

## **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 Registry 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:

[www.st-andrews.ac.uk/students/coursecatalogue/](http://www.st-andrews.ac.uk/students/coursecatalogue/)

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

The Advising process in the University ensures that all students take the correct modules and number of credits that they need in order to graduate in their chosen degree programme. The Advising of students is looked after by Faculty Advisers, who are Academic members of staff from a range of Schools and Departments across the University, and overseen by the Pro Dean (Advising) in each Faculty.

Advising is obligatory for all students and no student can take a module without the approval of the appropriate Faculty Adviser at a meeting in person during Advising in September. All students must have their modules approved ('validated' is the term used) by their Adviser(s) in order to matriculate and so officially become a student of the University for that Academic session. All issues relating to fees, accommodation, medical services, ID cards, etc are dealt with as part of online matriculation and not in Advising, which focuses on academic matters.

There are sub-honours Advisers and Honours Advisers, and their roles differ.

#### **Sub-Honours Advisers:**

Sub-Honours Advisers each have a number of students assigned to them, and they are responsible for the Advising of those students into modules. Thus every first and second year student has a personal, named Adviser. Students will normally stay with the same Adviser through the first two years of their university career. The Advisers will see their students at particular points in the academic year and can advise them into first and second level modules in any appropriate subject. The Advisers will check that their students are taking the correct modules for their intended degree, that they are suitably qualified for any other modules they wish to take, and generally ensure that their students' module choices are appropriate and in accordance with University and Faculty regulations. Advisers will check and approve any module changes students wish to make.

In addition to fixed compulsory meetings with their Advisers, students may also contact them at any time in the academic year if they have anything that they wish to discuss. Although the primary function of an Adviser is to deal with a student's academic career, the Adviser is also a student's first point of contact for any related issues, especially in the first year of study. Advisers will also be able to direct students to the various sources of information or support available in the University (e.g. Academic Schools, Student Services, Registry, Accommodation Services, Careers Service, CAPOD etc.).

First and second year students must attend an individual appointment with their Adviser at the start of each academic year. The online Advising system is designed to minimise the more bureaucratic aspects of the process so that Advisers will have time to encourage students to think more carefully about their aspirations, needs and degree/career intentions.

#### **Honours Advisers:**

At the end of second year those students who have met the published requirements are admitted to Honours. They now pass from a named Sub-Honours Adviser to the Honours Adviser(s) in their chosen subject(s). Students must meet their Advisers in person in order to complete matriculation.

Honours Advisers are School-based and control access and guide students to the Honours level modules in their particular subject. Unlike Sub-Honours Advisers they cannot advise students into Honours modules in any subject, other than their own. Equally, a student may only be advised into an Honours level module by the Honours Adviser for that subject.

The primary role of the Honours Advisers is to ensure that each Honours student in their subject registers for an appropriate selection of modules that will enable them to fulfil the requirements of the Honours Degree programme

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to which they have been admitted. In the case of Joint Degree programmes students will have to consult, and have their module selections validated by, Honours Advisers in each subject area.

As with Sub-Honours Advising, students may contact the Honours Adviser for advice at any time during the academic year.

### **Advising Calendar:**

#### **Pre-advising – choosing modules for the coming academic year**

For new students: the online system is open during the summer and enables entrant students to select and enter modules online (a University e-mail address and password are required for this). These choices will be checked, corrected if necessary, and confirmed at **Advising**.

For returning students: pre-advising takes place in Spring for the following academic session. All pre-advising is done online and is provisional. Schools will provide all the necessary information for module selection for students entering Honours.

#### **Advising – first meeting with Advisers and validation of module choices**

First and second year students have individual appointments with their Advisers scheduled in the week prior to the start of teaching, as described above.

Honours students must check the arrangements for Advising with the individual Schools' Honours Advisers.

#### **Re-advising – changing module choices**

During the first two weeks of teaching in each semester (and from the start of January for semester 2 modules) students may change modules if they wish. All such changes must be made officially through the appropriate Adviser (Sub-Honours or Honours) who will check whether requested changes are permissible and discuss them with students as appropriate.

## **2. Your Responsibilities**

The University considers email 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 University email regularly and at least every 48 hours to ensure you receive all notifications sent to you in this way.

It is also your responsibility to ensure that your personal details (home and term addresses and contact numbers etc) held on the University's Student Record are kept up-to-date. This must be up-to-date prior to Advising and can be further amended throughout the year through iSaint, the University's student portal:

**<https://isaint.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 do their best at the beginning of each session to guide students into the modules they need to take but students also have responsibility to make sure they are meeting Senate Regulations and Degree Programme Requirements. Following the advising and re-advising processes you are required to confirm your module selections online. It is your responsibility to report any incorrect modules to the Pro Dean (Advising) by the deadline (end of Week 5 in each semester). Failure to do so may result in clashes in examination timetables or you being registered over/under-credit for the semester.

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 not normally possible to alter module choices after the first two weeks of a semester.

### **3. Withdrawal and Leave of Absence**

You may decide that you wish to withdraw from your studies either temporarily or permanently. A temporary withdrawal is known as a Leave of Absence and can be on medical or personal grounds. Leaves of Absence can normally be requested for one or two semesters and only in exceptional circumstances will a Leave of Absence be granted for more than two consecutive years in total. If an undergraduate is absent from a module for three or more weeks consecutively they must either take Leave of Absence or withdraw permanently from their studies.

If you do decide you wish to take a Leave of Absence or withdraw permanently, you must consult the ASC or the Registry where you will be given an appointment with the Pro Dean (Undergraduate) of your Faculty, who will advise you and decide whether to approve your withdrawal. This procedure of formal approval is necessary for the notification of academic Schools, Registry, Student Accommodation Services etc., and also for any Funding Body involved.

Students admitted to an Honours programme who decide not to complete the programme can graduate with a General Degree if they have satisfied the requirements for this degree. If you wish to graduate with a General Degree, you should inform the Registry and the Pro Dean (Advising) in your Faculty in writing or by email from your University account as soon as you reach this decision, and no later than the deadline for applying to graduate if you wish to graduate at the next graduation ceremony. The deadline for applying to graduate can be found on the Graduation web pages and is usually in early May for the June ceremonies and in early November for the November ceremonies.

Students who withdraw and are not eligible for a General Degree may be offered a Certificate or Diploma of Higher Education, depending on the credit they have accumulated at St Andrews.

### **4. Academic Progress**

Students must acquaint themselves with the Senate Regulations on attendance and the compulsory 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 a fail in that module with no right to re-assessment. Please ensure that you are familiar with the requirements as stated in the School handbooks.

If you have missed timetabled classes/events or any other compulsory elements of the module due to illness or an unavoidable pre-arranged event or appointment, you must complete a Self Certificate of Absence form as soon as possible. This is available at: [www.st-andrews.ac.uk/students/rules/selfcertification](http://www.st-andrews.ac.uk/students/rules/selfcertification)

Under certain circumstances, Schools may request further documentation in addition to the Self Certificate. In this case, students should contact Student Services in order to organise the appropriate documentation.

If you submit more than three Self Certificates in a single semester, or if the period of absence extends to fifteen working days, you may be contacted by Student Services, the Pro Dean (Undergraduate), or by an appropriate member of staff in your School.

### **6. Examinations**

Absence from Examinations due to illness or any other unavoidable reason should be reported to the University Examinations Office by telephone 01334 46 2124/2528 IMMEDIATELY as soon as you know you will be unable to sit an examination. This should then be followed up by completion of a Self Certification of Absence form from [www.st-andrews.ac.uk/students/rules/selfcertification](http://www.st-andrews.ac.uk/students/rules/selfcertification). As soon as you are well enough you should contact your School(s) to make arrangements for an alternative or deferred assessment to be completed at the earliest opportunity.

**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**

Students who are studying abroad will be advised into an appropriate combination of St Andrews study abroad modules. Temporary module codes (different from the list below) are set up on a subject and semester basis and all students will be advised into them normally by Week 2 of the first semester.

The module codes used for reporting purposes are listed below and reflect as well as possible what the student has studied during his/her period of study abroad. Reporting several study abroad results for a single semester in a single 60-credit shell module is not permitted. For example, if four modules are taken during one semester overseas, then 4 x 15 credit St Andrews modules will normally be used to report the module results. In cases where there is no exact match between credit loading overseas and the study abroad modules available in St Andrews, Advisers of Studies will strive to make the best match possible. Where averaging is required, e.g. in the case of a number of overseas modules bearing very small credit loads, the usual procedure of averaging to one decimal point will be followed.

Any subject code may be used with any of the module numbers e.g. FR3971, SP3971 etc. If a module does not appear to be available, Registry will activate the correct code.

The 4000 level code will be used where appropriate, bearing in mind that all students are required to achieve 90 credits of an Honours programme at 4000 level.

The module codes currently available for reporting purposes are:-

	<b>Semester 1</b>		<b>Semester 2</b>	
<i>10 credits</i>	3969, 3985, 3987, 3995, 3997, 3999	4985, 4987	3968, 3970, 3986, 3988, 3996, 3998	4986, 4988
<i>15 credits</i>	3977, 3979, 3989, 3993	4979	3978, 3980, 3990, 3994	4978, 4980
<i>20 credits</i>	3981, 3983, 3991	4931, 4983	3982, 3984, 3992	4982, 4984
<i>30 credits</i>	3973, 3975	4973, 4975	3974, 3976	4974, 4976
<i>60 credits</i>	3971		3972	4972