

## **GENERAL GUIDANCE**

The following is a guide to some of the aspects of the University which you will or may encounter during your time at St Andrews. Please read it carefully. If your questions are not answered, or you are in doubt about anything that affects you, do not hesitate to ask. Staff in Academic Schools and in the Faculties Office will be happy to assist you and will provide you with all the guidance you need in the course of your academic career.

### **1. Supervision of Study**

You will be allocated to a member of staff who will act as your supervisor. He/she should be your first contact for advice about administrative procedures as well as matters related to your programme of study. Each School also has a postgraduate co-ordinator and/or committee. If there are issues which cannot be resolved at these levels, you should contact the Faculties Office where there is a dedicated postgraduate secretary and a number of Faculty Officers with special responsibility for postgraduate matters. These are the Associate Dean of Graduate Studies (Faculty of Arts), the Pro Dean of Postgraduate Studies (Faculty of Science) and the Pro Dean (Faculty of Divinity).

### **2. Registration**

All postgraduate students must register for study at the beginning of each academic year. The procedure involves obtaining a signed copy of your registration form from your supervisor and bringing it to Registry with either a letter stating who will pay your tuition fees or a means of payment if you are self-funding. It is particularly important that you complete these registration procedures otherwise you may find that your access to University facilities and services is withdrawn.

### **3. Withdrawal**

You may decide that you wish to withdraw from your studies either temporarily or permanently. If so, you must consult the Faculties Office where you will be given an appointment with the relevant Faculty Officer who will advise you and ultimately approve your withdrawal. This formal approval will be particularly important for your sponsor or grant awarding body.

### **4. Extension of studies**

You may discover that you require more time to complete your work than is allowed for in the regulations for your degree programme. In this case, you should contact your Supervisor, who may be able to arrange for an extension to be approved by the Faculty. It is very important that you negotiate periods of extension well in advance of your anticipated end date.

### **5. Absence from study commitments**

If you are absent from your studies, you should follow the reporting procedures laid down by your Faculty. Failure to do so may compromise your entitlement to progress from one stage of your programme to the next.

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### **6. Absence from Examinations (Taught Programmes)**

You must report immediately to the Faculties Office (in writing if unable to report in person) any absence from an examination. The Faculty Officer concerned will then take the appropriate action.

### **7. Further Advice and information**

The University maintains a web site containing information about all aspects of student life. For procedural information, consult the Registry pages. Alternatively, you are invited to contact the Faculties Office, your School Office or your Supervisor.