

## **GENERAL GUIDANCE**

This is a guide to some aspects of the University you are likely to 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. Schools, Departments and staff in the Academic Support Office will be happy to assist you and will endeavour to provide you with all the guidance you need in the course of your academic career. Changes occurring after the publication of this Catalogue will be posted on the Course Catalogue web pages: <http://www.st-andrews.ac.uk/publications/catalogue.shtml>

### **1. Advising of Studies**

In all the Faculties there are Advisers of Studies whose task it is to guide students in their choice of modules and who ultimately approve the programme of modules chosen. Each student is assigned to an Adviser of Studies, who can be contacted for help and guidance, not just on the choice of modules, but on other matters which affect academic welfare; students in Honours programmes (usually in third and fourth year) should see the Honours Adviser(s) in the subject(s) of their degree;

#### **Advising at Start of Session**

At the beginning of each session, before matriculating in the University, you will see your Adviser of Studies who will approve your choice of modules.

#### **Re-Advising**

You may change modules only in the first two weeks of each semester. You must, no matter what level of module you are taking, see your Adviser of Studies to gain approval for any such change.

You *must not*, in any circumstances, enrol in a new module or simply begin attending a new module at any level without being Re-Advised. The Advising process is the means whereby central records of your studies are maintained and unless you ensure that these are kept up to date you may find you will not receive credit for the modules you have taken and will be deemed to have failed those for which you have been registered but not attended. You may also find there is a timetable clash in the examinations you are due to take.

If you wish to withdraw from a module *after* the second week of a semester discuss the matter with the module coordinator and:

Arts students should contact the Academic Support Office in the Registry to make an appointment to see the Pro Dean (Advising). You will need written permission from the School or Department concerned to withdraw from a module after the second week of the semester.

Science students should see their Advisers of Studies, who will also seek approval from the relevant School and Faculty Officer.

#### **Pre-Advising**

Each April you will be asked to complete an on-line Pre-Advising Form for the following session. You should, if required, consult Schools/Departments and/or an appropriate Adviser before completing and returning the form by the required date. In many Honours programmes, Pre-Advising must be undertaken only after close consultation with Honours Advisers.

**The choice of modules you make determines your degree. It is vital that you should take no decisions based just on the advice of fellow students or any other unqualified person. If you have any doubts about your choice of module, you should consult your Adviser (Science) or the Pro Dean (Advising), or your Honours Adviser or Adviser of Studies (Arts/Divinity).**

## **2. Your Responsibilities**

The University has now agreed in principle that email should be recognised as an official form of communication between staff and students. Email facilities are made available to all students. It is your responsibility to check your mail every 48 hours to ensure you receive all notifications sent in that way.

It is also your responsibility to ensure that your personal details (home, term addresses and contact numbers etc) held on the University's Student Record Computer System are kept up-to-date. This must be up-to-date prior to Advising and can be further amended throughout the year through the Student Portal : <https://portal.st-andrews.ac.uk/>

You should also check that your module choices are suitable for the academic programme you wish to pursue, and that you are taking enough credits at levels suitable for your intended degree. Advisers of Studies do their best at the beginning of each session to guide students into the modules they need to take but students also have some responsibility to make sure they are meeting Senate Regulations and Degree Programme Requirements. If you have any questions about your academic programme you should bring them to the attention of your Adviser as soon as possible, bearing in mind that it is difficult to alter module choices after the first two weeks of a semester.

## **3. Withdrawal**

You may decide that you wish to withdraw from your studies either temporarily or permanently. If so, you must consult the Academic Support Office in the Registry where you will be given an appointment with the relevant Faculty Officer who will advise you and decide whether to approve your withdrawal or refer it to the relevant Faculty Business Committee.

This procedure of formal approval is necessary for the notification of academic Schools, the Registry, etc, and also for any Awarding Body involved.

Students admitted to an Honours Programme but who decide not to complete the Programme can graduate with a General Degree if they have satisfied the requirements for the degree. If you wish to graduate with this degree, you should inform the Academic Support Office in the Registry and Pro Dean (Advising) in Arts& Divinity or the Pro Dean (Science) in writing as soon as you reach this decision, and *no later than* the date when final results are reported at the end of the academic session if you wish to graduate at a June graduation ceremony.

## **4. Permission to Proceed**

Students must acquaint themselves with the Senate Regulations on Permission to Proceed (page 2.4) and the requirements for each module as specified in the relevant School Handbook.

## **5. Absence from Classes**

Attendance is a basic assessment requirement for credit award, and failure to attend classes or meetings with supervisors may result in your losing the right to be assessed in that module. Please ensure that you are familiar with the '**Permission to Proceed**' regulations as stated in the School handbooks.

If you have missed any classes, you must complete a Self Certificate of Absence form as soon as possible. A word version of this form is available via the Student Portal (<http://portal/st-andrews.ac.uk>) and the completed form may thereafter be emailed to [absence.reporting@st-andrews.ac.uk](mailto:absence.reporting@st-andrews.ac.uk) from your university email account.

The forms are also available from the Old Union Reception at 79 North Street. The completed form can be handed in to the Old Union Reception or sent directly to the Academic Registrar, Old Union Building, 79 North Street, St Andrews

If your absence was due to illness and you request a medical certificate from your GP, you should be aware that as a student you might be charged for this. Any certificates obtained should be submitted to the Academic Registrar in the same way as for Self-Certificates for Absence.

Monitoring of absences will be undertaken in accordance with the regulations on Permission to Proceed and students who submit more than two self-certificates in a semester will be referred to the Assistant Director, Student Support Services.

## **6. Examinations**

### **Absences**

Absence from Examinations due to illness should be reported IMMEDIATELY you know you will be unable to sit an examination to the Academic Registrar's Office by telephone (01334 46) 2159. This should then be followed up by an appropriate Self-Certification for Absence form.

### **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. Junior Semester One Abroad (JS1A)**

Alternative forms of assessment have been approved to replace the January examination for international students who are enrolled for the first semester only and who do not intend to return to St Andrews after Christmas.

## **8. Study Abroad**

Please note that Study Abroad is supported in all languages and in some other subjects and that the mechanism for doing so is the SOCRATES Scheme or another approved Exchange Scheme. Module shells are set up for all subjects on the following basis:

The credits awarded for the period of study abroad will be notified to Faculty in accordance with the following table.

	<u>Semester 1</u>	<u>Semester 2</u>
60 credits	3971	3972/4972
30 credits	3973 3975	3974/4974 3976/4976
15 credits	3977 3979	3978/4978 3980/4980
20 credits	3981 3983	3982/4982 3984/4984
10 credits	3985 3987	3986/4986 3988/4988

Any subject code may be used with the approved numbers. (i.e. FR3971, GM3985, SP3978, IT4984, RU3974 etc)  
Please contact the School Study Abroad Adviser for any specific queries.

