS](#) – available to all applicants except part-time applicants;

[Common Application](#) – available only to Overseas applicants applying to standard undergraduate programmes plus any applicant applying to the BA (International Honours) joint degree programme between the University of St Andrews and the College of William & Mary;

[St Andrews Direct Application](#) – available only to Overseas applicants applying to standard undergraduate programmes plus any applicant applying to the BA (International Honours) joint degree programme between the University of St Andrews and the College of William & Mary;

[Part-time Direct Application](#) – available for those applying for MA Combined Studies and applicants wishing to study on a part-time basis at the University of St Andrews. This application can only be used for part-time entry and decisions made based on this form are only for part-time study. Those entering the university as a part time student, who subsequently wish to change to full time study will be required to complete the UCAS application, within the appropriate time frame. Those entering the university as a part time student, who subsequently wish to change to full time study will be required to complete the UCAS application, within the appropriate time frame.

- 8.1.2. All applications will be given equal consideration, provided that the applicant meets the published equal consideration deadline, usually 15 October for Medicine and the last Wednesday in January for all other programmes, in the cycle of application. The University uses published deadlines for applications, as a mechanism for managing and considering applications in a fair and timely manner. The published equal consideration deadlines do not prevent applications from being considered before or in the case of Overseas fee status, after that deadline; it merely ensures no application received within that period will be rejected purely on the grounds that it was received after others in that period.
- 8.1.3. The application deadline sets expectations for all parties involved in applying to, advising on and selecting for entry to courses at the University.
- 8.1.4. Undergraduate application deadlines are [published annually online](#).
- 8.1.5. **Undergraduate applications made through Universities and Colleges Admissions Service (“UCAS”)**
- 8.1.6. The UCAS application is a contract between an applicant and UCAS. When an applicant accepts an offer from the University there will be a separate contract between the applicant and the University. No other party can enforce any part of these respective contracts under the terms of the Contract (Third Party Rights) (Scotland) Act 2017 or any other legislation.
- 8.2. **Postgraduate taught applications**
- 8.2.1. Applications for postgraduate taught courses should be made through the St Andrews [Direct application form](#).
- 8.2.2. Deadlines are course specific and are [published annually online](#) by course.
- 8.3. **Postgraduate research applications**
- 8.3.1. Prospective students should contact the relevant School in the first instance to discuss their proposed area of research. There are five possible start dates for postgraduate research students: August, September, October, January and May, although students are strongly encouraged to begin their studies in September. Deadlines are course specific and are [published online annually](#) for each academic School.
- 8.3.2. Postgraduate research applications should be made through the St Andrews [Direct application form](#). If an applicant requires an alternative arrangement, they should contact the University directly at [pgr.application@st-andrews.ac.uk](mailto:pgr.application@st-andrews.ac.uk).
- 8.3.3. For general information on the University, or to arrange a visit, contact Admissions by email at [pgrrecruitment@st-andrews.ac.uk](mailto:pgrrecruitment@st-andrews.ac.uk). An applicant should contact [pgr.application@st-andrews.ac.uk](mailto:pgr.application@st-andrews.ac.uk) to discuss any aspect of their application.
- 8.4. **International Foundation Programme applications**
- 8.4.1. Applications for International Foundation Programmes should be made through the St Andrews [Direct application form](#).
- 8.4.2. Application deadlines are published [online](#) annually by course.
9. **How applications are assessed**
- 9.1. **Undergraduate applications**

9.1.1. The responsibility for setting out entrance requirements and the criteria for assessing the strength of applications resides with Admissions and the academic Schools. The responsibility for making decisions on applications rests with Admissions in coordination with the Associate Dean Students (Arts and Divinity) and the Associate Dean Students (Science) and the academic Schools.

## 9.2. **Basis for undergraduate decisions**

9.2.1. The University is looking for applicants with the academic potential and ability to thrive in a demanding academic environment. This search may be different to how other universities make their decisions for admission purposes.

9.2.2. All applications are initially assessed against the agreed academic selection criteria for the relevant course and the general entrance requirements. The selection criteria for individual courses and the general entrance requirements are available on the [digital prospectus](#) subject pages.

9.2.3. Meeting the selection criteria and the general entrance requirements for a course will not guarantee a place at the University, as competition for places can be high. When assessing applications, the University uses all material information requested and submitted. We will not assess supplementary information that has not been requested unless it is related to extenuating circumstances, please see 22 below. Applications are assessed relative to other applications for the same course, for the same year of entry, and within a specific cohort determined by fee status, based upon the quality of the academic achievement to date, personal statement or written work, and considered future potential.

9.2.4. The University considers additional information to provide a more complete picture of the educational and social circumstances that underpin any individual undergraduate application and an applicant's performance in our decision-making processes. Details of how these data are used are available in our [statement on the use of contextual data](#).

9.2.5. Where appropriate, we will request and consider alternative evidence to that referenced in 9.2.4 above.

## 9.3. **Postgraduate taught applications**

9.3.1. All applications for postgraduate taught courses are assessed by the academic School to which an applicant has applied. All applicants will be expected to meet the entrance requirements and any additional selection criteria outlined on the website for the course to which they are applying. Meeting a course's selection criteria and the entrance requirements will not guarantee an offer, as competition for places can be high.

## 9.4. **Basis for postgraduate taught decisions**

9.4.1. When assessing applications, the University uses the following information:

Academic record(s) and academic transcripts;

Academic or work-related references;

Personal statement or sample of written work, where required;

Evidence of English language proficiency, where required;

Relevant work or other experience, where appropriate and

Performance in interview, where applicable.

- 9.4.1.1. In addition to 9.4.1, we may take educational and social circumstances into account when considering applications for taught postgraduate programmes.
- 9.4.2. Postgraduate taught applications are assessed on the quality of the academic and work-related achievement to date, future potential, relative to other applications for the same course and potentially within the same Fee Status, where applicable.
- 9.4.3. Admission to some programmes will close once the programme is full. Applicants are encouraged to apply as early as possible.

#### 9.5. **Postgraduate research applications**

- 9.5.1. Decisions regarding admission are based upon a recommendation by the Head(s) of the relevant academic School. Applicants can only be admitted to a single School, though association with a Centre or Institute or different School(s) is possible and will be noted in their record.
- 9.5.2. In cases when a student is being admitted to a programme that involves participation by more than one School, approval for admission must be obtained from all relevant Heads of School or according to protocols established with the Associate Provost Students for the co-ordination of the programme.
- 9.5.3. In cases where a student is being admitted to a co-tutelle or collaborative PhD, an agreement signed by the relevant authorities in both universities must already be in place before the student is registered for the joint programme at either institution.

#### 9.6. **Basis for postgraduate research decisions**

- 9.6.1. Admission decisions for postgraduate programmes will involve the judgement of more than one member of the academic School's staff, with at least one who will not be involved directly in the supervision of the student and at least one of whom must be research active. Staff with experience of the research area or with experience of postgraduate research supervision will be involved in the selection process of candidates for postgraduate research degrees.

- 9.6.2. When assessing applications, the University may use any of the following information:

Academic record(s) and academic transcripts;

Academic or work-related references;

Personal statement or sample of written work, where required;

Research proposal, or summary of research interest, where required;

Interview, where required;

The outcome of a training needs analysis. All students applying for doctoral level programmes will be subject to a training needs analysis with regard to skills and training that may need to be acquired in order to successfully pursue their studies;

Whether it might reasonably be expected that the applicant's programme of study can be completed within the period designated for it;

Whether the appropriate resources (e.g. library, computing, laboratory, technical) will be available. For programmes involving industrial placements, whether suitable placement opportunities exist;

Whether proper supervision can be maintained throughout the research period (for postgraduate research degrees), including during any periods of research leave for the supervisor or time spent away from St Andrews by the student;

Evidence of English language proficiency, where required;

Relevant work or other experience, where appropriate.

#### 9.7. **International Foundation Programmes applications**

9.7.1. The responsibility for setting out entrance requirements and the broader criteria for assessing the strength of applications for International Foundation Programmes rests with the Director of the International Education Institute (IEI).

9.7.2. Applications for International Foundation Programmes will be assessed on the basis of:

Academic record(s) and academic transcripts;

Academic references;

Personal statement;

Evidence of English language proficiency;

Performance in interview, where this is required.

9.7.3. Typical academic entry requirements for International Foundation Programmes are published on [programme pages](#).

#### 10. **Prior learning**

10.1. The University recognises prior learning that has taken place elsewhere after formal assessment, and this may be used to facilitate admission to a degree course and to provide advanced standing on a named degree course, except postgraduate research. Our [Recognition of prior learning policy](#) provides relevant detail.

#### 11. **Applicants who will be under the age of 18 at the point of entry to the University**

11.1. The University welcomes applications from people of all ages and applications will be considered on their individual merits. Scots Law recognises that despite having full legal capacity at 16, young people aged 16 can be vulnerable in certain situations. Where applicants will be under 18 at the point of enrolment, the applicant and the applicant's parent or guardian will both be asked to sign the Young Student Authorisation Form, declaring that they understand the conditions under which young students will be accepted to study at the University. Applicants aged under 16 at the point of enrolment will be considered on an individual basis and are likely to be required to be accompanied by a parent or guardian. Guidance to applicants under 18 can be found online: [Young Student Information Sheet](#).

#### 12. **Applicants with disabilities**

12.1. Where an applicant has declared a disability on their application form, this information is passed to the University's [Disabilities Team](#) to make an initial assessment of the declared information and follow up where appropriate. The disability assessment is completed separately from the admissions decision-making process



and will not have a bearing on the final admissions decision. The University will make reasonable adjustments in line with its legal duties to meet the needs of applicants with disabilities.

### 13. **Admissions fitness to practice procedures**

- 13.1. Concerns about Fitness to Practise may be raised as part of the procedures for admitting potential students to a medical programme. When considering applicants for admission to the School of Medicine concerns about previous conduct may be considered at the time of application or prior to entry to the medical course. Such concerns will be considered by the School of Medicine Professionalism and Welfare Committee.
- 13.2. Conduct Concerns
  - 13.2.1. Applications will not be considered from those who have been subject to a determination by a regulatory body responsible for regulation of a medical or other health or social care profession, either in the UK or overseas, to the effect that their 'fitness to practise' as a member of the profession is impaired.
- 13.3. Plagiarism or fraud
  - 13.3.1. An application will not be considered if it is determined that the application contains false or purposefully misleading information or if information has been included that appears to have been copied from another source.
- 13.4. Disclosure
  - 13.4.1. Applicants should declare in their application to study in the Medical School if they have in any country:
    - 13.4.1.1. Received any criminal conviction or caution;
    - 13.4.1.2. Ever been found guilty of, or pled guilty to, any criminal offence;
    - 13.4.1.3. Been issued with a Police Caution (England and Wales) or equivalent;
    - 13.4.1.4. Been issued with a recorded Police Warning (Scotland) or equivalent;
    - 13.4.1.5. Been issued with a fixed penalty fine;
    - 13.4.1.6. Been given a formal warning or reprimand;
    - 13.4.1.7. Been given a fiscal fine (Scotland) or equivalent.
  - 13.4.2. The Medical School may check an applicant's previous Police Cautions, cautions, reprimands and warnings (or equivalent), convictions (both spent and unspent), through national disclosure organisations. Where an applicant has disclosed past or pending criminal proceedings, these will be considered by the School of Medicine Professionalism and Welfare Committee. This includes all motoring convictions or fixed penalties other than parking tickets.
  - 13.4.3. If one of the outcomes listed above has occurred or is pending after an application has been submitted, but before entry to the course, the applicant has a continuing obligation to tell the Medical School and to do so immediately. If disclosure does not occur prior to commencing the course, it is likely that this will be considered a 'fitness to practise' issue.

13.4.4. An applicant who has made a declaration relating to caution, warning or equivalent as described above, either in their application or at a subsequent time during the admissions cycle, will be contacted by a member of staff from the Medical School, and given a reasonable time-scale in which to provide the following:

13.4.4.1. Confirmation from the relevant authorities of the nature and date of the incident/occurrence declared;

13.4.4.2. A copy of any certificate of conviction/caution etc;

13.4.4.3. An explanatory letter, including personal reflection.

13.4.5. Any information provided will be treated in confidence and passed to the School of Medicine Professionalism and Welfare Committee for consideration. Consideration will be given to all documentation collated. The Committee may also seek further information from the applicant.

13.5. Outcomes

13.5.1. Following consideration, the Dean of Medicine will decide on one of the following outcomes:

13.5.1.1. Approve an applicant to proceed to the next stage of the admissions process;

13.5.1.2. Refer the case for further investigation;

13.5.1.3. Conditions set for admission: typically involving a review on arrival;

13.5.1.4. Rejection of the application, where it appears that the applicant is unlikely to pass the GMC conditions for full registration or where the applicant has displayed behaviour in the past that raises serious concerns about future 'fitness to practise'.

14. **Communication of an admission decision outcome**

14.1. Following the assessment of a completed application, applicants will receive one of the following decisions:

An unconditional offer – this means that the applicant has met all of the entrance conditions and selection criteria for the course and the University is holding a secured place for the applicant;

A conditional offer – the University wishes to make the applicant an offer provided that certain conditions (for example, a particular standard in future examinations) are met;

Unsuccessful – the University does not make the applicant an offer.

14.2. An offer, whether conditional or unconditional, is valid in the context of the material information which was used as the basis for the offer (see section 4), so it cannot be transferred to another person, course, fee status etc unless otherwise specified.

14.3. Where an applicant has evidence that a mistake in the terms of the decision has been made, they should contact the University within 14 days using one of the email addresses below. This may include, for example, an offer that is based on a qualification which the applicant is not currently undertaking, where a conditional offer has been communicated and the applicant believes that they presently meet the entry conditions.

International Foundation Programmes: [ifp@st-andrews.ac.uk](mailto:ifp@st-andrews.ac.uk)

Undergraduate: [myapplication@st-andrews.ac.uk](mailto:myapplication@st-andrews.ac.uk)

Postgraduate Taught: [pgt.application@st-andrews.ac.uk](mailto:pgt.application@st-andrews.ac.uk)

Postgraduate Research: [pgr.application@st-andrews.ac.uk](mailto:pgr.application@st-andrews.ac.uk)

#### 14.4. **Alternative course offers for undergraduate applicants**

14.4.1. In some cases, the University may not be able to make an offer for your chosen course but may make an offer for an alternative, related course. This may occur at the original offer stage or at confirmation of qualification results.

14.4.2. If you are being made an offer for an alternative course, this will be notified to you via email and this will be made clear to you via UCAS Track or in your Applicant Portal.

14.4.3. Alternative offers made at point in application journey where conditions of offer are confirmed: on receipt of your results, if you have accepted your offer as firm but have not met the exact conditions of your offer, we may make you an offer on an alternative course.

14.4.3.1. This decision will be notified to you via email and will appear on UCAS Track or in your Applicant Portal. You are under no obligation to accept this alternative course offer. For UCAS applicants, if you choose to decline the offer, you will be released to your Insurance choice.

#### 14.5. **Alternative course offers for postgraduate taught applicants**

14.5.1. Alternative offers at initial point of application - if we are unable to make you an offer of a place on the original course for which you applied (due to competition for places or because you do not meet the required entry requirements), we may make you an offer on an alternative course.

14.5.1.1. If you are being made an offer for an alternative course, this will be made clear to you in your Applicant Portal.

14.5.2. Alternative offers made at point in application journey where conditions of offer are confirmed- on receipt of your results, if you have accepted your offer as firm but have not met the exact conditions of your offer, we may make you an offer of an alternative course.

14.5.3. This will be made clear to you in your Applicant Portal. You are under no obligation to accept this alternative course offer.

#### 15. **Confirming conditions of the offer**

15.1. Where an applicant holding a conditional offer meets the terms of that offer, they are automatically confirmed as having secured a place to study at the University.

15.2. The University is under no obligation to honour a conditional offer to applicants who have not met the conditions of their offer by the stipulated deadline.

#### 15.3. **Confirming conditions of the offer for undergraduate offer holders**

15.3.1. The deadline for conditional offer holders to meet the conditions of their offer is 31 August in the year of entry. The University is not obliged to wait for the result of a re-mark or exam board appeal, as a reject decision will already have been recorded on the University applicant record (or through UCAS Track for undergraduate UCAS applicants).

15.3.2. If an applicant subsequently meets the terms of their offer as the result of a successful appeal to the relevant qualification or exam board, the University will consider the applicant in the year that they applied if possible. If the University is unable to provide a place in such circumstances in the year of application, the place will automatically be deferred to the following year of entry.

15.4. **Confirming conditions of the offer for postgraduate taught offer holders**

15.4.1. The deadline for conditional offer holders to meet the conditions of their offer is 21 August (to start studies in September) or 30 November (to begin studies in January) in the year of entry. It is recommended that those offer holders who require a visa aim to prove that they meet the conditions of offer before this deadline.

15.5. **Confirming conditions of the offer for International Foundation Programme offer holders**

15.5.1. The deadline for conditional offer holders to meet the conditions of their offer is 21 August (to start studies in September) or 30 November (to begin studies in January) in the year of entry. It is recommended that those offer holders who require a visa aim to prove that they meet the conditions of offer before this deadline.

16. **What to expect when an applicant receives an offer of a place from the University**

16.1. When an applicant receives an offer of a place from the University, the University will provide the applicant with information to help make an informed decision. This includes key information about the course and modules, visa information (where required), tuition fees and any other relevant costs and/or conditions for the course and attendance, arrangements for making payments to the University, the University's complaints-handling process, and details of the applicant's right to cancel the contract.

16.2. From time to time, it may be necessary to make changes to the terms and conditions of an applicant's offer. Should any significant changes be made to the offer, this will be communicated to the applicant in writing.

16.3. The University will provide applicants with information about the terms, rules and regulations relating to student conduct, which explain the applicant's and student's rights and obligations to the University, as well as the University's obligations to the applicant and student.

16.4. Applicants should read and understand this information before deciding whether to accept their offer.

16.5. If an applicant does not receive the required information, or if an applicant is not clear about anything relating to an offer of a place and the information provided, the applicant should contact the University directly to ask for further advice by writing to the appropriate admissions contact:

International Foundation Programmes: [ifp@st-andrews.ac.uk](mailto:ifp@st-andrews.ac.uk)

Undergraduate: [myapplication@st-andrews.ac.uk](mailto:myapplication@st-andrews.ac.uk)

Postgraduate Taught: [pgt.application@st-andrews.ac.uk](mailto:pgt.application@st-andrews.ac.uk)

Postgraduate Research: [pgr.application@st-andrews.ac.uk](mailto:pgr.application@st-andrews.ac.uk)

17. **Accepting the offer and terms of contract**

17.1. The formal offer of a place at the University sets out any conditions that must be met to have this place confirmed and asks whether the applicant wishes to accept the offer.

- 17.2. It is important that applicants identify any issues prior to accepting an offer, as changes to material information could lead to the offer being withdrawn by the University.
- 17.3. Once an applicant has accepted the offer to study at the University, the applicant enters into a contractual agreement with the University.
- 17.4. Further information can be found in the further particulars of offers which are sent with the offer email and published online.

**18. Declaring criminal convictions and expulsions when accepting an offer of a place**

- 18.1. The University of St Andrews aims to maintain a safe environment for students and takes appropriate steps to protect all members of the University community. For this reason, the University collects and records information on relevant offences committed by offer holders or students, unless these convictions are defined as 'spent' under the [Rehabilitation of Offenders Act 1974](#) or its equivalent.
- 18.2. In addition, where an offer-holder or student is under investigation by the Police or where criminal proceedings have been initiated, it is the responsibility of the offer-holder or student to report this to the University. If an offer-holder fails to advise the University of such, then the offer may be withdrawn, or if admitted as a student an investigation under the University Non-academic misconduct policy could follow, leading to the termination of studies.
- 18.3. Any information received from declarations will be used to undertake a risk assessment to understand if any mitigating measures need to be put in place during the period of the student's studies. This will also allow the University to put appropriate support in place.
- 18.4. For the purposes of this policy, relevant offences include the following non-exhaustive list of offences:
- Any kind of violence including (but not limited to) threatening behaviour, offences concerning the intention to harm or offences which resulted in actual bodily harm;
- Offences listed in the Sexual Offences Act 2003 or the Sexual Offences (Scotland) Act 2009 or the Abusive Behaviour and Sexual Harm (Scotland) Act 2016 or the Contract (Third Party Rights) (Scotland) Act 2017;
- The unlawful supply of controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking;
- Offences involving firearms;
- Offences involving arson;
- Offences involving fraud or embezzlement;
- Offences involving theft;
- Offences listed in the Terrorism Act 2006;
- Offences listed in Schedule 1 to the Protection of Vulnerable Groups (Scotland) Act 2007;
- Offences listed in the Bribery Act 2010;
- Offences listed in the Criminal Finances Act 2017;

Offences listed in the Computer Misuse Act 1990.

- 18.5. This policy applies to all students at the University of St Andrews, except those studying Medicine. Students studying Medicine at the University of St Andrews are required to join the PVG scheme. Details can be found on the [Disclosure Scotland website](#). Please also see 13 above.
- 18.6. This policy covers relevant, unspent criminal convictions received by offer-holders and students in any country.
19. **Pre-payment requirements stated within the offer letter for undergraduate and postgraduate taught**
- 19.1. The offer letter will clearly state if an applicant is required to make a pre-payment and what the deadline is to accept and secure an offer of a place. The pre-payment will be deducted from the total amount of tuition fees.
- 19.2. For applicants who require a Student Visa to study in the UK, the total amount paid, including any pre-payment made, will be displayed on the Confirmation of Acceptance for Studies (CAS) provided this information is received by us prior to the CAS being issued.
- 19.3. If a pre-payment remains unpaid beyond the deadline, this will be taken as an indication that the applicant no longer wishes to take up their offer of a place at the University and the offer of a place will be rescinded.
20. **Requests for changes to courses after an application is submitted**
- 20.1. **Undergraduate requests for changes to courses**
- 20.1.1. Any undergraduate applicant or offer holder considering such a change should consider carefully their reasons for doing so. A formal request can be submitted to see what the chances of success would be, without risking losing any existing offer an offer holder may potentially have. If a formal request is submitted, then each request will be considered on a case-by-case basis by an admissions panel consisting of Deputy Directors of Admissions and the relevant Faculty Associate Dean of Students. In doing so, the University will follow the decision-making process outlined in the Admissions Policy. The new course requested could impact on the competitiveness of the application, particularly if the requested course is significantly different from that on which an offer has been made. In some cases, to have a chance of securing an offer on the new course, it is possible that the applicant will be required to reapply in the following application cycle.
- 20.1.2. All applicants should also be aware that entrant students are not permitted to change their course before the end of the first semester which is outlined in the [Changes to Studies policy](#).
- 20.1.3. Applicants assessed as Home or Rest of UK (RUK) fee status are required to submit any requests to change course to [myapplication@st-andrews.ac.uk](mailto:myapplication@st-andrews.ac.uk) before the last Wednesday in January in their original application cycle. The University is under no obligation to grant such a request. Requests received after 15 January will not be considered.
- 20.1.4. Undergraduate applicants assessed as Overseas fee status are required to submit any requests to change course to [myapplication@st-andrews.ac.uk](mailto:myapplication@st-andrews.ac.uk) before 30 June in their original application cycle. Requests received after 30 June will not be considered. Changes to the course will not be considered once the Confirmation of Acceptance for Study (CAS) has been issued. The CAS is a unique number created by the United Kingdom Visa and Immigration (UKVI) office and requested on behalf of the admitted student by the University. The CAS number includes information about the course of study, fees due, fees paid, how an applicant was assessed as eligible to enter the University, and the University's details.
- 20.1.5. The School of Medicine will not consider requests for a change of course from applicants who have applied to another subject. Medicine applicants assessed as Overseas fee status may request to change from BSc Hons

Medicine to the Scottish-Canadian Medical Programme (or vice versa) if all the conditions of the new course are met. This can be done at any point during the admissions cycle before an offer has been issued.

## 20.2. **Postgraduate taught requests for changes to courses**

20.2.1. Applicants wishing to change to another course should contact the relevant academic School directly to discuss the possibility of changing.

20.2.2. Postgraduate applicants are required to submit any requests to change course to [pgt.application@st-andrews.ac.uk](mailto:pgt.application@st-andrews.ac.uk). Any inquiry which is clearly speculative in nature will not put any existing offer of a place at risk.

## 20.3. **International Foundation Programme requests for changes to courses**

20.3.1. Applicants wishing to request a change of International Foundation Programme should contact [ifp@st-andrews.ac.uk](mailto:ifp@st-andrews.ac.uk). Course changes will only be allowed with the approval of the relevant Programme Director within the programmes offered by the International Foundation Programme.

## 21. **Deferred applications**

21.1. The University will accept applications for deferred entry as outlined below. Deferred entry refers to applicants who, having applied in one admissions cycle, delay their entry into the following admissions cycle. Please see 21.4.1 for Medicine applications.

### 21.2. **Deferring an undergraduate application**

21.2.1. An applicant may only request a deferred entry into the admissions cycle immediately following the admissions cycle initially applied for.

21.2.2. It is the University's position that applicants apply in the academic cycle immediately prior to the start date they wish to commence their studies at the University. University [dates are published online](#). For example, applicants intending to start their studies in September 2023 would apply during the admissions cycle that opens in September 2022. Applicants intending to take a gap year or a year off studies are recommended to apply during the gap year. This allows applicants to demonstrate as part of their application how their activities during the gap year are relevant to the course(s) to which they are applying. This information will be considered as part of the decision-making process. Applications will be assessed on their merits within the relevant cycle's application pool.

21.2.3. Applicants who meet the conditions of an offer who are subsequently required to undertake national military service will have their offers upheld until conclusion of their service. Applicants should ensure that they contact [myapplication@st-andrews.ac.uk](mailto:myapplication@st-andrews.ac.uk) as soon as they are aware of any commitments to such military service and provide supporting documentation.

21.2.4. Applicants who choose to apply for deferred entry for the subsequent academic year should ensure that their personal statement includes information on:

reasons why they wish to defer;

what they will be doing that is relevant to the subject(s) to which they are applying during the year before entry;

and how such activities will benefit the strength of their application.

- 21.2.5. Applicants who wish to request deferred entry after receiving an offer should put their request in writing to [myapplication@st-andrews.ac.uk](mailto:myapplication@st-andrews.ac.uk) as early as possible. In such circumstances, it is the responsibility of the applicant to provide as much detail as possible to explain their request. All such requests will be considered on a case-by-case basis by an admissions panel consisting of Deputy Directors of Admissions and the relevant Faculty Associate Dean.
- 21.2.6. Any undergraduate applicant or offer holder considering such a change should consider carefully their reasons for doing so. It is important to note that there is no guarantee that a formal request to defer entry will be granted, and applicants and offer holders may be required to withdraw their application and reapply in the cycle that is relevant for their year of entry. Their application will be assessed again separately and in light of the competitiveness of the new application pool. Granting of deferred entry may have implications for an applicant's offer of accommodation or any University scholarships awarded. Applicants should also be aware that tuition fees are updated annually, and so deferring an application is expected to increase the tuition and other attendance costs. Applicants should consult the policies on [scholarships](#) and [accommodation](#) for further information.
- 21.3. **Accepting and securing a deferred offer – undergraduate**
- 21.3.1. Applicants assessed as Overseas fee status holding an unconditional offer who have been granted deferred entry will be required to make a pre-payment before their deferred entry will be confirmed. The pre-payment will be deducted from the total of the first-year tuition fee.
- 21.3.2. Failure to submit the pre-payment will be taken as an indication that the applicant no longer wishes to take up the offer of a place to study at the University and the offer of a place will be rescinded.
- 21.3.3. Further information about the required pre-payment will be included in the applicant's offer letter.
- 21.4. **Deferring an undergraduate application to Medicine courses**
- 21.4.1. Applications for deferred entry to the School of Medicine are not considered unless an offer has already been made and express permission has been granted from the School of Medicine. Any questions regarding deferred entry to Medicine should be directed to [medical.admissions@st-andrews.ac.uk](mailto:medical.admissions@st-andrews.ac.uk).
- 21.4.2. It is important to note that there is no guarantee that a request to defer entry will be granted, and applicants may be required to withdraw their application and reapply in the cycle that is relevant for their year of entry. Granting of deferred entry may have implications for an applicant's offer of accommodation or any University scholarships awarded. Applicants should also be aware that tuition fees are updated annually, and so deferring an application is expected to increase the tuition and other attendance costs. Applicants should consult the policies on scholarships and accommodation for further information.
- 21.5. **Deferring a postgraduate taught application**
- 21.5.1. Applicants who wish to request deferred entry after receiving an offer should put their request in writing to [pgt.application@st-andrews.ac.uk](mailto:pgt.application@st-andrews.ac.uk) as early as possible. In such circumstances, it is the responsibility of the applicant to provide as much detail as possible to explain their request. All such requests will be considered on a case-by-case basis by the Director of Postgraduate Studies (Taught) within the relevant academic School.
- 21.5.2. An applicant may only request a deferred entry into the admissions cycle immediately following the admissions cycle initially applied for.
- 21.5.3. It is important to note that there is no guarantee that a request to defer entry will be granted, and applicants may be required to withdraw their application and reapply in the admissions cycle that is relevant for their year



of entry. Granting of deferred entry may have implications for an applicant's offer of accommodation or any University scholarships awarded. Applicants should also be aware that tuition fees are updated annually, and so deferring an application is expected to increase the tuition and other attendance costs. Applicants should consult the policies on scholarships and accommodation for further information.

## 21.6. **Accepting and securing a deferred offer – postgraduate taught courses**

21.6.1. While the decision on whether or not to grant a request for deferred entry is taken by the relevant academic School, any such offer for deferred entry will only be confirmed if the applicant has made any pre-payments as required in the offer letter.

## 21.7. **Deferring a postgraduate research application**

21.7.1. Applicants who wish to request deferred entry after receiving an offer should put their request in writing to [pgr.application@st-andrews.ac.uk](mailto:pgr.application@st-andrews.ac.uk) as early as possible. In such circumstances, it is the responsibility of the applicant to provide as much detail as possible to explain their request. All such requests will be considered on a case-by-case basis by the Director of Postgraduate Studies within the relevant academic School.

21.7.2. An applicant may only request a deferred entry into the admissions cycle immediately following the admissions cycle initially applied for.

21.7.3. It is important to note that there is no guarantee that a request to defer entry will be granted, and applicants may be required to withdraw their application and reapply in the admissions cycle that is relevant for their year of entry. Granting of deferred entry may have implications for an applicant's offer of accommodation or any University scholarships awarded. Applicants should also be aware that tuition fees are updated annually, and so deferring an application is expected to increase the tuition and other attendance costs. Applicants should consult the policies on scholarships and accommodation for further information.

## 21.8. **Accepting and securing a deferred offer – postgraduate research courses**

21.8.1. While the decision on whether or not to grant a request for deferred entry is taken by the relevant academic School, any such offer for deferred entry will only be confirmed if the applicant has made any pre-payments as required in the offer letter.

## 21.9. **Deferring an application to an International Foundation Programme**

21.9.1. Applications for deferred entry to International Foundation Programmes are not considered unless express permission has been granted by the Director of the International Education Institute. Any questions regarding deferred entry to International Foundation Programmes should be directed to [ifp@st-andrews.ac.uk](mailto:ifp@st-andrews.ac.uk).

21.9.2. It is important to note that there is no guarantee that a request to defer entry will be granted, and applicants may be required to withdraw their application and reapply in the cycle that is relevant for their year of entry. Granting of deferred entry may have implications for an applicant's offer of accommodation or any University scholarships awarded. Applicants should also be aware that tuition fees are updated annually, and so deferring an application is expected to increase the tuition and other attendance costs. Applicants should consult the policies on scholarships and accommodation for further information.

## 22. **Applicants with extenuating circumstances**

### 22.1. **Approach for all applications with extenuating circumstances**

- 22.1.1. The University aims to ensure that all applicants have an equal chance to prove their academic potential when applying. We accept that in some cases there may be circumstances which significantly impact upon an applicant's ability to perform to their potential. As an example, such circumstances could include, but are not limited to: an ongoing acute or chronic medical condition; a recent family bereavement or serious illness; ongoing significant caring responsibilities; or other disruptions to educational teaching at a school or college outside of the applicant's control.
- 22.1.2. We expect that in the first instance applicants with extenuating circumstances will inform their examination board (or, in the case of previous degree(s), the awarding institution) of their situation. This includes both those applicants with long-term extenuating circumstances and those with short-term circumstances that may have impacted unexpectedly upon examination performance.
- 22.2. **Undergraduate applications with extenuating circumstances**
- At any point within the application cycle, applicants may submit information on extenuating circumstances to the University as part of their application by emailing [myapplication@st-andrews.ac.uk](mailto:myapplication@st-andrews.ac.uk).
- 22.2.1. It is important that an applicant includes as much information as possible relating to their particular circumstances, including, where appropriate, submissions from medical or educational professionals. The applicant must also clearly indicate whether the examination board has been informed of the situation, and what action has been taken as a result, including any appeals that may have been made and any further details the applicant considers to be relevant. If this information is not included, the University will assume that the examination board has been informed, and that the applicant's academic achievements reflect this. In some circumstances we may contact applicants or referees.
- 22.2.2. The University will not normally offer applicants a place if they do not meet the stated entrance requirements for their course. Each case of extenuating circumstances will be considered on a case-by-case basis, according to the information provided by the applicant by an admissions panel consisting of Deputy Directors of Admissions and the relevant Faculty Associate Dean.
- 22.3. **Medicine undergraduate applications with extenuating circumstances**
- 22.3.1. Applicants to study Medicine who have extenuating circumstances (including those associated with UCAT and interview) should consult the [School of Medicine's policy on extenuating circumstances](#).
- 22.4. **Postgraduate taught course applications with extenuating circumstances**
- 22.4.1. Applicants for postgraduate taught courses should submit any evidence of extenuating circumstances to [pgt.application@st-andrews.ac.uk](mailto:pgt.application@st-andrews.ac.uk) from where the relevant academic School will be contacted for consideration. The University will not normally offer applicants a place if they do not meet the stated entrance requirements. All such cases will be considered on a case-by-case basis by the relevant academic School Director of Postgraduate Studies (Taught).
- 22.5. **Postgraduate Research course applications with extenuating circumstances**
- 22.5.1. Applicants for postgraduate research courses should submit any evidence of extenuating circumstances to [pgr.application@st-andrews.ac.uk](mailto:pgr.application@st-andrews.ac.uk) from where the relevant academic School will be contacted for consideration. The University will not normally offer applicants a place if they do not meet the stated entrance requirements. All such cases will be considered on a case-by-case basis by the relevant academic School Director of Postgraduate Studies.
- 22.6. **International Foundation Programme applications with extenuating circumstances**

22.6.1. Applicants for International Foundation Programmes who have extenuating circumstances should submit evidence of these to [ifp@st-andrews.ac.uk](mailto:ifp@st-andrews.ac.uk). The University will not normally offer applicants a place if they do not meet the stated entrance requirements. All such cases will be considered on a case-by-case basis by the Director of the International Education Institute or their designate.

## 23. **Agents**

23.1. This section only applies to an individual or organisation ('agent') applying on behalf of someone else. Before submitting an application on behalf of someone else, an agent must:

Have all necessary authority to complete and submit the application on behalf of the applicant;

Ensure the applicant has sufficient time to read and understand the applicant declaration, our website terms and conditions, and our privacy notice.

23.2. Applicants should maintain control over their application and are ultimately responsible for their application account and managing communications to and from the account.

23.3. The University retains the right to cancel an application if the University determines, having carried out the necessary checks and due diligence, or has reason to believe, that an agent has not fully complied with these requirements. The University will write to the applicant by email so that the applicant has an opportunity to respond.

23.4. Individual applications are judged on their own merits. Whether the application is made privately or through an agent does not in itself affect the strength of the application.

## 24. **How we verify the information an applicant provides to the University**

24.1. If an application contains information reasonably believed by the University to be misleading and/or has left out any relevant information this may lead us to question the validity of the information provided to the University and the suitability of the application.

24.2. The University may take any necessary steps to check with the applicant and other parties declared on the application, including but not limited to previous schools, colleges, and examination and awarding bodies whether the information provided is accurate or complete; this may also include the University conducting its own research to verify the information provided in an application from publicly available sources.

24.3. The University retains the right to cancel an application or rescind an offer without refunding an application fee if the University has determined, having carried out any necessary checks and due diligence, or has reasonable belief, that an application contains false and/or misleading information.

24.4. If an applicant has any reason to believe that information the University holds about an applicant is not true, complete or accurate, the applicant must tell us by writing to:

International Foundation Programmes: [ifp@st-andrews.ac.uk](mailto:ifp@st-andrews.ac.uk)

Undergraduate: [myapplication@st-andrews.ac.uk](mailto:myapplication@st-andrews.ac.uk)

Postgraduate Taught: [pgt.application@st-andrews.ac.uk](mailto:pgt.application@st-andrews.ac.uk)

Postgraduate Research: [pgr.application@st-andrews.ac.uk](mailto:pgr.application@st-andrews.ac.uk)

- 24.5. If the University needs to verify an applicant's identity, the University may check details in the application by using any official, publicly available or commercially available identity checking services. If any adverse information is revealed about an applicant, the University will write to the applicant by email so that the applicant has an opportunity to respond. The application would be placed on hold until the required information was obtained.
25. **Fraudulent or plagiarised applications**
- 25.1. The University will not admit individuals based on fraudulent or plagiarised applications or documents and will investigate any persons found to have submitted any fraudulent material as part of their application, even when this information comes to light after an offer has been made or an individual has matriculated. In such instances the University would investigate under the Non-academic Misconduct Policy (see Section 27 below).
26. **UCAS plagiarised personal statements**
- 26.1. All personal statements from UCAS applicants are run through the UCAS Similarity Detection Service on submission. Any personal statement showing a level of similarity of 30% or greater is flagged by UCAS and the University and the applicant is notified. The University will investigate all instances of similarity that are notified from UCAS and an application may be rejected where the University finds there are reasonable grounds to suspect a statement has been plagiarised.
27. **Non-academic misconduct**
- 27.1. Should any issues with an application come to light after an applicant matriculates as a student those may be addressed through the [University's Non-academic Misconduct Policy](#). The University reserves the right to withdraw an application or an offer of a place where issues with an application come to light during the application process, or before or after an offer holder matriculates as a student.
28. **Feedback on admissions decisions for full-time undergraduate course applications**
- 28.1. An applicant for an undergraduate course who is unsuccessful will receive formal notification detailing the University's decision including details for the rejection. It should be noted that the University is a highly competitive institution, and each year many applicants who apply having either met or exceeded the minimum entrance requirements, or who are predicted to do so, will not receive an offer.
- 28.2. The University will provide feedback on an application if requested. This feedback will in the main be contextual, pertaining to the relevant application pool. Unsuccessful applicants seeking further feedback than that aforementioned, should contact [myapplication@st-andrews.ac.uk](mailto:myapplication@st-andrews.ac.uk) in writing within 14 days of being notified of the outcome of their application. The University will aim to provide feedback within 30 days of receipt of the request. While the University aims to provide informative feedback that is helpful to enable applicants to reflect on their progress through the application process, it may not always be possible to provide additional highly specific or tailored advice.
- 28.3. The University is only able to provide feedback directly to the applicant, except where written consent has been previously given to allow us to communicate throughout the application process with a nominated third party.
29. **Feedback on admissions decisions for part-time undergraduate applications**
- 29.1. The University will provide feedback to part-time undergraduate applicants if requested. Unsuccessful applicants seeking further feedback should contact [lifelonglearning@st-andrews.ac.uk](mailto:lifelonglearning@st-andrews.ac.uk) in writing within 14 days of being notified of the outcome of their application. The University will aim to provide feedback within 30 days of receipt of the request.

**30. Feedback on admissions decisions for International Foundation Programmes**

- 30.1. An applicant for an International Foundation Programme who is unsuccessful will receive formal notification detailing the University's decision including the reason for the rejection.
- 30.2. The University will provide feedback on an application if requested. Unsuccessful foundation applicants seeking further feedback should contact [ifpapplications@st-andrews.ac.uk](mailto:ifpapplications@st-andrews.ac.uk) within 14 days of being notified of the outcome of their application. The University will aim to provide feedback within 15 days of receipt of the request. While the University aims to provide informative feedback that is helpful to enable applicants to reflect on their progress through the application process, it may not always be possible to provide additional highly specific or tailored advice.
- 30.3. The University is only able to provide feedback to the applicant, except where written consent has been previously given to allow us to communicate throughout the application process with a nominated third party.

**31. Feedback on admissions decisions for postgraduate taught course applications**

- 31.1. An applicant for a postgraduate taught course, who is unsuccessful, will receive a letter detailing the University's decision. Applicants can apply for further feedback by writing to [pgt.application@st-andrews.ac.uk](mailto:pgt.application@st-andrews.ac.uk) within 14 days of being notified of the outcome of their application. The University aims to respond to such requests within 30 days of receipt.

**32. Feedback on admissions decisions for postgraduate research course applications**

- 32.1. An applicant for a postgraduate research course, who is unsuccessful, will receive a letter detailing the University's decision. Applicants can apply for further feedback by writing to [pgr.application@st-andrews.ac.uk](mailto:pgr.application@st-andrews.ac.uk) within 14 days of being notified of the outcome of their application. The University aims to respond to such requests within 30 days of receipt.

**33. Complaints**

- 33.1. Grounds for raising complaints surrounding the Admissions Policy are limited to issues of concern in connection with procedural error or irregularities in the application of the Admissions Policy. Complaints will be managed according to the framework laid out in the [University Complaints Handling Procedure](#), and in the first instance, issues of complaint should normally be addressed to the Director of Admissions. Unless maladministration against an admissions decision is claimed, the University will not investigate complaints that question an admissions decision, which the University is entitled to make.

<b>Version number</b>	<b>Purpose / changes</b>	<b>Document status</b>	<b>Author of changes, role and school / unit</b>	<b>Date</b>
1.2	Final Draft	Submit for Approval	AVP Dean of Arts & Divinity	13-01-23