

GENERAL GUIDANCE

The following is a summary 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, Departments and in the Academic Management and Support Office will be happy to assist you and will provide you with all the guidance you need in the course of your academic career.

You should also read the Code of Practice for Supervisors and Students in Taught and Research Postgraduate Programmes, available from: <http://foi.st-andrews.ac.uk/doc.jsp?id=489>

Changes occurring after the publication of this Catalogue will be posted on the Course Catalogue web pages: <http://www.st-andrews.ac.uk/publications/catmodules.shtml>

1. Supervision of study

You will be allocated to a member of staff who will act as your supervisor (for research programmes and small taught programmes) or programme co-ordinator (for large taught programmes). He/she should be your first contact for advice about administrative procedures as well as matters related to your programme of study. In the case of taught students he/she is also responsible for advising you into the correct postgraduate modules for your programme. 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 Academic Management and Support Office where there are dedicated postgraduate staff (email: ams-pg@st-andrews.ac.uk) and Faculty Officers with special responsibility for postgraduate matters. These are the Pro Dean (Postgraduate) for the Faculty of Arts and Divinity, the ProDean (Postgraduate) for the Faculty of Science and the Pro Dean (Postgraduate) for the Faculty of Medicine.

2. Registration

All taught postgraduate students must register for study at the beginning of each academic year. The procedure involves obtaining a signed copy of your matriculation form from your supervisor/programme co-ordinator and submitting it to the Old Union Reception, 79 North Street (or attending one of the main matriculation events in the Younger Hall at the start of the year) 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. Research students are also required to register in a similar way at the start of each year of their academic study, but this may not coincide with the start of the academic year. Students who do not matriculate within the first two weeks of the start of their programme/academic year may find themselves liable to pay a late matriculation fee.

3. Withdrawal

You may decide that you wish to withdraw from your studies either temporarily or permanently. If so, you must consult the Academic Management and Support 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, for some reason such as prolonged absence due to illness. In this case, you should contact your supervisor/programme co-ordinator, 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 comply with the University's sickness absence reporting procedures. Details are contained within each School handbook. Failure to do so may compromise your entitlement to progress from one stage of your programme to the next, or even to complete your programme.

6. Absence from Examinations (Taught Programmes)

Absence from Examinations due to illness should be reported IMMEDIATELY that you know you will be unable to sit an examination to the Academic Registrar's Office by telephone 01334 462596/2005. This should then be followed up by an appropriate Self-Certificate of Absence form.

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 (www.st-andrews.ac.uk/registry). Alternatively, you are invited to contact the Academic Management and Support Office, your School Office or your Supervisor/Programme Co-ordinator. A booklet entitled *A Code of Practice for Supervisors and Students in Taught and Research Postgraduate Programmes* contains detailed advice on all aspects of postgraduate study and is available to all postgraduate students and supervisors on-line at: <http://foi.st-andrews.ac.uk/doc.jsp?id=489>

8. Resolutions and Regulations

The Resolutions and Regulations relating to Postgraduate Students are available on-line at: <http://foi.st-andrews.ac.uk/PublicationScheme/servlet/core.generator.globserv?id=744>.