

GENERAL GUIDANCE

The following is a summary guide to some of the aspects of the University which you will usually 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 Registry 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 Codes of Practice for Supervisors and Students in Taught and also Research Postgraduate Programmes, available at www.st-andrews.ac.uk/pgstudents/academic/

Changes occurring after the publication of this Catalogue will be posted on the Course Catalogue web pages: www.st-andrews.ac.uk/pgstudents/academic/coursecatalogue/

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. For 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 Registry where there are dedicated postgraduate staff (email: registry-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 Pro Dean (Postgraduate) for the Faculty of Science and the Pro Dean (Postgraduate) for the Faculty of Medicine.

2. Registration/ Matriculation

All Taught Postgraduate students are required to matriculate at the start of their first semester of study in each academic year. You will be required to use the Online Matriculation process to confirm your details and make any payment arrangements. You will also need to meet with your Programme Co-ordinator who will arrange for you to be advised into the relevant module choices. Full details of the event will be sent to all Entrant Postgraduate students during September. Returning Taught Postgraduate students will only need to matriculate using the Online Matriculation system.

All Research Postgraduate students are required to matriculate at the start of their studies and annually thereafter. The online Matriculation process involves providing personal information and completing any payment requirements. Entrant students will be sent full details of the event by email and will also be required to complete and sign a matriculation form which can be collected when you see your Supervisor during Freshers' week to discuss your studies.

Research students are expected to matriculate and pay fees annually and Registry will contact students to let them know when to matriculate.

Personal details

Please note that it is your responsibility both to make changes to your personal details record whenever necessary and to ensure that you have explicitly consented, or not, to the use of your contact details. Your matriculation will not be complete until your online matriculation has been completed and your personal details have been updated.

Full details regarding Matriculation and the importance of matriculating within a given timescale can be found at: www.st-andrews.ac.uk/students/academic/matriculation

3. Withdrawal

You may decide that you wish to withdraw from your studies either temporarily or permanently. If so, you must contact Registry 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. For further information please see *Withdrawing from your course* at:

www.st-andrews.ac.uk/pgstudents/academic

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 the University Student Handbook and at: **www.st-andrews.ac.uk/pgstudents/academic** 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 and graduate.

6. Absence from Examinations (Taught Programmes)

Absence from Examinations due to illness or any unavoidable reason should be reported IMMEDIATELY as soon as you know you will be unable to sit an examination to the Examinations Office by telephone 01334 462124/2528. This should then be followed up by completion of a Self-Certification of Absence form at:

www.st-andrews.ac.uk/students/rules/selfcertification

Circumstances affecting performance

Where a student believes there are special circumstances, personal or medical, which will affect their examination performance they should inform the School before the examination or as soon thereafter as possible. Once the Examining Board has met special circumstances cannot normally be considered.

7. Further Advice and information

The University maintains a web site containing information about all aspects of student life. For procedural information, consult **www.st-andrews.ac.uk/students/rules/**. Alternatively, you are invited to contact the Registry, your School Office or your Supervisor/Programme Co-ordinator. The Codes of Practice for Supervisors and Students in Taught and also Research Postgraduate Programmes containing detailed advice on all aspects of postgraduate study are available from **www.st-andrews.ac.uk/pgstudents/academic**

8. Resolutions and Regulations

The Resolutions and Regulations relating to Postgraduate Students are available online from: **www.st-andrews.ac.uk/pgstudents/rules/**