



University of
St Andrews

Exchange and study abroad student policy

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Purpose	This document details the University of St Andrews' policy on the admission and registration of non-graduating exchange and study abroad students to undergraduate, taught postgraduate and postgraduate research programmes.

Version number	Purpose / changes	Document status	Author of changes, role and school / unit	Date
3.1	Updated to include further details on academic references required at application, correct the contact email for applicants, remove the revoked General Council and Graduation Fee or Completion Fee, and introduce the discount	Approved	Tobias Patrick Wolf, Student Mobility Officer (Inbound), Global Office	26/07/2023

	to summer short courses students returning for study abroad			
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1. Introduction

1.1. This document details the University of St Andrews' policy ("the Policy") on the admission and registration of visiting students to undergraduate, taught postgraduate and research postgraduate programmes.

2. Definitions

2.1. Visiting students is an umbrella term for students who are registered for credit or research supervision on the following routes:

2.1.1. **Exchange:**

A student nominated to the University of St Andrews ("the University") by one of the University's European or international exchange partners as part of a reciprocal student exchange programme. An Exchange student may be admitted at undergraduate, taught postgraduate or research postgraduate level.

2.1.2. **Freshman study abroad:**

A student who applies to spend a semester or academic year at the University taking first year modules, before commencing an undergraduate degree elsewhere. A student may apply independently or through one of the University's partner institutions and providers.

2.1.3. **International Study Abroad Programme (ISAP):**

A student who applies to spend a semester or academic year at the University as part of an undergraduate degree elsewhere. A student must have completed one year of higher education before entering the University to be eligible for the ISAP. A student may apply independently or through one of the University's partner institutions and providers.

2.1.4. **Postgraduate Study Abroad:**

A student who applies to spend a semester or otherwise defined period at the University as part of a postgraduate degree elsewhere.

2.1.5. **Summer Short Courses:**

A student who applies to take a summer short course offered at the University, while studying for a degree elsewhere. Such a short course does not form part of any regular degree at St Andrews. A student may apply independently or through one of the University's partner institutions and providers.

3. Information and communication

3.1. The University is committed to the provision of accurate and appropriate pre-entry information, support to prospective students and liaison with partner institutions and providers.

3.2. The University makes every effort to ensure that the information it provides is accurate at the time of publication. All information that is subject to change after publication, such as

course content, selection criteria, University processes and financial matters, is available and kept up-to-date on the University website.

- 3.3. The University works with a number of partner universities and study abroad providers around the world. Students who apply through a partner institution or provider should note that some information, communications and decisions may be shared with the partner. This may include, but is not restricted to, information about an applicant's status, information about a student's hall of residence, contact details at St Andrews, module choice, academic progress and module results, any disciplinary or academic misconduct case involving the student. For further information, please refer to the [exchange of student personal data privacy notice](#) (PDF).
- 3.4. In addition to the details outlined in this document, students who apply to and attend the University through specific partners may be subject to other terms and conditions as agreed between the University and the partner.
- 3.5. The primary contact for all enquiries related to exchange and study abroad programmes and partnerships at the University is the Global Office.

4. Monitoring and review

- 4.1. This Policy is reviewed annually to ensure any changes in legislation and University policies/regulations are reflected. Questions regarding the Policy should be addressed to the Director of the Global Office.

5. Application and admission

5.1. Selection criteria

- 5.1.1. The selection process will include consideration of the following information as part of the candidate's application:
 - Academic record to date (see specific sections below)
 - The context in which results have been achieved
 - Personal statement
 - Academic reference
 - English language ability, where appropriate.
- 5.1.2. Candidates who are not in good standing at their home institution (as defined by their home institution) will not be offered a place at St Andrews.
- 5.1.3. Where competition for places on programmes is high, all other factors being equal, preference will be given to suitable candidates who are nominated to the University by a strategic partner or provider.
- 5.1.4. 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 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 serious 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 with significant outstanding debt to the University.
- 5.1.5. The University may from time to time review selection requirements as appropriate. Should this be the case, any additional requirements will be made available to applicants through the normal publication and communication channels.
- 5.1.6. Nomination by a partner institution or provider does not guarantee an offer of a place at the University. All decisions on admission are made by the University.
- 5.1.7. **Freshman semester and year abroad programmes:**
Applicants for freshman year or semester abroad programmes should in general be expecting to receive GCE A-Level grades of AAB or equivalent; specific modules may have individual requirements. Applicants may apply via a partner institution or independently.
- 5.1.8. **Undergraduate exchange and study abroad programmes:**
Applicants for the undergraduate exchange and the undergraduate international study abroad programmes must have completed at least one year in full-time higher education by the point of intended entry to the University. Candidates should have a minimum average grade of 3.2 (on a US 4.0 GPA scale) or equivalent.
- 5.1.9. **Taught postgraduate exchange and study abroad programmes:**
Applicants for postgraduate taught programmes are expected to have already completed a first degree programme. Candidates should have a bachelor's degree with Honours (or equivalent) in a relevant subject, with a final overall grade of 2.1 (UK), 2.2 or B+ (Europe), 3.6 GPA (USA) or equivalent. In addition, postgraduate candidates should have a strong average grade in their current degree programme.
- 5.1.10. **Research postgraduate programmes:**
Applicants for postgraduate research exchange must normally have reached agreement with a St Andrews academic who is willing to work with them for the duration of the exchange programme. Applicants must have begun their programme of research at the partner institution. Candidates should have achieved a relevant Masters degree, or a bachelors degree with Honours (or equivalent) in a relevant subject, with a final overall grade of 2.1 (UK), 2.2 or B+ (Europe), 3.6 GPA (USA) or equivalent.

5.1.11. **Summer short courses:**

Applicants for summer short courses at St Andrews should normally have completed at least one year in full-time higher education by the point of intended entry to the University. Candidates should have a minimum average grade of 3.2 (on a US 4.0 GPA scale) or equivalent. Individual courses may have further or other requirements.

5.2. **Complete applications**

5.2.1. It is the responsibility of the applicant to provide full and accurate information in support of their application when a submission is made. Only complete applications will be considered.

5.2.2. An application is considered complete when it includes:

- A completed University application form
- An up-to-date and official academic transcript
 - Applicants who have attended more than one higher education institution during the course of their current degree programme should include all relevant transcripts with their application to the University.
 - Taught postgraduate applicants should also include a transcript of their undergraduate studies.
 - Research postgraduate applicants should provide evidence of their most up-to-date qualifications, and should inform the University of their proposed St Andrews academic supervisor.
 - Freshman semester or year abroad applicants should provide a transcript of their secondary education to date along with evidence of predicted grades where appropriate.
- A written academic reference
- Evidence of English language ability, where appropriate
- Nomination by a partner institution, where appropriate

5.2.3. Undergraduate applicants who require assistance when making their application should contact myapplication@st-andrews.ac.uk . Postgraduate research applicants should contact the Global Office at studyabroad@st-andrews.ac.uk with any queries.

5.3. **Application deadlines**

5.3.1. Complete applications are considered on a rolling basis from the application opening date until the published deadlines. Applicants may normally expect to hear the University's decision within four weeks of submitting a complete application. Applicants who submit complete applications before the opening date should not normally expect a decision until after the opening date, at which point the four-week decision period will commence.

5.3.2. The University will advise applicants where it is anticipated that a decision cannot be made within four weeks of an application having been received.

5.3.3. The opening dates and application deadlines for undergraduate and taught postgraduate programmes are as follows:

- September entry
 - Opening date: 15 February
 - Application deadline: 15 April

- January entry
 - Opening date: 1 September
 - Application deadline 31 October

5.3.4. Applicants should take note of the information on accommodation, provided here: <https://www.st-andrews.ac.uk/study-abroad/at-st-andrews/applying/accommodation/>

5.3.5. Research postgraduate applications may be made at any time in the cycle so long as the proposed period at St Andrews is acceptable to the St Andrews academic supervisor and School. Applications should be made through the postgraduate application form, available here: <https://www.st-andrews.ac.uk/study-abroad/at-st-andrews/applying/how-to-apply/application-forms/>

5.3.6. It is expected that research postgraduates will begin their period of study at St Andrews at one of the standard entry points which are: 27 August; 27 September; 27 October; 27 January; 27 May.

5.3.7. For summer short courses, the application opening dates and deadlines will be individually advertised. The deadline will not usually be later than 15 April.

5.4. Applications for deferred entry

5.4.1. 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.

5.4.2. Deferred entry is only possible where an applicant has already received an offer to spend a semester or a year at St Andrews. Applicants who request deferred entry prior to receiving an offer will be required to withdraw their application and re-apply in the next cycle.

5.4.3. Applicants who wish to request deferred entry after receiving an offer, should put their request in writing as early as possible. 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 an individual basis, and, where relevant, in consultation with the partner institution or provider.

5.4.4. It is important to note that there is no guarantee that a request to defer entry will be granted as decisions are made within the context of a given cycle. Applicants may be required to withdraw their application and reapply in the cycle that is relevant for their semester of entry. Granting of deferred entry may have implications for an

applicant's offer of accommodation or any University scholarships awarded, as well as visa implications. Applicants should also be aware that programme/ tuition fees are updated annually, and so deferring an application is expected to increase the tuition and other attendance costs.

5.5. Applicants with disabilities

- 5.5.1. Where an applicant has declared a disability on their application form, this information is passed to the University's [Disabilities Team](#), who make an initial assessment of the declared information and follow up as appropriate. The disability assessment is completed separately from the admissions decision-making process but is normally concluded within the same timescales.
- 5.5.2. The University will consider reasonable adjustments to meet the needs of applicants with disabilities, in line with its legal duties. If a reasonable adjustment cannot be provided the University may be unable to make an offer of a place.

5.6. Applicants with extenuating circumstances

- 5.6.1. The University will not normally offer applicants a place if they have not met the stated entrance requirements for their programme. However, extenuating circumstances will be considered if associated information is supplied before a decision on an application has been made. It is recommended that information about extenuating circumstances that have affected or are likely to affect academic performance be included in the referee's report or nomination information from the partner institution.
- 5.6.2. Extenuating 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.
- 5.6.3. Each case of extenuating circumstances will be considered on a case-by-case basis, according to the information provided with the application.

5.7. Disclosure of criminal convictions

- 5.7.1. Applicants, who have been made and have received an offer of a place of study are required to declare specified criminal charges and/or convictions.
- 5.7.2. Find out more about [declaring criminal proceedings](#).
- 5.7.3. This Policy covers relevant, unspent criminal convictions received by offer-holders and students in any country.
- 5.7.4. 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. To facilitate this at the point that an offer is made, we will ask the applicant to declare any relevant information relating to unspent convictions, proceedings or investigations, as detailed below.
- 5.7.5. For the purposes of this Policy, relevant offences include the following non-exhaustive list of offences and/or the equivalents in other worldwide jurisdictions:

- 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;
- 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.

5.7.6. 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. Where appropriate support cannot be put in place the University may withdraw an offer.

5.7.7. Applications from students who have declared a criminal conviction are subject to the same academic selection process as all applications and will be assessed using the admissions process outlined in this policy.

5.7.8. The declaration of live proceedings (i.e. charges made and have yet to come before a Court) or a conviction will be followed up independently by the Student Conduct Officer. The University reserves the right to make any decisions it considers appropriate in the light of all the information provided. These may range from ascertaining appropriate levels of support to withdrawal of an offer or place.

5.8. Verification of the information provided by the applicant

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

5.8.2. 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.

5.8.3. 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.

5.8.4. 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 it by writing to studyabroad@st-andrews.ac.uk .

5.9. Fraudulent of plagiarised applications

5.9.1. The University will not admit students based on fraudulent or plagiarised applications or documents and will investigate any applicant/student 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 a student has matriculated.

5.9.2. Any cases of non-academic misconduct as defined in the policy will be addressed through the University's [Non-academic misconduct policy](#) (PDF). The University will take appropriate action up to and including the withdrawal of an offer or place.

5.10. Offer of a place

5.10.1. 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.
- **A rejection** – the University does not make you an offer.

5.10.2. Offers made by the University to Exchange and Study Abroad programmes are usually unconditional, but conditional offers may be issued where:

- an applicant has not yet satisfied English language proficiency requirements
- an academic reference has not yet been received
- the results of courses in progress at the time of application are required.

5.10.3. If an applicant who has received a conditional offer fulfils the conditions of the offer as specified, an unconditional offer will be issued.

5.10.4. 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.

5.10.5. Conditions must be met by 31 August for Semester One entry and 10 January for Semester Two entry. For summer short courses, conditions must normally be met by 30 April.

5.10.6. Application decisions will be sent to applicant partners via email.

5.11. Successful applications

5.11.1. 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 programme and modules or research supervision, visa information, programme/ tuition fees and any other relevant costs 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.

- 5.11.2. The University will also 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.
- 5.11.3. Applicants should read and understand this information before deciding whether to accept their offer.
- 5.11.4. Acceptance of an offer is binding and constitutes acceptance of the conditions outlined in the offer email.
- 5.11.5. 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 Director of the Global Office.
- 5.11.6. Successful applicants are admitted to one of three faculties: Arts, Divinity, or Science. The applicant's degree programme, background and indicated module choices, or research interests in the case of research postgraduate applicants, at the University will be used to determine the most appropriate Faculty.
- 5.11.7. Undergraduate applicants who wish to take modules at 3000 level and above are expected to have completed at least two years of higher education and must have sufficient background in the relevant field. Candidates who do not meet these criteria, but who are otherwise strong applicants, may be made offers for sub-honours study only (that is, module choice will be restricted to 1000 and 2000 level modules).
- 5.11.8. An offer of a place does not constitute a guarantee that the applicant may pursue the modules listed on the application. Final module choices will be determined as part of the academic advising process when the student meets with academic advisers on arrival in St Andrews.

5.12. **Unsuccessful applications**

5.12.1. **Re-application:**

If an application is unsuccessful, the applicant may re-apply in the following cycle. The new application will be considered against the standard entry criteria for that year of entry.

5.12.2. **Feedback:**

To request feedback on an unsuccessful application, the applicant should contact the Global Office within ten days of the decision being issued. Feedback will be provided in writing within a reasonable timeframe. Feedback does not constitute a reconsideration of an application.

5.12.3. Appeals and complaints:

While the University will not accept appeals against the academic decision made on each application, any evidence of a material procedural error or irregularity taking place during the decision-making process will be handled according to the University's [complaints handling procedure](#).

5.12.4. Grounds for raising complaints surrounding this Policy are limited to issues of concern in connection with procedural error or irregularities in the application of the Policy. 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. In the first instance, issues of complaint should normally be addressed to the Director of the Global Office. Complaints will be managed according to the framework laid out in the [University Complaint Handling Procedure](#).

6. Registration

6.1. Immigration

6.1.1. Student visa:

Visiting students who will study at the University for a full academic year are required to obtain a Student visa and/or other UK immigration permission as required before entering the UK. Information on the fees, process and requirements is available at [Visas - Study at St Andrews - University of St Andrews \(st-andrews.ac.uk\)](#), and students should be aware of the restrictions and requirements that will be placed on them whilst studying in the UK on a Student visa. Registry will issue a Confirmation of Acceptance of Studies (CAS) number and visa information to holders of an unconditional firm offer.

6.1.2. Standard visitor visa:

Visiting students who will study at the University for one semester or a summer short course and require a permit to enter are normally expected to enter the UK as a Standard Visitor. The Standard visitor visa is suitable for a one semester Study Abroad programme, a summer programme, or a junior semester abroad. However, this visa prohibits student from working, either paid or unpaid, whilst in the UK and from extending their visa from within the UK. As such, students who are interested in volunteering, working or undertaking internships whilst they are in the UK may prefer to apply for a Student visa.

6.1.3. Registry will issue a letter of support to holders of an unconditional firm offer, which is required to successfully apply for a Standard visitor visa. Students from certain countries may be able to apply for this visa at immigration control once they arrive in the UK. Find out if you need a visa before you arrive.

6.1.4. Students who will be studying at the University for one semester or a summer short course and wish to obtain a Student visa should contact Registry for advice.

6.2. Status

- 6.2.1. All students must complete the matriculation process in order to become registered students of St Andrews. This includes completion of the academic advising process, completion of online Matriculation (including verification of personal details, confirmation of financial arrangements, completion of any mandatory training modules and completion of the Matriculation Agreement) and attendance at the matriculation event during Orientation Week (including, if relevant, passport and visa verification). Entrant students who fail to complete the matriculation process on time will be subject to the [failure to matriculate policy](#).
- 6.2.2. Students are registered in a Faculty for either one semester or a full academic year as indicated in the offer of a place.
- 6.2.3. Students are expected to remain at the University for the full duration of the semester or academic year in which they are registered.
- 6.2.4. Students on summer short courses are registered for a summer semester, for the duration of the course as indicated in the offer letter.
- 6.2.5. While registered at the University, visiting students have access to the same University facilities and services that are available to other registered students of St Andrews. In addition, the Global Office team run daily student consultation hours during term-time which are designed to provide an extra resource for exchange and study abroad students while in St Andrews.
- 6.2.6. While registered at the University, visiting students are subject to the same rules and regulations as other registered students of the University. In addition to the University's learning and teaching policies, students should note the information provided in relevant module and School handbooks.
- 6.2.7. Visiting students are not permitted to spend more than two standard semesters in total as non-graduating students at St Andrews (defined as 'Semester 1' and 'Semester 2'). However, summer semesters are excluded from this restriction.

6.3. Course of study

- 6.3.1. Exchange and study abroad students at undergraduate and postgraduate taught level are expected to complete pre-advising for modules before arrival at the University. Information on the pre-advising process will be available on the webpages for new undergraduate and postgraduate taught students. Details will be emailed to holders of an unconditional firm offer of a place at the University.
- 6.3.2. Undergraduate and postgraduate taught visiting students are expected to enrol in a normal full-time course load. It is expected that they take modules available in their Faculty, however where the timetable allows and subject to having the required background for any given module, students may be permitted to take modules from other faculties (with the exception of Medicine). Visiting students are not permitted to take modules offered as part of the Combined Studies MA (General) programme.
- 6.3.3. Exchange students who attend the University through a subject-specific programme are expected to take at least one module per semester in the subject of the exchange.

- 6.3.4. In addition to pre-requisites for specific modules, students should note that entry to modules at 3000 level and above requires significant background knowledge of the subject (usually at least two years of study at university).
- 6.3.5. Module enrolments are finalised during academic advising and are a compulsory part of matriculation.
- 6.3.6. Research postgraduates should make arrangements for their programme of research directly with their St Andrews academic supervisor before arrival, including any requirements to undertake taught modules or training.
- 6.3.7. Summer visiting students will specify their choice of modules on application to the programme and will receive an offer for this selection only.

6.4. Credit and grade transfer

- 6.4.1. At the end of an exchange or study abroad period, the University will produce a transcript of results, or for postgraduate research students will provide a relevant certificate of attendance or confirmation of exchange as required by the host institution. Where appropriate, transcripts will be sent directly to partner institutions or providers.
- 6.4.2. While exchange and study abroad partnerships are based on mutual academic understanding of the curriculum and teaching and learning approaches, the University is not responsible for the transfer of credit back to students' home institutions. Exchange and study abroad students should confirm relevant credit and grade transfer arrangements with their home institutions prior to the commencement of studies at the University.

6.5. Fees

- 6.5.1. **Exchange programmes:**
Students admitted to the University as exchange students will not be liable for tuition fees at the University. Exchange students may become liable for tuition fees if they extend their stay at St Andrews beyond the original period stated in their offer of a place.
- 6.5.2. **Freshman semester and year abroad programmes**
Students entering the University as Freshman student will be liable for the standard international fees for undergraduate students.
- 6.5.3. **International Study Abroad programme**
All students admitted to the University through the undergraduate international study abroad programme will be liable for the standard Study Abroad programme fee, irrespective of nationality or domicile.
- 6.5.4. **Postgraduate study abroad programmes**
Study abroad students admitted to postgraduate programmes will be liable for the appropriate pro rata Home or Overseas fee of the relevant taught or research

postgraduate programme

6.5.5. Summer short courses

Students admitted to a summer short course will be liable for that course's published fee.

6.5.6. Where a student's programme (or accommodation) at the University of St Andrews is sponsored by a partner institution or provider, the partner or provider will be liable for payment of the programme fee (or accommodation fees).

6.5.7. There are a number of expenses that are not usually covered by programme/ tuition fees and all students will be liable for these as appropriate. Such expenses may include field trip costs, Music Centre and Sports Centre memberships, and photocopying costs.

6.6. Discount to summer short course students returning for study abroad

6.6.1. To students who have previously completed a summer short course at the University, the University offers a 10% discount on the standard undergraduate Study Abroad programme fee. The discount applies to the self-funded portion of the tuition fee i.e. to the fee payable by the student for a semester or a full academic year.

6.6.2. Students cannot receive the discount if they are already eligible for a discount agreed between the University and their Home University or Study Abroad provider, nor can they receive the discount if they are in receipt of other sponsorship, scholarship or bursary schemes which cover the student's tuition fees in full.

6.7. Requests to take a leave of absence

6.7.1. Visiting students registered at the University for one semester only will not be eligible to request a leave of absence, but may request a withdrawal from their studies at St Andrews.

6.7.2. Visiting students registered at the University for a full academic year may, during the course of the first semester, be eligible to request a leave of absence until the second semester. In such cases, the normal leave of absence [rules and procedures](#) will apply. A student will not be eligible to request a leave of absence in their second semester of study but may request a withdrawal from their studies.

6.7.3. Any student considering a leave of absence request must discuss their intentions with their home institution. Where a student is from a partner institution or provider, St Andrews will liaise with the partner about the student's request.

6.8. Request to withdraw from a period of study at the University

- 6.8.1. Visiting students who are considering withdrawal from the University during the semester should seek advice immediately from the Global Office and their home institutions. Where withdrawal is necessary, students must seek permission from the Registry Officer (Student Support) or the Registry Officer (Research Student Support).
- 6.8.2. Undergraduate and postgraduate taught students who withdraw after Week 4 of the semester will be liable for the full programme fee and accommodation fees, where applicable, for the semester.
- 6.8.3. Research postgraduates who withdraw within the first 28 days following the start of their course will be entitled to a full refund of tuition fees; thereafter, refunds will be calculated on a monthly pro-rata basis.
- 6.8.4. Summer visiting students who withdraw on or after the course start date will not be entitled to a refund of the programme fee.

6.9. Requests for admission to a second semester

6.9.1. **Undergraduate and taught postgraduate programmes:**

Undergraduate and taught postgraduate students who are registered for one semester and wish to apply for admission to a second semester should email the Global Office at studyabroad@st-andrews.ac.uk by the end of Week 7 of the first semester.

The email should include:

- University student ID;
- reasons for applying for a second semester;
- indication of module choice in the second semester.

Students attending the University through a partner institution or provider must ask their home institution or provider to write to the Global Office by the end of Week 7 to confirm their permission for the student to apply for a second semester at the University.

Applications will be reviewed and students will be informed by email by the end of Week 10 as to whether or not they have been successful.

6.9.2. **Research postgraduate programmes:**

Research postgraduate students wishing to extend their period of study at St Andrews should first seek approval from their St Andrews academic supervisor and should then make the request via email to the Global Office no later than one month prior to the end of their current period of study.

The email should include:

- University student ID;
- Reasons for applying for an extended period.

Students must ask their home institution to send confirmation to the Global Office of their permission to extend no later than one month prior to the end of their current period of study.

Students will be informed as to the success of their application for extension within four weeks of their application being made.

6.9.3. **All students:**

The review process will include consideration of the following information as part of the candidate's application:

- feedback from current tutors/supervisors;
- reasons for applying and indicated module choice (where relevant);
- consultation with the Associate Deans (Students) or Associate Provost (Students)
- competition for places (including from new applicants);
- consultation with partner institution or provider, if appropriate and
- exchange balances, if appropriate.

6.9.4. Where appropriate, students who are admitted for a second semester or an extended period are responsible for securing a Student visa and/or other UK immigration permission as required. Student Services will assist students with the process.

6.9.5. Students whose application is unsuccessful may seek feedback by writing to the Global Office within ten days of the decision being issued. Feedback will be provided in writing within a reasonable timeframe. Feedback does not constitute reconsideration of an application.

6.10. **Requests for admission to graduating status**

6.10.1. It is expected that students return to their home institutions at the end of an exchange or study abroad period. However, every year a small number of undergraduate students apply for admission to graduating status to complete their studies and graduate from the University.

6.10.2. Undergraduate students who are considered to have a 'home fee status' for tuition fee purposes must apply to transfer through UCAS, by the standard UCAS deadline (15 January). Transfer applications will be considered alongside all other UCAS applications.

6.10.3. Students who are considered 'overseas' for tuition fee purposes may submit an application for admission to graduating status to the Registry Undergraduate Team (registry-ug@st-andrews.ac.uk) by the published deadlines. If they are attending St Andrews through an exchange or study abroad programme for Semester 2 only,

or are on their second semester of study, they may apply for admission to graduating status with the permission of their home institution.

- 6.10.4. Decisions on applications from overseas applicants will not be made until module results from the second semester are released. Candidates will be expected to have successfully studied modules that can build a clear pathway to a degree programme; for example, first year candidates may be expected to achieve a minimum average grade of 11 across all modules attended at St Andrews.
- 6.10.5. Where appropriate, students who are admitted to graduating status are responsible for securing a Student visa and/or other UK immigration permission as required. Student Services will assist students with this process.
- 6.10.6. Students who are given permission to transfer to a St Andrews degree programme will be considered as entrants in the academic year they transfer to a degree programme and will be charged tuition fees at the relevant entrant rate.
- 6.10.7. Undergraduate students whose application is unsuccessful may seek feedback by writing to the Registry Undergraduate Team within ten days of the decision being issued. Feedback will be provided in writing within a reasonable timeframe. Feedback does not constitute reconsideration of an application.
- 6.10.8. It is not possible for postgraduate students and summer visiting students to transfer to graduating status at St Andrews due to the nature of their programmes.

Version number	Purpose / changes	Document status	Author of changes, role and school / unit	Date
1.0	Converting policy previously held on a webpage to a standalone document.	Approved	John Bennett, Partnerships Officer, Global Office	11/05/2020
2.0	Updated with details on Freshman and PGR cohorts.	Approved	John Bennett, Partnerships Officer, Global Office	25/09/2020
2.1	Updated to reflect change from Tier 4 visa to Student visa route.	Approved	John Bennett, Partnerships Officer, Global Office	07/10/2020
2.2	Review date updated, no substantive changes.	Approved	John Bennett, Partnerships Officer, Global Office	09/03/2021
3.0	Updated to include new "Summer Visiting" category	Approved	Mirren Augustin, Partnerships Officer, Global Office	10/03/2022
3.1	Updated to include further details on academic references required at application, correct the contact email for applicants, remove the revoked General Council and Graduation Fee or Completion Fee, and introduce the discount to summer short courses students returning for study abroad	Approved	Tobias Patrick Wolf, Student Mobility Officer, Global Office	26/07/2023