



University
of
St Andrews

Undergraduate and Postgraduate Student Handbook 2008 - 2009

University of St Andrews

UNIVERSITY OF ST ANDREWS UNDERGRADUATE AND POSTGRADUATE STUDENT HANDBOOK 2008-2009

This Handbook is designed as a reference guide for both new and returning Undergraduate and Postgraduate students. Please refer to the online pdf version of the Handbook for the most up to date information:

www.st-andrews.ac.uk/studenthandbook

Links to all student information and services can be found on the Current Students web page:

www.st-andrews.ac.uk/students

**THIS HANDBOOK IS AVAILABLE IN LARGE
PRINT, BRAILLE OR AUDIO ON REQUEST TO:
PUBLICATIONS**

T: 01334 467457

E: publications@st-andrews.ac.uk

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Welcome to new and returning students to the University of St Andrews.

Whatever course of study you are pursuing, you are doing so at a top university with an excellent reputation for the highest quality of teaching and research. You will be expected to work hard, but if you do you will also be able to enjoy a varied and exciting social life.

If you are an undergraduate, then you will experience a new and exciting set of intellectual challenges leading to a degree that is recognised internationally as being of high value. If you are pursuing a postgraduate programme, then you are already excited by the challenge of pushing back the frontiers of knowledge. We have world-class research facilities, a good Library, and some of the world's leading scholars and researchers who will guide you through your studies.

My colleagues and I on the staff of the University are here to help you. We want you always to remember your time in St Andrews, for an experience which will prepare you for a successful and fulfilling career.

This Student Handbook is meant to provide you with the basic information about the wide range of University facilities available to you. Use it to benefit as fully as possible from your study programme. Above all enjoy and benefit from your stay in St Andrews. You will have the time of your life.

Dr Brian Lang
Principal and Vice-Chancellor.

Academic Information

Advising of Studies

The following information principally applies to students in the Faculties of Science, Arts and Divinity who are each allocated a named Adviser of Studies, whose main task it is to guide students in their choice of modules and who ultimately approve the programme of modules chosen. There are three principal points of the Academic Year at which students may expect contact with their Adviser: Advising meetings at the start of the year; Re-Advising in the first two weeks of each semester; and Pre-Advising for next semester's modules. However, students may contact their Adviser for general guidance and advice at any time. As students in the Faculty of Medicine all follow the same programme of study they do not need to make module choices. Medical students are each allocated a Personal Tutor, instead of an Adviser of Studies.

For information on the Adviser for Evening Degree students please see **page 12**.

Advising at Start of Session. At the beginning of each session, before matriculating in the University, undergraduate students will see their Adviser of Studies, who will approve their choice of modules and can also give help and guidance on other matters which affect academic welfare. Students should prepare carefully for Advising by reading the Course Catalogue and attending subject talks. The Personal Development Plan (PDP) tool is available to all First Year students to help them think through their Advising choices. Postgraduate students will be advised into the appropriate modules by their Course Co-ordinator or other representative of the School, and any queries regarding this process should be addressed to the Course Co-ordinator in the first instance.

Re-Advising. You may change modules only in the first two weeks of each semester. No matter what level of module you are taking, you must contact your Adviser / Course Co-ordinator 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 you must ensure that these are kept up to date. You will be

examined on the modules listed on your record so you should ensure that your record is correct.

If you wish to withdraw from a module after the second week of a semester you should discuss the matter with the module co-ordinator and:

- Arts and Divinity students should contact the Academic Management and Support Office to make an appointment to see the Pro Dean (Advising);
- Science students should see their Advisers of Studies, who will also seek approval from the relevant Faculty Officer.
- Evening Degree students should contact the Evening Degree Co-ordinator, who will contact the Pro Dean (Advising) on your behalf.
- Postgraduate students should contact their Course Co-ordinator regarding any module choice issues.

Pre-Advising. Each April returning students will be asked to go to: www.st-andrews.ac.uk/students/academic/Advising/Overview and submit online a Pre-Advising module choice request form. You should, if required, consult Schools and/or an appropriate Adviser before completing your submission by the required date. Students in the Faculty of Medicine will receive specific instructions on the Pre-Advising process. You should also at this point take the opportunity to update your personal details (e.g. contact address). If you fail to pre-advise then you risk losing the opportunity to take a module where there are a limited number of student places (e.g. a field course). Pre-advising is a very important process as it provides the University with an early indication of the number of students who are intending to take a module, so that timetabling and purchasing of resources can be planned well in advance.

Details of all current modules can be found in the University's Course Catalogue, available online (www.st-andrews.ac.uk/students/academic/Coursecatalogue). Paper copies in alternative formats may be ordered through the Academic Management and Support Office.

Advisers of Studies will have access to your Pre-Advising pages and will be able to approve or alter module choices as part of the Pre-Advising or Advising process. An email will be sent when your choices have been approved by your Adviser. After approval, you will not be able to alter the Pre-Advising form, although you will be able to ask your Adviser to make changes.

The choice of modules you make determines your degree, so it is very important for you to make the right decisions. While it is helpful to talk to other students to find out which modules they found interesting, it is vital that you make your choices in consultation with your Adviser, Director of Teaching or the Pro Deans to ensure that you are getting correct information about the module combinations that are appropriate for your degree programme.

(See also: Course Catalogue page 11, Matriculation page 21, Programme Requirements page 37, Student Records: Student Access page 38)

Assessment

All modules are assessed using a variety of methods appropriate to the subject of study. Assessment requirements for each module can be found in the Course Catalogue www.st-andrews.ac.uk/students/academic/Coursecatalogue and in the handbooks and guidelines produced by academic Schools.

The final outcome of each module is reported to Faculty using a 0-20 reporting scale (the scale allows for increments of 0.1). This scale may not be the same as the marking scale used by your School for pieces of assessment. Where an alternative marking scale is used (e.g. a percentage scale) your School handbooks should make clear what translation is used to map the marks given for the assessment onto the 20 point scale.

Course Catalogue

The Course Catalogue contains information on all the programmes offered by the University. It also provides full details of all modules available, including content, credit level and value and assessment requirements.

The catalogue can be accessed online at:

www.st-andrews.ac.uk/students/academic/Coursecatalogue

A limited number of hardcopy versions of the Course Catalogues are produced once each year and are available on request from the Academic Management & Support Office. To enquire about paper copies, or alternative formats:

Contact:

Wilma Pogorzelec, Supervisor, Academic Management and Support Office, Registry, Old Union Building, 79 North Street.

T: 01334 462137

E: ams-ug@st-andrews.ac.uk

Deans' List

A new annual award for academic excellence, promoted by the four Deans of the University, was introduced in academic year 2007-2008.

Undergraduate students who achieve an outstanding overall result in the course of the academic year have their names inscribed on the Deans' List, an honour that will also appear on their University transcript.

The criteria for the award are strict and can be viewed at

www.st-andrews.ac.uk/administration/deans/deanslist/

Any student who meets all the required criteria and who obtains a credit-weighted mean grade of 16.5 or above for the year will be recorded on the Deans' List.

Evening Degree

If you are an Evening Degree student, for all information:

Contact:

Nicky Haxell, Evening Degree Co-ordinator, St Andrews Extension
Programmes: Evening Degree Office, St Katharine's West, 16 The Scores
T: 01334 462203
E: parttime@st-andrews.ac.uk
W: www.st-andrews.ac.uk/admissions/Eveningdegreeprogramme

Evening Degree students requiring support contact:

Student Support Services, 1st Floor, Students' Association.
T: 01334 462720
E: sss@st-andrews.ac.uk

Examinations - UG

Information on a range of matters related to examinations is given at the Examinations Office webpages at www.st-andrews.ac.uk/students/academic/Examinations. Students are advised to consult these pages regularly throughout the year for up-to-date details.

Registration for Degree Examinations. All matriculated students are entered automatically for the January and May / June degree examination diets. However, those students who are offered the opportunity to take resit and/or deferred assessments at the August / September degree examination diet must register individually for this diet. Where the examination is a reassessment, there is a fee payable (for details see www.st-andrews.ac.uk/students/academic/Examinations) at the time of registration. Similarly, those students who are out of time or whose studies have been terminated but who have been given permission by the relevant Faculty Business Committee to sit only the examination (via extended Permission to Proceed) in a particular semester must also register individually for the diet in question and pay the appropriate fee.

Reassessment Registration. In order to register for the September degree examination diet, you must complete the online registration and fee payment process. This facility can be accessed at www.st-andrews.ac.uk/students/academic/Examinations. Please note that registration and fee payment are available online only.

The registration and payment facilities will be available each session in early July and all registrations must be submitted by the annually advised deadline in August. Please note that registrations will not be confirmed until the appropriate re-entry fee has been paid in full. Failure to register fully by the due date may mean that you will not be able to sit your examination in the diet.

Examination Timetables. The Provisional Degree Examination Timetable is published for each examination diet during week 8 of the semester.

You are reminded of the importance of checking the provisional timetable carefully. Whilst every effort is made by Schools and Registry to prevent timetable clashes, they can on occasion occur. Where such a clash is identified, students should in the first instance alert the Examinations Officer of the relevant School who will contact the University Examinations Office (examoff@st-andrews.ac.uk) as a matter of urgency.

The **Confirmed Degree Examination Timetable** is published in Week 10 of each semester: in December for degree examinations in January, and in April for degree examinations in May. Students are strongly advised not to make any travel or other arrangements for the period of the examinations until the Confirmed Timetable has been published. The Degree Examination Timetable for the **September Reassessment diet** is published in July of each year and students are expected to attend in St Andrews for any examinations scheduled during this diet.

All examination timetables are published via the web only at www.st-andrews.ac.uk/students/academic/Examinations. Individual **Personal Student Examination Timetables** for the January and May diets only can also be downloaded from this webpage.

Contact:

Scott Rosie, Registry Officer (Examinations/Timetable), Old Union Building,
79 North Street.
T: 01334 462142 or 462124
E: examoff@st-andrews.ac.uk
W: www.st-andrews.ac.uk/students/academic/Examinations

(See also: Absence from Classes or Examinations page 28; Permission to Proceed page 37)

Examinations - PG

Where Taught Postgraduate degree modules are examined by sit-down examinations during the January or May diet, arrangements are similar to those for Undergraduate examinations, outlined below. Information on a range of matters related to examinations is given at the Examinations Office webpages at www.st-andrews.ac.uk/students/academic/Examinations. Students are advised to consult these pages regularly throughout the year for up-to-date details.

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W: www.st-andrews.ac.uk/students/academic/Examinations

(See also: **Absence from Classes or Examinations page 28;**
Permission to Proceed page 37)

Exchanges and Study Abroad

Are you aware that you could spend up to a year of your St Andrews degree in another country? Have you ever considered spending a semester in Cairo, a year in California or a year in Paris? Study abroad is an exciting opportunity that could add an important dimension to your undergraduate studies. You should contact your School to enquire about the opportunities available for your programme of study.

Europe

The Erasmus programme is a European-wide initiative, where exchange agreements are made between specific Schools/Departments at St Andrews and their counterparts at partner institutions. The University of St Andrews has Erasmus exchanges with almost 30 European institutions in 10 countries with more in development; including two in Iceland! Although the great majority of our exchanges are for students of Modern Languages, there are also opportunities with other Schools and Departments. This includes a number of exchange partners who offer courses in English as well as in the host language.

The Erasmus programme is sponsored by the European Commission. To take part in this programme, students must hold citizenship of a member state of the European Union. Tuition fee waivers have been made available to our eligible 2008/9 outgoing students, as well as Erasmus grants (not means tested).

North America

The University has institutional level exchange agreements which are not subject specific with 13 different partners in North America. Three agreements are in Canada and ten are in the US. These exchanges are for the full academic year and have a competitive application process.

Other exchange/study abroad programmes

In addition to the exchanges and study abroad programmes noted above, there are also opportunities to study in Egypt, Hong Kong, Syria and Uruguay. We hope to add more in the near future.

Students are sent further information on all of our study abroad programmes in their second year. In the meantime, please take a look at our online information:

www.st-andrews.ac.uk/admissions/Exchangestudents/

Contact:

Admissions, St Katharine's West, 16 The Scores
European Recruitment and Exchanges (including information on other non-North American programmes)
T: 01334 463310
E: erasmus@st-andrews.ac.uk

North American Recruitment and Admissions
T: 01334 463323
E: sturecruit@st-andrews.ac.uk

Extension of Studies - PG

You may discover that you require more time to complete your work than is allowed for in the regulations of 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.

For information on obtaining a continuation period or an extension of time limit please refer to the Code of Practice for Supervisors and Students in Taught Postgraduate Programmes or the Code of Practice for Supervisors and Students in Research Postgraduate Programmes at:
www.st-andrews.ac.uk/students/policy

General Degree students

General Degree students are entitled to be awarded the Degree with Distinction if they meet the criteria set out in Senate Regulation 26.

If a student narrowly misses meeting these criteria due to adverse personal or medical circumstances, s/he should write with a full explanation and documentary support to the Special Classification Board, c/o the Academic Registrar. The Board usually meets only a few days after the release of module results in May/June: students should therefore make their application to the Board very promptly.

Although S Coding of modules does not normally apply to General Degree students, the Special Classification Board may be guided by the rules regarding S Coding in considering any application for the award of a Distinction from a General Degree student.

GRADskills Programme - PG

The GRADskills Programme was launched in 2005 for the benefit of all PhD and MPhil students studying at the University of St Andrews. It aims to help postgraduates achieve their research and career goals by providing opportunities to enhance their generic personal and professional skills, and improve their employability after graduation. Topics included in the Programme have been recommended by national research authorities such as Research Councils UK, and by staff and students at St Andrews.

GRADskills includes a wide range of training courses, workshops, seminars, conferences, study visits and other development activities. Some events are offered in collaboration with 'Vitae', Britain's highly-regarded researcher training organisation, while others utilise professional trainers, consultants and academics, all of whom are experts in their own fields.

Students are kept up-to-date with ongoing programme developments and opportunities throughout the year via the dedicated GRADskills website, and more information on how students can participate in the programme is given at Postgraduate Induction.

Contact:

GRADskills, The Gateway, North Haugh, St Andrews.
T: 01334 462340
E: gradskills@st-andrews.ac.uk
W: www.st-andrews.ac.uk/GRADskills

(See also: Induction page 20)

Graduation

Most students choose to graduate in person, at either the June ceremonies or the St Andrew's Day ceremony, in person or *in absentia*. For more details, contact the Student Academic Administration Office.

Students who are potentially eligible to graduate will be contacted well in advance by the Student Academic Administration Office via the University email system and asked to submit a request to be included in the relevant ceremonies.

For information about graduation arrangements, including gown hire and garden parties, see www.st-andrews.ac.uk/students/academic/Graduation

Contact:

Student Academic Administration Office, Registry, Old Union,
79 North Street.
T: 01334 462119
E: saa.registry@st-andrews.ac.uk

Honours Degree Classification - UG

The University operates an algorithm for calculating Honours degree classification. Degrees are classified using a credit-weighted calculation of grades achieved for Honours level modules (3000 level and above).

Further information regarding the algorithm is at:
www.st-andrews.ac.uk/students/academic under Assessment and Award.

Note in particular that in the case of loss of Permission to Proceed (PtP) in a 3000-level, 4000-level, or 5000-level module, a grade of '0' will be entered into the calculation even though no credits are obtained for the module with respect to meeting the requirements of the Honours degree programme.

Contact:

Nicola Milton, Registry Officer, Registry, Old Union Building,
79 North Street.
T: 01334 462131
E: facclerk@st-andrews.ac.uk

(See also: **Permission to Proceed page 37**)

Identity Cards

Procedure for the issue of ID cards.

Business Improvements (BI) are responsible for the production and distribution of student ID cards. New students are issued with an ID card at the beginning of their first academic year, usually at registration in the Younger Hall. The information on the card is extracted from the central administrative systems. If you have not submitted a correct personal details form via e-vision (www.st-andrews.ac.uk/students/ and look under Academic Matters) the information in the central Student Record system, and therefore on your ID card, will be incorrect. Cards are valid for the entire duration of study and serve a number of functions:

1. Personal identification and confirmation that you are a student at the University of St Andrews for purposes of voting in student elections, access to the Library, Students' Association etc.
2. Swipe card for access to many University buildings, for example, 24-hour computer classrooms.
3. Library card. The barcode and 10 digit number on the rear of the card is used solely by the Library for maintaining your Library record and issuing books.

Please note that:

- ID Cards remain the property of the University of St Andrews.
- If a student leaves the University before the course end date on the card (valid until date), they must return the card to: ID Cards, Business Improvements, College Gate, North Street, marking the envelope as 'returned ID card'.
- Students must be in possession of a valid ID card for the duration of their study.

For information about problems with swipe card access, lost and stolen cards, damaged or incorrect cards and changes to photographs please see www.st-andrews.ac.uk/students and look under Tech and Administrative services.

Induction - PG

The University provides induction programmes specifically for postgraduate students at the beginning of the academic year - one for Master's students, another for MPhil and PhD students. The Induction informs new postgraduates about the structures and systems of the University and gives an introduction to research and skills training at St Andrews. All postgraduate students are strongly encouraged to attend Orientation Week events, details of which are given on the new postgraduate web pages: www.st-andrews.ac.uk/newpgstudents Many individual Schools also provide an additional induction to welcome their new postgraduates and to address discipline-specific topics and regulations related to postgraduate study and research.

(See also: GRADskills Programme page 17)

Matriculation - UG

All students are required to matriculate at the start of their first semester of study in each academic year. This is a two-step process, involving first Advising of Studies and then the matriculation event which involves confirming arrangements to pay any fees due, updating your personal details and then signing your matriculation form. The matriculation event takes place in the Younger Hall during Pre-sessional week.

For more information relating to Advising of Studies see: www.st-andrews.ac.uk/students/academic/Advising/Overview

For any questions relating to Advising of Studies contact the Academic Management and Support Office: E: ams-ug@st-andrews.ac.uk

For questions relating to Matriculation, please contact the Student Academic Administration Office: E: saa.registry@st-andrews.ac.uk

Late Matriculation. There is a fee of £40 which applies to any student (undergraduate or postgraduate) who fails to complete the matriculation process (Advising and payment of fees) before Wednesday 1 October 2008. You will be reminded of this and automatically charged. Evidence of genuine reasons for late matriculation (late entrant, travel difficulties or illness) must be confirmed by your Adviser to allow consideration of the waiving of the late fee.

Year Abroad. If you are going on a study year abroad you should make early matriculation arrangements before you leave St Andrews. Details of these arrangements are communicated through Schools, and you will normally be contacted during May with further details.

For any additional questions:

Contact:

Academic Management and Support Office, Registry, Old Union Building,
79 North Street.

E: ams-ug@st-andrews.ac.uk

(See also: Advising of Studies page 8, and Exchanges and Study Abroad page 15)

Matriculation - PG

All Taught Postgraduate students are required to matriculate at the start of their first semester of study in each academic year. This is a two-step process, involving first a meeting with your Supervisor or Programme Co-ordinator who will issue you with your letter of registration and agree with your programme of study and, where applicable, module choices. You will then be directed to bring the letter with you to the Younger Hall where registration will take place. Taught Postgraduate students in the school of Management should matriculate at the Management matriculation event at the Gateway in pre-sessional week.

All Research Postgraduate students are required to matriculate at the start of their studies and annually thereafter. Your matriculation form will be sent to your Supervisor for signing. He or she will then either send the form on to you or ask you to call into the Department to collect it. To complete the matriculation process, you need to sign the form and return it to the Student Academic Administration Office, Registry, 79 North Street, St Andrews, KY16 9AJ. Your copy, and should it be required, a new ID card, will then be sent to the department for collection. This means that you will not be required to attend the matriculation process at the Younger Hall.

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 matriculation form has been signed and returned and your personal details have been updated. To update your personal details go to www.st-andrews.ac.uk/students and click the View and Amend Personal Details option.

Late Matriculation. There is a fee of £40, which applies to any student (undergraduate or postgraduate) who fails to complete the matriculation process (Advising and payment of fees) before Wednesday, 1 October 2008. Students will be reminded of this and automatically charged. Evidence of genuine reasons for late matriculation (late entrant, travel difficulties, illness etc.) must be confirmed by the Pro Dean to allow consideration of the waiving of the late fee.

Further information:

www.st-andrews.ac.uk/students/academic/Advising/Overview

Contact:

Student Academic Administration Office

E: saa.registry@st-andrews.ac.uk

(See also: Identity Cards page 19)

Session Dates 2008/2009

Pre-Sessional Week:	Week commencing Monday 22nd September 2008
Martinmas Semester:	Monday 29th September 2008 – Friday 23rd January 2009
Reading Week:	Week commencing Monday 10th November 2008
Raisin Monday:	Monday 24th November 2008
Graduation:	Thursday 27th November 2008 (no teaching all day)
Christmas Vacation:	Saturday 20th December 2008 – Sunday 4th January 2009
Revision Period:	Commences Monday 5th January 2009
Examinations:	Saturday 10th January 2009 – Tuesday 20th January 2009
Candlemas Semester:	Monday 9th February 2009 – Friday 29th May 2009
Spring Vacation:	Saturday 28th March 2009 – Sunday 12th April 2009
May Day Holiday:	Monday 4th May 2008
Revision Period:	Commences Saturday 9th May 2009
Examinations:	Saturday 16th May 2009 – Wednesday 27th May 2009
Graduation:	Tuesday 23rd June 2009 – Friday 26th June 2009
Re-Assessment Diet:	Medicine Monday 31st August 2009 – Friday 4th September 2009
Others:	Monday 7th September 2009 – Thursday 10th September 2009

Further Session dates are available at:

www.st-andrews.ac.uk/students/policy

Note that Orientation Week and Reading Week are integral parts of the University semester, and students are expected to devote these periods to their studies. Students are also expected to be available for the entire examination period.

Study Abroad (See: Exchanges and Study Abroad page 15)

Studying Part-time

The opportunity for part-time study is available in all Faculties except Medicine. To qualify for part-time status candidates must show that they have insufficient time available to pursue studies full-time (e.g. by having a job).

In addition, students who do not already possess a degree from the University of St Andrews are normally required to be resident in St Andrews for a specific period. Requirements vary according to the degree in view and candidates for part-time study are advised to seek the advice of the appropriate Head of School in the first instance.

Under the Immigration Rules there is no provision for International Students to study part-time. If you are in the UK with a student visa you must be registered full-time, regardless of level of study.

Transcripts of Academic Records

Registry can supply a transcript of your academic record showing the following details:

- degree programme for which you were enrolled at the end of each year of study;
- classes/modules which have been taken in each year of study;
- assessment and reassessment grades for each class/module;
- number of credits gained in each module and in each year;
- degree awarded and class (where applicable);
- details of prizes and medals awarded.

Additionally, we can supply a sheet explaining the grading system. Summary details of credits transferred in and/or gained as part of an exchange programme will be shown. Details of non-St Andrews courses will not be shown - these should be obtained from the relevant institution. There is a charge for this service: first 20 copies ordered are free, thereafter a charge of £1 per transcript. Orders for transcripts should be logged by letter, fax, or email, or in person to the Old Union Reception, and will usually be dispatched within three to five working days in term time (turnaround during major events e.g. Matriculation, Exams and Graduation and in holiday periods may be slower).

When ordering, please provide as many of the following details as you can: Full Name, Student Number, Date of Birth, Date of Leaving St Andrews, address to which the transcript should be sent, any special instructions from the intended recipient.

Contact:

Student Academic Administration Office, Registry, Old Union Building,
79 North Street.

T: 01334 463097

F: 01334 462144

E: saa.registry@st-andrews.ac.uk

W: www.st-andrews.ac.uk/students/academic

Undergraduate Research Internship Programme (URIP)

This programme was introduced in 2007-8 with the intention of giving undergraduate students the opportunity to experience research during the summer vacation. The URIP is open to students who are matriculated at the University of St Andrews and who will typically have completed their penultimate year of studies. URIP funding (currently at £180 per week for up to 10 weeks) cannot be used to support research for a credit-bearing programme. Details of the scheme, including information about the application procedures, are published during the academic year. The programme is administered by the Deans of Arts and Science.

For full details of the application process visit:

www.st-andrews.ac.uk/media/ug_internship_2008.pdf

University Government

For more information about the University's policy making committees and officers, see: <http://foi.st-andrews.ac.uk/doc.jsp?id=1233> and www.st-andrews.ac.uk/about/UniversityCourt

Student Participation. There is plenty of scope for student participation in University government. The participation of all students is actively encouraged, feeding into the audit of academic courses. You will be provided with a student feedback form at the end of each taught module; please take time to fill this in and return it as indicated.

All matriculated students of the University have the right to vote in the election of a Rector who holds office for a three-year period and may preside at meetings of the University Court - the highest governing body of the University. The Rector is elected by students to ensure that the views of that body can be properly articulated at the highest level of the University. The current Rector is Mr Simon Pepper OBE who will demit office in October 2008. The Rectorial elections to appoint his successor will be held on Friday 31 October 2008. The Rector appoints an Assessor who is also a member of the University Court and is usually a student. The role of the Assessor is to act as a permanent point of contact within the town to the Rector to highlight problems when they arise. For more information on Rectorial elections check www.yourunion.net/electarector Students from all years are encouraged to suggest candidates and get involved in the Rectorial Election process, a chance that only comes along once every three years.

In addition, the University Court also includes among its membership two other students - the President and the Director of Representation of the Students' Association. These two Sabbatical Officers can be found in the Students' Association building on St Mary's Place, and are also there to represent you at the highest echelons of University Government. Members of the SRC (Students' Representative Council) also sit on the Senate and the Academic Council. Students also have representatives on a wide range of University committees, and School/Departmental consultative committees. The SRC itself exists to represent students on all matters and is the principal recognised channel of communication between students and the University authorities. Students also have representatives on a wide range of University committees, and School/Departmental consultative committees. Should you wish to be involved, the SRC elections occur every March, with postgraduate positions elected in October.

For more information on these and the other services the Students' Association offers, view their web page at: www.yourunion.net

When you graduate: the General Council. Instituted in 1858 by the Universities (Scotland) Act, the General Council is a body whose members include graduates of the University, members of the University Court and teaching staff. The business of the Council is to take into consideration all questions affecting the well-being and prosperity of the University and to make representation thereon to the University Court. The Chancellor of the University is elected by the General Council and is President of the Council.

Meetings of the General Council are normally held on the Saturday following the June Graduation Ceremonies and the Saturday following the St Andrew's Day Graduation Ceremonies, the latter normally being held outwith St Andrews.

General Council web page: www.st-andrews.ac.uk/about/GeneralCouncil

Academic Regulations & Codes of Practice

Absence from Classes or Examinations

Attendance is a basic requirement for the award of credit, 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 miss an odd class it is courteous to inform the lecturer/tutor concerned. However, if you miss several classes, or a class that is part of the requirements for Permission to Proceed, you must complete a Self Certificate of Absence form as soon as possible. This form is available at: www.st-andrews.ac.uk/students/academic (under Absence) and the completed form may thereafter be sent to E: absence.reporting@st-andrews.ac.uk from your University email account.

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 may be charged for this. Any medical certificates obtained should be submitted to the Academic Registrar & Clerk, College Gate, North Street, St Andrews.

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 may be referred to the Academic Support Adviser in Student Support Services.

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: T: 01334 462005. This should then be followed up by an appropriate Self-Certificate of Absence form. As soon as you are well enough thereafter you should contact the relevant member of staff in the School to make arrangements for an alternative or deferred assessment to be completed at the earliest possible opportunity.

Contact:

Academic Registrar, & Clerk, College Gate, North Street
T: 01334 462596
F: 01334 467432
E: absence.reporting@st-andrews.ac.uk

(See also: Permission to Proceed page 37)

Academic Misconduct

The University awards degrees and other qualifications as a recognition of a student's own performance during a programme of studies. All work submitted for assessment, therefore, must be the product solely of the student concerned except when clearly stated otherwise. Some Schools will use specialist computer software to detect plagiarism and you should make yourself aware of any referencing conventions within that subject.

The University regards Academic Misconduct as a serious matter and penalties can be severe. Guidance on good academic practise will be given to all students throughout their studies and it is important for students to understand how to follow this advice. If you are unsure of what is expected of you then it is important for you to seek early advice from your lecturers, Adviser of Studies, or Personal Tutor as appropriate. SALTIRE also provides advice of good academic practise and essay writing skills.

Details of how the University deals with allegations of Academic Misconduct i.e. the School and University level investigation and adjudication processes, the range of possible penalties, and details of the appeals procedure, can be found at: www.st-andrews.ac.uk/policy in the Postgraduates and Undergraduates sections.

Academic Progress Difficulties - UG

If you are encountering difficulties which are affecting your academic progress, e.g. attendance at classes, completing assessments, preparing for or attending examinations, withdrawal of Permission to Proceed, Termination of Studies and withdrawal from the University, in the first instance contact either the Module Co-ordinator, your Adviser of Studies or the Director of Teaching. Otherwise, the Academic Support Adviser should be contacted. They are responsible for giving advice on how to proceed, and for informing Schools and Departments of circumstances which are affecting a student; such circumstances may be taken into account by way of assessment extensions or alternative assessment. It is important that all circumstances that may have affected performance are brought to the attention of the appropriate School(s) as early as possible and certainly before the examination diet for the semester affected. The Academic Support Adviser can also be contacted about any other academic concerns, e.g. degree structures, prerequisites for entry to modules or to Honours,

dissatisfaction with grades, etc., but any final decision will lie with the appropriate Faculty or School Officer.

Contact:

Academic Support Adviser
1st floor Students' Association, 9 St Mary's Place
T: 01334 462042
E: sss@st-andrews.ac.uk
W: www.st-andrews.ac.uk/sss

Students' Association. The Director of Representation and the Students' Association Student Advocate (Education) together handle representational and educational issues. Iain Cupples, the Student Advocate (Education), provides strictly confidential advice on academic issues on behalf of the Association. As an employee of the Association, rather than the University, Iain can offer an independent perspective and student-centred advice on a range of issues, and provide support for students with academic difficulties. In particular, he can provide practical support and advice for students who need to use formal University procedures such as appeals and complaints. Iain can also be used as a point of contact for general enquiries about academic issues and student representation, particularly the class representative system.

In addition to Iain, there is also a Student Advocate (Accommodation). Eleanor Feltham is available to give advice and support on any accommodation issues you may be facing.

Contact:

Iain Cupples, Student Advocate (Education) and Eleanor Feltham, Student Advocate (Accommodation).
T: 01334 462700
E: inc@st-andrews.ac.uk or ef41@st-andrews.ac.uk

The Director of Representation of the Students' Association is available to give advice in confidence to individual students on all areas of representation including education, accommodation, and welfare. The Director of Representation is also the main point of contact regarding Class Representatives and student representation in general.

Contact:

T: 01334 462700
E: dorep@st-andrews.ac.uk

Medical Students. Because the Medicine Course is part of a professional training, students in the Faculty of Medicine are required to fulfil Fitness to Practise requirements which are fully explained to them by Bute Medical School Staff. In this connection medical students are required each session to sign the Bute Medical School Agreement. Further details of the Agreement and Fitness to Practise issues can be found at <http://medicine.st-andrews.ac.uk/prospectus/fitness.aspx>

Evening Degree Students. Students should contact Dr Nicky Haxell, Co-ordinator of the Part-Time Evening Degree Programme (see **Evening Degree page 11**).

Common Undergraduate Problems. Once you have registered, you should see your tutors or module co-ordinators for information on particular module or programme requirements. However, you should contact the Academic Management and Support Office, Registry, Old Union Building, 79 North Street, E: ams-ug@st-andrews.ac.uk in the following circumstances:

I want to change my course or module choice. You cannot change your programme or module choice without having this approved by an Adviser of Studies or Supervisor. Changes must be approved by the end of week 2. All students should see their Adviser in his/her Department.

I want to change my Faculty. You are admitted to a specific Faculty on the basis of your stated degree choice and entrance qualifications. Changing Faculties requires the permission of both the Pro Dean Arts (Advising) and the Pro Dean Science (Undergraduate). Arts and Divinity students should first see the Pro Dean Arts (Advising), and Science students the Pro Dean Science (Advising). Appointments are to be made through the Academic Management and Support Office.

I want to change my status from full-time to part-time (or vice versa). Arts and Divinity students should see the Pro Dean Arts (Advising); Science Students should see the Pro Dean Science (Undergraduate). Changes for the current semester must be approved by the end of week 2. Appointments may be made through the Academic Management & Support Office.

I want to change my status from non-graduating to graduating. If you are a non-graduating student and wish to stay for more than one year in the Faculty you should apply for graduating status, usually towards the end of your non-graduating year. Non-graduating students will be contacted by the Academic Management and Support Office in April. Those wishing to change status should complete the form as required and return to the Academic Management and Support Office.

I wish to withdraw either temporarily or permanently from my studies.

If you wish to withdraw from your studies you may wish to consult with the Academic Support Adviser in Student Support Services. You will then need formal permission from the appropriate Pro Dean to withdraw, and must, save in exceptional circumstances, seek this permission in person. Appointments with the Pro Deans can be made through the Academic Management and Support Office.

Contact:

Academic Management and Support Office, Registry, Old Union Building, 79 North Street.

E: academic_support@st-andrews.ac.uk

(See also: Advising of Studies page 8; Complaints, Appeals & Discipline page 34; Permission to Proceed page 37; Termination of Studies page 40).

Academic Progress Difficulties - PG

- Refer to the Code of Practice for Supervisors and Students in Taught and Research Postgraduate Programmes for procedures and further guidance: www.st-andrews.ac.uk/policy
- If problems are encountered which affect academic progress then the Academic Support Adviser in Student Support Services, can be contacted for an informal discussion. However, it must be emphasised that any final decisions would lie with the relevant School(s) and/or Faculty Business Committee.

Contact:

Academic Support Adviser, Student Support Services, 1st Floor, Students' Association, 9 St Mary's Place.

T: 01334 462720

E: sss@st-andrews.ac.uk

W: www.st-andrews.ac.uk/sss

Change of Supervisor: see Code of Practice for Supervisors and Students in Taught and Research Postgraduate Programmes for procedures and further guidance: www.st-andrews.ac.uk/students/policy

(See also: Complaints, Appeals & Discipline page 34)

Codes of Practice for Supervisors and Students in Taught and Research Postgraduate Programmes

See Postgraduates policy section at: www.st-andrews.ac.uk/students/policy

Complaints, Appeals & Discipline

The University is committed to ensuring as high a quality student experience as possible while studying at St. Andrews. Occasionally things may go wrong and if you are experiencing a difficulty or are dissatisfied with your academic experience, you should raise concerns as soon as possible. This allows effective resolutions to be worked out quickly.

Difficulties or dissatisfaction normally fall into one of three categories:
Appeals against academic judgements - where, for example, the University has made a judgement about your assessed work or academic progression;
Complaints - where you are dissatisfied with the provision, whether academic or non-academic, that you have received from any part of the University;
Disciplinary cases - where the University has grounds to believe that you have conducted yourself in an unacceptable manner in an academic or non-academic context.

Complaints should be raised in the first instance at local level with the appropriate member of staff, Head of School/Department/Unit. There are occasions when an amicable solution is not possible, and in these circumstances you should refer to, and follow, the procedures outlined in the University's Code of Practice on Student Appeals, Complaints and Discipline. See: www.st-andrews.ac.uk/students/policy

If there are personal circumstances that may affect your academic performance and subsequently may result in an Academic Appeal, please bring these to the attention of an appropriate member of staff as soon as possible, for example your Academic Adviser or the appropriate Pro Dean.

If you wish for further information, consult the University's Code of Practice on Student Appeals, Complaints and Discipline.

You can obtain guidance on the procedures relating to any of the sections of the Code from the Students' Association, the Academic Registrar & Clerk, or Student Support Services.

The Students' Association provides independent and confidential help and advice for students who are contemplating a complaint or appeal or are having discipline proceedings taken against them. The Students' Association employs Iain Cupples, the Student Advocate (Education), whose job it is to ensure that you receive help with writing and submitting your complaint/appeal and will even accompany you to any hearing. He should be your first point of contact as soon as you feel you need help.

Contact:
Iain Cupples
T: 01334 462700
E: inc@st-andrews.ac.uk

For advice on the process and alternative formats:

Contact:
Lorraine Fraser, Academic Registrar & Clerk, College Gate, North Street.
T: 01334 462596
E: registrar@st-andrews.ac.uk

Confidentiality - Code of Practice

The Code is available online at www.st-andrews.ac.uk/students/policy under Most Requested Documents.

For further information, contact the University's Data Protection Officer

(See: Data Protection below).

Data Protection Information

Information for students is available at: www.st-andrews.ac.uk/dataprot
If you need advice on a specific issue:

Contact:
University Data Protection Co-ordinator.
T: 01334 463528
E: dataprot@st-andrews.ac.uk

Degree Regulations

A regulatory structure determined by Senate and Court governs the award of all degrees. Undergraduate and Postgraduate Resolutions and Regulations are online at: www.st-andrews.ac.uk/students/policy/

For alternative formats:

Contact:
Nicola Milton, Registry Officer, Registry, Old Union Building,
79 North Street.
T: 01334 462131
E: facclerk@st-andrews.ac.uk

Enrolment in Classes - UG

When you first attend your classes in Week 1, you will be required to 'sign in', allowing Schools to allocate you to tutorial groups, and to distribute teaching material for each module, for example reading lists. Enrolment usually takes place at the lecture hour of the module in the School which teaches it. However, you should check details carefully on School noticeboards. At enrolment, you will receive additional module information such as book lists, tutorial and laboratory arrangements, etc.

Please note that you cannot enrol for a module unless your Adviser of Studies has confirmed your registration for it.

(See also: Advising of Studies page 8)

Equality

The University's aim is that all staff and students, both existing and potential, should receive equal and fair treatment in all aspects of University life. The University seeks to ensure that a suitable working and studying environment is provided which is free from discrimination and where all members of the University community are treated with dignity and respect and are valued as individuals.

To meet this aim, the University Court established an Equal Opportunities Committee with a remit for both staff and student issues. The Equal Opportunities Committee has now been replaced by an Equalities Monitoring Group which has the explicit goal to manage the transition towards effectively embedding equal opportunities activities in all appropriate University Committees within a period of three years.

The Student Support Forum which identifies and discusses issues of welfare, equal opportunities and support affecting students can, through the Student Services Committee, raise matters for consideration by the Equality Monitoring Group.

If you believe any of the policies has been breached by a student, report the matter to:

Director of Student Support Services, 2nd Floor, Students' Association.

T: 01334 462252

E: sss@st-andrews.ac.uk

If you believe any of the policies has been breached by a member of staff, report the matter to: Human Resources, College Gate.

T: 01334 462557

E: humres@st-andrews.ac.uk

For more information see the following web pages:

Race Equality Policy, Equal Opportunities Policy, and Harassment & Bullying Policy: www.st-andrews.ac.uk/staff/policy/Equalopportunities/

The University operates a network of Harassment Contacts, who can be contacted by anyone - staff or students. They are there to listen, help and support.

Leave of Absence (See: Withdrawal from Study page 41)

Permission to Proceed

Permission to Proceed is a system for regulating student attendance and/or performance. It gives Schools a mechanism to ensure attendance at modules, the submission of work, and an acceptable quality of work. Schools specify the Permission to Proceed requirements for each module in School Handbooks and you should acquaint yourself with these details and also the Senate Regulations on Permission to Proceed: www.st-andrews.ac.uk/students/policy The loss of Permission to Proceed in a module has serious consequences and you should alert staff to any factors that prevent you from fulfilling the stated requirements.

(See also: Course Catalogue page 11; Termination of Studies page 40)

Programme Requirements

The Course Catalogue provides information on the module requirements for particular degree programmes. See www.st-andrews.ac.uk/students/academic/Coursecatalogue

For information regarding requirements for specific degree programmes you may also speak to your Adviser of Studies.

(See also: Course Catalogue page 11)

Public Interest Disclosure Code

See online at: www.st-andrews.ac.uk/policy under Freedom of Information.

Relationships between Staff and Students

The University's Code of Practice governing relationships between staff and students can be found online at www.st-andrews.ac.uk/media/policy_relations_staff_students.pdf For more information contact Human

Resources:

T: 01334 463096

E: humres@st-andrews.ac.uk

Student Records: Student Access

The University keeps records on every student. Each record contains data of two sorts - personal details (e.g. next of kin, term address) and course information (e.g. pre-advising records, modules currently being taken, and grades awarded for past modules). Access to this self-service facility is available online to all students registered at the University and is provided via the internet over a secure server.

Personal details

Personal details must be updated at the beginning of every academic session prior to completing the matriculation process. Students are asked to take responsibility for keeping their personal details correct and up-to-date (see also **Email Communication page 59**). This is particularly important in terms of changes to email or contact addresses. Personal details can be accessed by following the [View and amend personal details](#) link from the University website at www.st-andrews.ac.uk/students

Course information

Students have access to their current electronic record cards and are able to print these out. If official paper transcripts are required students should contact the Registry at the address below. Student record cards can be accessed by following the appropriate link under [Academic Matters](#) at www.st-andrews.ac.uk/students

Contact details:

To request transcripts:

Registry, Old Union Building, 79 North Street

E: saa.registry@st-andrews.ac.uk

T: 01334 463097

W: www.st-andrews.ac.uk/students/academic

For queries about personal details or record cards:

Registry, Old Union Building, 79 North Street

E: Undergraduates should contact ams-ug@st-andrews.ac.uk

E: Postgraduates should contact ams-pg@st-andrews.ac.uk

T: 01334 462137

W: www.st-andrews.ac.uk/students/academic

(See also: **Advising of Studies page 8; Course Catalogue page 11; Transcripts of Academic Records page 24**)

Supervision of Study - PG

A member of staff is allocated to you who acts as your supervisor. They 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 Convener and/or Committee. If there are issues which cannot be resolved at these levels, you should contact the Academic Management and Support Office, in Registry, where there are dedicated Registry Assistants and a number of Faculty Officers with special responsibility for postgraduate matters.

For more information see the Code of Practice for Supervisors and Students in Taught and Research Postgraduate Programmes, at www.st-andrews.ac.uk/students/policy under Postgraduates.

Contact:

Academic Management and Support Office, Registry, Old Union Building, 79 North Street.

T: 01334 462138

E: ams-pg@st-andrews.ac.uk

Termination of Studies - UG

Students whose performance is unsatisfactory and who have insufficient credits for their particular stage of study will be subject to Termination of Studies (a decision taken by Faculty or the Senate that a student should not be permitted to continue on their programme of study).

In these cases students are notified that their studies are being terminated and have a prescribed period in which to submit a request for a review of the decision, explaining their poor performance and their intentions for rectifying previous problems. Students who do not appeal against Termination of Studies will have their studies automatically discontinued. Information on the Senate Regulations on Termination of Studies can be found at: www.st-andrews.ac.uk/students/academic under Most Requested Documents.

Details of the Termination of Studies procedure can be found in the Code of Practice on Student Appeals, Complaints and Discipline available in the Undergraduate section at: www.st-andrews.ac.uk/students/policy

If you think your studies may be at risk, contact the Academic Support Adviser, Student Support Services:
T: 01334 462720
E: sss@st-andrews.ac.uk

(See also: Academic Progress Difficulties page 29, Complaints Appeals & Discipline page 34; Course Catalogue page 11; Permission to Proceed page 37)

Withdrawal from Study

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 Pro Dean 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, and also for your sponsor or grant awarding body.

Undergraduate 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 Management and Support Office and Pro Dean (Advising) in Arts and Divinity or the Pro Dean (Advising) in 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.

Postgraduate students should note that further information is available in the Withdrawal from Study section of the Code of Practice for Supervisors & Students in Taught and Research Postgraduate Programmes at: www.st-andrews.ac.uk/students/policy

Contact:

Academic Management and Support Office, Registry, Old Union Building, 79 North Street
T: 01334 462139 (Undergraduate - Arts and Divinity); 462134 (Undergraduate - Science); 462137 (Undergraduate - Medicine); 462136 (Postgraduate)
E: prodean.arts@st-andrews.ac.uk (Undergraduate - Arts) OR prodeansci@st-andrews.ac.uk (Undergraduate - Science) OR ams-pg@st-andrews.ac.uk (Postgraduate).
W: www.st-andrews.ac.uk/registry

Evening Degree students please contact Co-ordinator of the Programme **(See: Evening Degree page 12).**

Opportunities after your Course

Careers Centre

The Careers Centre provides a range of services to help you make an informed decision about your future. Career choices and implications can be explored in detail on a one-to-one basis with the careers advisers who are available for consultation throughout the year, including vacations. The Centre supplies advice and detailed information about occupations, jobs and employers, advanced study, professional training, self-employment and voluntary work, in both the UK and overseas.

Graduate employers contribute annually to a wide range of events: fairs, presentations, seminars and workshops giving career insights, skills training, and practical advice about career planning and job hunting. Participation in these can lead to the award of the Certificate in Career Development (CCD).

Undergraduate and postgraduate students are welcome and encouraged to use the facilities at any time, for example to attend information sessions, careers fairs and workshops; to investigate vacation opportunities; to access the extensive careers resources; and to use the facilities of the Careers Computer Centre. The Centre is also open to graduates of the University of St Andrews.

The Careers Centre website contains a wealth of useful information to support students and graduates. Services include the Careers Wiki, an extensive searchable database of career-related material and the Alumni Network, useful for finding graduates of the University working in specific career areas who are willing to offer career advice and tips to other St Andrews students and graduates.

The Careers Centre can also help with CVs and application forms, speculative applications, vacation work and internships. International students who are unsure about whether or not they are allowed to work in the UK should seek advice from Student Support Services.

Contact:

Careers Centre, 6 St Mary's Place (opposite Students' Association).
T: 01334 462688
E: careers@st-andrews.ac.uk
W: www.st-andrews.ac.uk/careers

Student Support Services, Students' Association, 9 St Mary's Place.
T: 01334 462720
E: sss@st-andrews.ac.uk
W: www.st-andrews.ac.uk/sss

(See also: Job Shop below)

Job Shop

The Job Shop, situated within the Careers Centre, actively seeks out part-time, temporary and casual work in the St Andrews area that is suitable for students. It covers a wide variety of vacancies, including administration, bar work, labouring, childcare, cleaning, retail and much more.

To become a member of the Job Shop, you simply complete a short registration form available at the Careers Centre. Vacancies can be viewed on a searchable database on the Careers Centre website, and full details are displayed in the Centre. The Job Shop informs members of all new vacancies by email.

Contact:

Job Shop within Careers Centre, 6 St Mary's Place (opposite Students' Association)
T: 01334 462688
E: careers@st-andrews.ac.uk
W: www.st-andrews.ac.uk/careers

Student Support Services, Students' Association, 9 St Mary's Place.
T: 01334 462720
E: sss@st-andrews.ac.uk
W: www.st-andrews.ac.uk/sss

(See also: Careers Centre page 42; Student Support Services page 82)

Financial Information

Advice on Money and Expenses

As a student you may get a restricted amount to live on, therefore it is important that you understand your finances, know exactly what your income is and how much you have to spend. You will get your income from different sources depending on whether you are an undergraduate, postgraduate, home or overseas student. It is important that you know what yours is - so, for example, if you do get a parental contribution then ensure you know how much it is and when you will receive it. What is important is that you create a budget for yourself.

See www.st-andrews.ac.uk/students/money/Budgeting

If you need assistance in budgeting or advice on living costs, then do contact Student Support Services.

Bank Accounts. Opening a student account with a branch in St Andrews can be important so that you can easily speak with the student advisor in the branch and can make transactions to your account easily. All customers are required to provide forms of identification i.e. passport. The Old Union Reception, 79 North Street E: studentfinance@st-andrews.ac.uk can provide a letter confirming your student status and your term-time address etc. Shop around for the best deal that suits you - interest free overdrafts are important but read the small print before you join up. Keep a check on your balance and ensure that you check and keep your bank statements when you get them - they are a tool for budgeting. For further information see the Section on Opening a bank account www.st-andrews.ac.uk/students/money/Internationalstudents

Payment of Tuition and Residence Fees. Prior to the start of the academic session, payment should be made in full or an instalment plan should be agreed with Finance at the Old Union Reception. Students wishing to pay by instalment can do so either by direct debit or credit/debit card. Students paying in full can do so in a variety of ways, e.g. cheque, wire transfer, or online.

Full details can be found online at

www.st-andrews.ac.uk/students/money/Tuitionfees/Payingfees

Financial Difficulties. If you run into financial difficulties of any sort then do go to Student Support Services for help. It is important not to ignore correspondence from the University, as this may only make things worse. Student Support Services can give you advice about financial matters, provide a short-term loan service and also have Discretionary Funds which may be allocated depending on your circumstances.

Drop-in Money Clinics are held during term-time. For current information please check the Student Support Services web pages.

Contacts:

Student Support Services, Students' Association, 9 St Mary's Place.

T: 01334 462720

E: sss@st-andrews.ac.uk

W: www.st-andrews.ac.uk/sss

Old Union Reception, Old Union Building, 79 North Street.

T: 01334 462585/6/7

E: studentfinance@st-andrews.ac.uk

Essential Text Books

The Library houses over one million volumes to support teaching, learning and research. However it is not possible for the Library to stock enough multiple copies of books to provide copies for each student, therefore you will be expected to purchase some books for your courses. Each University department will issue a recommended reading list, if not prior to arrival, then within the first week with core, compulsory texts highlighted. You are strongly advised to invest in these essential text books since they are the resources that underpin our curriculum and your learning.

Printing and Photocopying Costs

Students are responsible for the costs associated with printing or photocopying material for their coursework.

Scientific Equipment

Students studying a science subject may need to buy a laboratory white coat. These are available from the BESS shop beside the Students' Union Building priced at £18.50. In some subjects it is necessary to pay a laboratory deposit on arrival (for example, Chemistry in September, 2008 is £35). You will be advised in the Biology modules if you are needing a dissection kit, but only if you take certain modules so it is best to wait before you buy one. Safety Spectacles will be provided whenever required.

Field Trips

Some subjects may have compulsory field trip costs. Bursaries are available to assist those on low income, but competition is fierce and available funds are very limited.

Details can be found in all of the School's Handbooks. It would be advisable to check if your department incorporates a field trip in future years, especially if you are embarking on a language, Biology or Geography course.

Where and when to buy your books

Blackwells bookshop in the Students' Union supplies academic books to the University; and if they do not have a book you require in stock they can order them quickly for you.

Contact:

Blackwells

T: 01334 476367

F: 01334 476367

E: St.Andrews@blackwell.co.uk

Red Gowns

These are NOT compulsory but are popular with those wishing to demonstrate University tradition. The official Red Gown Sale is organised by the Students' Association in Orientation Week on the top floor of the Union Building. New gown prices start around £135 while second-hand gowns are from about £85.

(See also: Residence Fees page 48; Student Accommodation Information page 70; Tuition Fees page 52)

Bursaries (See: Scholarships & Prizes page 48)

Council Tax

Full-time students are exempt from the Council Tax. However, students who withdraw from the University for a period of time may incur a liability. It is your responsibility to find out if you are liable for Council Tax payments. This exemption does not extend to owner occupiers who let to a non-student. Students who are enrolled for a standard full academic year beginning in September will be exempt up to the final day of the academic session as published in the University's calendar. For the avoidance of doubt, this normally excludes graduation week. See www.st-andrews.ac.uk/~calendar/

Supply of electronic data

Certificates of exemption are not routinely issued by the University Registry. Instead, the Registry has a statutory obligation to submit an electronic list of registered students to Fife Council for the purpose of validating Council Tax exemptions. This list contains personal details including the student's name, full term-time address and the start and end dates of the course. Students who do not wish to have their details included in this list must request this in writing at the start of each academic session and no later than 15 October of any given year. Requests must be made to the University's Data Protection Officer at the address below. It is your responsibility to ensure that you have informed the relevant Council of your student status if you indicate that you do not wish your details to be included in the University's routine supply of electronic data to Fife Council.

If you have any doubts contact either Student Support Services or telephone Fife Council (08451 551155) and ask for the Student Council Tax Section.

Contacts:

Student Support Services, 1st Floor, Students' Association.

T: 01334 462720

E: sss@st-andrews.ac.uk

W: www.st-andrews.ac.uk/sss

Registry, Old Union Building, 79 North Street.

T: 01334 463097

E: saa.registry@st-andrews.ac.uk

Insurance in Student Residences

(See: page 73)

Residence Fees

Over half of the student population live in University accommodation. The cost of board and lodging in a hall of residence (with meals, room cleaning, heating and laundry included) varies according to the type of accommodation required. Residence fees for undergraduate and postgraduate students include a house subscription which is used by the student committee in the residence to cover general charges such as newspapers, library subscriptions, and social events. The house subscription is set by the Student Committee who decide how it should be spent.

Accommodation fees are subject to annual review. For details on the current fees for each Residence see:

www.st-andrews.ac.uk/students/accommodation/Residences

Contact:

Student Accommodation Services, Old Union, 79 North Street.

T: 01334 462510

E: studacc@st-andrews.ac.uk

W: www.st-andrews.ac.uk/students/accommodation

(See also: Advice on Money and Expenses page 44; Tuition Fees page 52)

Scholarships & Prizes - UG

The Undergraduate Research Internship Programme (URIP) see full entry on page 25

Vacation Travel and Drama. A number of scholarships are available to current students, including vacation travel and drama scholarships. Further details and application forms can be found at:

www.st-andrews.ac.uk/students/money/

Contact:

Nicola Milton, Old Union Building, 79 North Street.

T: 01334 462159

E: facclerk@st-andrews.ac.uk

Other Funding/Financial Assistance. The Money Adviser at Student Support Services can help with a range of additional loans and grants. This includes assisting students with issues arising from application to Funding Bodies for Home students i.e. LEAs, SAAS. Please contact Student Support Services for eligibility details.

Contact:

Money Adviser, Student Support Services, 1st Floor, Students' Association.

T: 01334 462720

E: sss@st-andrews.ac.uk

W: www.st-andrews.ac.uk/sss

General information about undergraduate entrant scholarships is at:

www.st-andrews.ac.uk/admissions/ug/FinancialInformation/Scholarships

Some awards may also be available through specific Schools and Halls of Residence. For information about these contact your School Office or the warden of your Hall of Residence.

Prizes. Prizes are awarded for achievement in a wide number of different subject areas. For information about these contact your School Office.

Scholarships & Prizes - PG

A number of bursaries, prizes and awards are available to current postgraduate students. Further information and application forms (where applicable):

Bursaries/Scholarships. Contact your School. Information on entrant scholarships is at: www.st-andrews.ac.uk/admissions/pg/Financialinformation

Prizes. Contact your School and/or Joyce Scott in the Registry, Old Union Building, 79 North Street.

E: saa.registry@st-andrews.ac.uk

Examples of two current awards:-

Russell Trust Awards. These may be made to students of St Leonard's College who require funds for travel in order to further a project connected with their research. The projects must be 'active' ones: for example, participation in scientific expeditions overseas has in the past been made possible by an award from the Trust, but attendance at a meeting or conference are not eligible for support. Awards are not made to assist with the payment of matriculation or other fees or with ordinary living expenses. To be considered for an Award students must be registered for a research degree at the University.

A project must have the support of the student's supervisor and of the appropriate Head of School/Chairman of Department, whose permission must be sought before application is made. The approval must also be obtained of the public grant giving body, if any, responsible for financing the applicant's research. Since the funds available each year are limited, competition for the money is quite intense, and you need to be able to demonstrate:

- (a) that you have a really exciting and innovative piece of research to pursue outside St Andrews;
- (b) that this has the full backing of your supervisor;
- (c) that you need money from this fund to enable you to go.

Very often the Trust provides a 'top up' grant, i.e. the student obtains money from another source, but it is insufficient to enable the trip to take place without a little more from the Russell Trust. Applicants may find it helpful to know that the maximum amount that can be awarded to any one student is £1,500 and only the costs of travel will be covered. Unfortunately, former Award holders are not eligible to apply.

Information will be circulated annually to all postgraduate students via the Wednesday Memo email in February and March each year; the closing date will be 1 April.

The Gray Prize. This originates from an endowment first provided by Dr John Gray of Paddington, London, in 1808. A Gray Prize is awarded annually and carries a cash award of £200 and there may additionally be up to two runner-up prizes of £50 each. Candidates are invited to submit a paper on their research or an aspect of their research. As well as providing evidence of the quality of the research, the essays should give an idea of the motivations, methods and intended ends of the research in such a way as to be accessible to a non-specialist. Quality of presentation will be taken into account. Precise word limits are not prescribed, since different subjects require exposition at different lengths. However, in general terms, it is anticipated that any presentation under 2,000 words might be rather short, and anything much over 4,000 words is likely to irritate the assessors. Submissions will normally be in the form of written papers (with or without illustrations, tables, or graphs). Anyone considering an alternative submission (e.g. piece of computer software) should seek permission via Postgraduate Admissions.

Information will be circulated annually to all postgraduate students by email in May.

Contact:

Postgraduate Admissions, St Katharine's West, 16 The Scores.
T: 01334 462150

(see also: Wednesday Memo page 76)

Student Loans - UG

University of St Andrews' guidance on loans is at: www.st-andrews.ac.uk/students/money/Studentloans

UK Students. Loans are available to most home (UK) students, providing they can demonstrate their eligibility. These loans are intended to assist with the maintenance costs of students and are not intended to cover the cost of tuition.

Scottish and EU students should also be aware of the terms of the Graduate Endowment Scheme, introduced for students who first matriculated from September 2001. The latest information is at: www.saas.gov.uk/student_support/grad_end.html

The University is required to certify to the loans company that the student is in attendance on an eligible course. Please note this cannot be done until after students have registered for the academic session.

Useful Contact Points:

Student Loan Company for eligibility criteria, loan rates, timing of payments and repayment arrangements: www.slc.co.uk

Student Awards Agency for Scotland for further information on Young Student Bursaries, Mature Student Bursaries, Supplementary Grants and Part-time and Distance Learning Loans and Support: www.saas.gov.uk

Island Students. Channel Islands and Isle of Man students are **NOT** eligible for Income Contingent Loans.

Overseas Students and EU Students. These students are **NOT** eligible for Student Loans. However, for US students the University is recognised for the purposes of US Federal Loans under the terms and conditions of that scheme. Federal Loan forms should be passed to the Cash Office for processing. For more information on US Federal Loans follow these links.

W: www.ed.gov/offices/OSFAP/DirectLoan

W: www.iefc.com

Tuition Fees

Information about fees, including current rates, can be found at: www.st-andrews.ac.uk/students/money/Tuitionfees/

Tuition fees can be paid online. Please see: <https://onlinepayments.st-andrews.ac.uk/pay/step1.asp>

Each student admitted to the University is liable for his or her tuition fees and is responsible for ensuring that they are paid. Arrangements must be confirmed at the start of each academic session. Students who are in receipt of tuition fee support from any external agency, outwith the UK, will be expected to show each year at Matriculation written evidence of the level of support they will receive. The definition of Undergraduate Overseas Students for fee-paying purposes is at: www.st-andrews.ac.uk/admissions/ug/Financialinformation/Feestatus

If you are a returning student and are eligible for any kind of external support, do not wait for the results of your examinations before applying for renewal of funding. New students eligible for funding should apply as soon as they receive an offer of a place. No-one should assume that this will happen automatically.

Students funding themselves fully or in part must make payment arrangements during registration. If you believe you are being funded by anyone other than yourself (i.e. an awards body, research council, scholarship, charity, University department), you should ensure that you have written evidence that you have applied for funding in advance of each year of study, that the amount of funding is clearly agreed, and that the way in which the University will receive the money is clearly understood. If the University is not able to establish whom to invoice for your fees, the bill will be sent to you directly. Students will not be able to complete the full matriculation process until they have either provided written evidence of the support they will receive or made appropriate payment arrangements.

The Money Matters and Policy and Guidance pages: www.st-andrews.ac.uk/students/money and www.st-andrews.ac.uk/students/policy provide: general guidance on the structure of public tuition fee support in the UK and useful contact addresses. Also provided are guidance note for students who wish to withdraw after the start of the session and how it might affect their fee liability; and information for students regarding the Senate Regulations concerning debt to the University.

Contact:

Registry Officer (Fees), Student Academic Administration Office, Registry, Old Union Building, 79 North Street.

E: saa.registry@st-andrews.ac.uk

W: www.st-andrews.ac.uk/students/money

(See also: Advice on Money and Expenses page 44; Residence Fees page 48)

Health

Drug Abuse Policy

The University's policy on the Abuse of Drugs can be found at:
www.st-andrews.ac.uk/media/drug_policy.pdf

Health Centre

All students living in St Andrews, whether UK students or International must register with the local Health Centre. In the online information for Entrants, you will find a Medical Questionnaire and an application form to register with a medical practitioner which should be completed and taken with you to Matriculation (the process by which you become a registered student). Representatives from the three medical practices at the Health Centre will be at Matriculation and by the time you have completed the process, you will be registered with one of the practices. The three practices are:-

Feddinch Practice T: 01334 476840	Strathcairn Practice T: 01334 477477	Blackfriars Practice T: 01334 473441
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To see a doctor, you should telephone the appropriate Practice to make an appointment. If you require to see a GP outwith normal working hours contact the Practice telephone number which is automatically transferred to NHS 24 for further help and advice. Other facilities are available but the Health Centre is considered the 'gateway' to all other health provisions in North East Fife.

Health and Safety Issues

Your Health and Safety Responsibilities as a Student. It is important that you take appropriate steps to minimise risks to yourself and to others by acting in a safe and responsible manner. In particular you should:

- comply with all relevant health and safety rules published by the University, and follow instructions from your School/Unit/Residence with regard to specific health and safety matters;
- work safely, for your own sake and that of others;
- report any accident/near-miss you are involved in
- immediately report any significant hazard you discover to a member of staff;
- know the Fire Action Procedures (notices are posted in all buildings);
- know the First Aid Procedures (notices are posted in all buildings).

Your Health and Safety Concerns. All Schools have a number of registered First Aiders and should you become unwell or need assistance whilst on University premises you should seek help from a First Aider in the first instance. Postgraduates should raise any health or safety concerns you may have with your Supervisor in the first instance. If the matter is not resolved you should bring the matter to the attention of the School/Unit Safety Co-ordinator. If the matter is still not resolved or attended to within a reasonable period of time or if you are still worried contact the Director of Environmental, Health and Safety Services.

Contact:

Environmental Health and Safety Services, 65 North Street.
T: 01334 462750
E: ehss@st-andrews.ac.uk
W: www.st-andrews.ac.uk/safety

Pregnancy, New Mothers and Nursing Mothers. Under health and safety law pregnant women, new mothers and nursing mothers are identified as being a higher risk group who may require additional protection from identifiable hazards. If you fall into any of these groups it is essential that you inform your Head of School/Unit/Residence so that any necessary precautions can be taken.

Evacuation of University Buildings. The University has a legal obligation to ensure that emergency evacuation plans take account of all persons using the premises. It is essential that any special needs of employees or students be taken into account when planning fire safety arrangements and evacuation procedures. The University will, so far as is reasonably practical, implement measures which take account of any special needs people may have, which will include physical and/or mental impairment, in evacuating a building (particularly in an emergency).

Any person who, for whatever reason, will require assistance (this may include persons who may not be aware that a fire alarm system has been actuated because of a hearing impairment) to evacuate a building during an emergency situation should:

- make contact with relevant management staff within each building they use;
- agree an appropriate personal evacuation procedure within building management;
- follow the agreed procedure on each occasion they use the building.

Note: Appropriate evacuation procedures can only be put in place if the necessary information is provided to the head of the building concerned.

Meningitis Information

For comprehensive information regarding meningitis see the following web sites:

Meningitis Trust: www.meningitis-trust.org

Meningitis Research Foundation: www.meningitis.org

(See also: Health and Safety Issues page 54)

Safety of Gas Appliances and Carbon Monoxide Information

British Gas has produced the following guidance on carbon monoxide in domestic premises (see their website at the following URL:

www.britishgassafety.co.uk/SafetyIssues.aspx and see link under FAQs)

Carbon monoxide is a highly poisonous gas with no taste, no colour and no smell. It can be produced when any fossil fuel such as coal, wood or natural gas is burned and there is not enough air supply. Carbon monoxide kills up to 30 people each year and many more are seriously injured. It can escape into your room if a gas appliance is not installed correctly or serviced regularly. That is why the law insists on a safety check every year. However, it is also a good idea to look for signs that carbon monoxide might be present.

- Check for signs of staining, sooting or discolouration on or around gas boilers, fires and water heaters.
- Check pilot lights and other gas flames that normally burn blue. If the flame changes to yellow or orange, it could mean that carbon monoxide is present.
- Symptoms of carbon monoxide poisoning can often be confused with other ailments like flu or a hangover. They are:
- persistent headaches
- dizziness
- extreme tiredness
- sickness
- If these symptoms occur, particularly when using a gas heating or hot water appliance, stop using the appliance immediately and open doors and windows.
- Get the appliance checked by a British Gas engineer or another CORGI registered engineer. Alternatively, call National Grid Gas Emergency line on 0800 111 999.
- It might be an idea to consult a doctor as well.

- Ideally your landlord would have fitted carbon monoxide detectors in rooms with gas appliances. If not, ask for one for Christmas from your family – hey, it's better than slippers – but make sure it's an audible British Standard approved one.

The Health and Safety Executive has also produced guidance on the safety of domestic gas appliances for residents (at the following website: www.hse.gov.uk/pubns/indg238.pdf) and the legal duties of landlords with regard to domestic gas appliances (at the following website: www.hse.gov.uk/pubns/indg285.pdf).

Under the Gas Safety (Installation and Use) Regulations 1998, landlords must have an annual gas safety check carried out on all gas appliances by a CORGI registered gas installer. A copy of the current gas safety certificate must be provided to the licensing authority, and to every tenant (see www.hse.gov.uk/pubns/indg285.pdf)

The Council for Registered Gas Installers (CORGI) has also produced a website with a useful section for students: www.trustcorgi.com/consumer/GasSafetyatUniversity.htm

Other Useful web pages:

Student Support Services General Safety Advice and Fire Safety Advice: www.st-andrews.ac.uk/students/SafetyandWell-being

Health and Safety Advice at the University: www.st-andrews.ac.uk/safety

Sexual Health and Contraception

At present, there are various ways in which students can access sexual advice and contraception:-

There is a Sexual Health Clinic for students. This friendly, confidential and professional service is held every Wednesday afternoon 13.30 - 16.30 and Friday 13.00 - 15.00 (term time only). You should go to Student Support Services on the second floor of the Students' Association for reception to this Clinic.

You can contact the Practice Nurse at to the Medical Practice with which you are registered. There is a Family Planning Clinic at St Andrews Memorial Hospital (on Abbey Walk) Friday mornings, 09.15 – 11.15. Both Student Support Services and the Students' Association provide free contraception and pregnancy testing. There are also Condom Distributors in all Halls of Residence.

IT Services

Codes of Practice

Conditions governing the use of the computer facilities in the University can be found via: www.st-andrews.ac.uk/students/itsupport

Computer Facilities

Large numbers of networked PCs are available in the Library and in computer classrooms throughout the University, many of which are open 24 hours, seven days a week. All computer rooms have laser printing facilities. You have a username and password, which allow you to use the networked computers and the University's email system, and will also give you access to online information relevant to your studies in St Andrews. If you have your own computer you can connect to the University network, directly via the residence network (or via dial-up connection using SARA) or indirectly using your internet service provider.

Further detailed information on all aspects of computers and IT support is at www.st-andrews.ac.uk/students/itsupport

Current Students Web Page

This is a web page containing links to all of the information sources or services for students offered by the University. The Current Students Page can be found either by going directly to www.st-andrews.ac.uk/students or via the University's home page www.st-andrews.ac.uk

At present the page contains links to:

- Academic Matters
- Accommodation
- Career Matters
- Computer and IT Support
- Library
- Involve Yourself
- Money Matters
- Policy and Guidance
- Safety, Support and Well-being
- Sport and Exercise
- Tech and Administrative Services
- The Town and Beyond

(See also: Wednesday Memo page 76)

Email Communication

All students are required to use their University email account. Email is the means by which all official University messages will reach you, and you must read your email at least every 48 hours. If you do not read your University email you will miss important information about your courses and requirements. University staff will expect to be able to make arrangements by email and are likely to act on the assumption that you will read your email within 48 hours. You will find it efficient to arrange appointments with your Tutor, Lecturer and Adviser by email when necessary. Year Abroad students are urged to remember this and to check their University email regularly. Your University email can be accessed via a web browser from anywhere in the world, using WebMail. See:

<https://webmail.st-andrews.ac.uk/>

Even if you have a Hotmail or other external email account, you must still check your University account.

(See also: Wednesday Memo page 76)

IT Helpdesk

The IT Helpdesk in the Main Library is the first point of contact for anyone with computer-related queries or difficulties with passwords, email, printing or the like. You can also buy computer consumables such as memory sticks, printer cartridges and disks from the Helpdesk.

Opening Hours:

Monday - Friday 08.45 (vacation 09.00) - 18.00

Contact:

IT Helpdesk

E: helpdesk@st-andrews.ac.uk (email contact preferred)

T: 01334 463333

W: www.st-andrews.ac.uk/students/itsupport

(See also: Computer Facilities page 58; Email Communication above)

Training Courses

Basic IT training courses sessions are available, and will be advertised at the start of each semester.

Library

Library Facilities

The University Library contains a wide variety of print and electronic resources to help you with your studies and research - over one million books, several thousand print and electronic journals, an extensive video/DVD collection, as well as over 100 online information databases, and growing collections of full-text e-books. The Special Collections Department houses the Library's significant collections of rare printed books, manuscripts and photographs.

A large number of PCs allow you to find books in the Library catalogue, and access the many electronic information resources subscribed to by the Library. All these services can be accessed from anywhere on campus, and many of them from off-campus. Library staff are available to help you find information for your studies. Generous loan periods, many multiple copies of books and a Short Loan collection of recommended texts ensure you have easy access to material. Self-issue machines allow you self-service borrowing during opening hours.

There are more than 700 study spaces in the Main Library and a large computer cluster for database access, email and word-processing. Other services include photocopiers on each floor, lockers for rent, vending machines in the Library foyer and frequent book sales.

You are welcome to use the smaller Departmental libraries for Divinity/ Mediaeval History; Modern/Scottish History; Chemistry; and Physics/ Mathematics.

The Main Library opening hours (closed over the Christmas and New Year period):

Semester:	Vacation:
Monday - Thursday 08.00 - 00.00	Monday - Friday 09.00 - 20.00
Friday 08.00 - 22.00	Saturday - 09.00 - 13.00
Saturday 09.00 - 17.00	Sunday closed
Sunday 13.00 - 00.00	

Contact: University Library
T: 01334 462283 - Reader Services
T: 01334 462281 - General Library Enquiries
E: library@st-andrews.ac.uk ___W: www.st-andrews.ac.uk/students/library

(See also: Binding and Printing page 62; Computer Facilities page 58)

Student Organisations

Athletic Union

(See: Sport and Exercise Opportunities page 68)

Students' Association (The Union)

As a student of the University you automatically become a member of the Students' Association or 'The Union', as it is more commonly known. Located in the centre of town, it is the hub of student life in St Andrews, providing entertainment (two venues, three bars, pool, games room and several other spaces), a publications office, a recording studio, catering, a bookstore, stationery shop, and the cheapest photocopying in town. You cannot call yourself a St Andrews student until you have experienced at least once a Friday Night in the Main Bar, the longest and cheapest in town, or at the Bop – the infamous disco within the Union! Also part of the Students' Association is the Old Union Café on North Street - a favourite of many St Andrews students where you can enjoy a hot chocolate and watch the world go by. There is also a bar and shop in David Russell Apartments, and new this year, the Barron Theatre on North Street – St Andrews' first venue dedicated to student drama.

The Association funds a plethora of clubs and societies – now well over 120, and counting. Whether your interests be debating or Doctor Who, radio Djing, charity work, watching Neighbours or putting on a play, you will find that there is almost certainly a society which will accommodate your needs and interests – and indeed, even if there is not, it is very simple to create a new one! Additionally, the Association also houses the Students' Representative Council (SRC) which represents the students' views to the University and the wider world, and they too are always keen to get new members involved.

Should you have any problems with either accommodation or education during your time in St Andrews there are also two dedicated advocates employed by the Association, who work independently of the University to help solve your problems. Lastly, the Union Building also houses the University's Student Support Services, which can offer help on almost any issue. For more information about the Association:

Contact:
Students' Association, 9 St Mary's Place
T: 01334 462700
E: union@st-andrews.ac.uk
W: www.yourunion.net

(See also: Student Support Services page 82)

Student Services

Binding and Printing

There are a variety of commercial businesses providing binding and printing options.

Please go to : www.st-andrews.ac.uk/students/tech

The Reprographics Unit provides a complete design and printing service which includes dissertation and thesis printing, soft binding, poster printing up to A0, laminating and encapsulating also up to A0, exhibition stands, colour copying, A3 and A4, either from disk or hard copy.

Contact:

Reprographics Unit, St Katharine's West, 16 The Scores

T: 01334 463020

E: repro@st-andrews.ac.uk

W: www.st-andrews.ac.uk/reprographics

Car Parking and the Environment

Car parking and travel by car around St Andrews is becoming increasingly difficult. As part of the University's commitment to the environment and in an effort to positively address this issue, the University has decided to actively encourage alternative forms of transport by staff and students rather than the car.

St Andrews is a small and compact place so once in the town, it is relatively easy to get from one part to the other on foot or by bike.

If You Must Bring a Car

- The University will ask you to register your car by contacting stupark@st-andrews.ac.uk Students should provide the following details: Name, Term Address, Student ID Number & Vehicle Registration Number.
- Because University car parks are becoming congested, students will only be entitled to park in three designated University car parks (David Russell/Fife Park, New Hall, and Albany Park).
- If you are a 'blue badge' holder (disabled/mobility impaired), you will be issued with a pass and access to disabled spaces in all University car parks. You should apply in the first instance to Student Support Services Email: sss@st-andrews.ac.uk
- You must comply with the University's parking regulations.

Please see the following links to more information on car parking:

W: www.st-andrews.ac.uk/staff/tech/Carparkingpermits/

W: www.st-andrews.ac.uk/students/town/Travelplan/studentcars/

English Language Teaching Centre

ELT provides high quality English language training for international students. We are a friendly department, staffed by well-qualified language teaching professionals from all over the UK, most of whom have experience of teaching in other countries and are therefore very sympathetic to the needs of international students.

We provide year long foundation programmes and pre-sessional courses, we also run:

- 1000 level modules in English as a Foreign Language (for non-native speakers of English)
- 2000 level modules in English for Academic Purposes (for non-native speakers)
- 1000 level modules in Foundations of Language (introductory Linguistics modules, open to all students interested in Language)
- week-long introductory teacher training courses in TEFL for anyone thinking of teaching English in another country
- weekly proofreading and writing advice workshops - just bring along your essay (email ELT to book your slot).

Contact:

ELT, Kinnessburn, Kennedy Gardens.

T: 01334 462255 / 2265

E: elt@st-andrews.ac.uk

W: www.st-andrews.ac.uk/elt

(See also: Language Courses page 65)

Events Online Calendar

The online University Events Calendar allows staff, students and the general public to see at a glance the range of lectures, seminars, conferences and events taking place across the institution throughout the year. It can be found at www.st-andrews.ac.uk/events or via the News and Events tab on the University home page and Events are also listed on the Current Students web page. To submit information for the Events Calendar please fill out the online form which is at: www.st-andrews.ac.uk/events/submit

(See also: Current Students Web Page page 58)

International Students

International Students can access all University Services, but we realize that there are some issues, particularly immigration that are more challenging to these students as a group. Therefore, Student Support Services has a Student Adviser who has expert knowledge about Immigration but also can provide advice and information on any issue that may arise during a student's course of study in St Andrews. Advice can also be sought on remaining in the UK after study.

Student Support Services provides information on immigration, visa issues, employment, health benefits and entitlements, Income Tax, National Insurance, Council Tax, and anything else that presents a difficulty.

Contact:

Student Support Services, 1st Floor, Students' Association

T: 01334 462720

E: sss@st-andrews.ac.uk

W: www.st-andrews.ac.uk/sss

(See also: English Language Teaching Centre page 63)

Knowledge Transfer Centre (KTC) - PG

Knowledge Transfer (KT) is the term used to define a wide range of activities that promote economic development, the provision of policy and other advice to private and public bodies, and supports cultural engagement between the University and a wide range of parties, including the general public.

Whilst the KTC's major task is supporting those University activities that promote economic development and provide economic impact, the KTC can also provide encouragement, advice and support to all staff involved in or designing KT activities, and the Centre coordinates a range of KT activities and responses for the University.

The majority of staff time and effort is spent receiving invention disclosures from St Andrews' researchers and in undertaking the expansion, management and protection of the University's intellectual property through the patent system. KTC staff are active in supporting technology development through a range of externally funded schemes, and in the consequent commercial transfer of St Andrews inventions and research results to industry. Commercial knowledge transfer (often referred to as Technology Transfer or TT) is usually effected through either licensing

technology to an existing company or through the formation of a new 'spin-out' company, and KTC staff have a wealth of good experience in both routes.

Where the opportunity arises the KTC will formulate bids for external funding with researchers for specific KT activities.

(See also: **Research Centres & Institutes page 66; Research Funding Office page 67; Student Enterprise page 74**)

Language Courses

St Andrews Extension Programmes provides tuition in modern foreign languages. These classes are open to all, offering outstanding professional tuition, support and value for money. We offer a wide variety of courses at a complete range of levels from Beginner to Advanced.

We offer tuition in Arabic, Chinese, French, Gaelic, German, Greek, Italian, Japanese, Russian and Spanish. We are committed to meeting the needs of our customers and students; therefore if you would like to study a language we do not advertise please contact us – if sufficient demand exists for a language we will endeavour to source a tutor.

Tuition is available on a selection of evenings Monday – Friday, and at varied times between 18:00 – 22:00.

Successful completion of courses leads to an official certificate from the University of St Andrews recognising the achievement level of the individual. If students would like to be assessed for credit this is also possible.

For advice regarding courses without any obligation, please contact us and we will be delighted to help.

Contact:

The University of St Andrews, St Andrews Extension Programmes,
Extension Language Programmes, St Katharine's West, 16 The Scores

T: 01334 462206

F: 01334 463330

E: saep@st-andrews.ac.uk

W: [www.st-andrews.ac.uk/admissions/Non-degreecourses/
OpenAssociation/Eveninglanguagecourses/](http://www.st-andrews.ac.uk/admissions/Non-degreecourses/OpenAssociation/Eveninglanguagecourses/)

(See also: English Language Teaching Centre page 63)

Music Centre

The University's Music Centre, based in the impressive Younger Graduation Hall in North Street, offers a warm welcome to all students interested in any branch of music whether as performers or listeners. The Centre provides a wide range of facilities open to students, staff and the local community, in return for a modest registration fee. As well as a large concert auditorium which seats 900 people, there are eight individual practice and teaching rooms, three group rehearsal rooms and a music technology studio.

The Centre possesses a large and varied selection of instruments which may be used or borrowed - pianos (both grand and upright) a harpsichord, woodwind, string and brass orchestral instruments, acoustic guitars and classical pipe organs - for composing, practising, rehearsing and performing music of every kind. Of special interest to composers is the music technology studio, which is equipped with computers, recording facilities, midi system, keyboards, wind synthesiser and a wide range of software, including the Sibelius composition package.

Individual tuition by accredited teachers is available from beginner to advanced levels in voice, piano, organ, guitar, saxophone, drums and a large number of orchestral instruments. The Centre awards a number of scholarships to University students, covering the cost of music tuition for one academic year.

The Centre also hosts a range of groups, from orchestras and choirs to big bands and barbershop singers, and presents a varied programme of concerts throughout the year.

Contact:

Music Centre, Younger Hall, North Street.

T: 01334 462226

E: music@st-andrews.ac.uk

W: www.st-andrews.ac.uk/music

Research Centres and Institutes - PG

The majority of the research at St Andrews takes place within the individual academic schools. However, large projects can form as research centres or institutes. See: www.st-andrews.ac.uk/research/CentresandInstitutes

Research Funding Office - PG

The Research Funding Office supports the University research community in all financial and contractual aspects of research grants and contracts. It provides costing and pricing advice for applications and tenders and administer the grants once awarded. The Research Funding Office also provides financial information on research trends to the Executive. W: www.st-andrews.ac.uk/rfo/

(See also: Knowledge Transfer Centre page 64)

St Leonard's College - PG

St Leonard's College, one of the three mediaeval colleges on which the University was based, was re-established in 1972 as a non-statutory college for postgraduate students and postdoctoral fellows/research staff in the University. As a postgraduate student you are automatically a member of St Leonard's College. It could be called a 'virtual college' because it has no buildings of its own. It does however work for the greater good of the postgraduate student body.

College functions include: an Orientation reception held at the beginning of each session to welcome new postgraduates; regular Ceilidhs, barbeques and other social events; occasional lectures by eminent speakers; and other events intended to complement the general programme on offer to all University students. Events are usually sponsored jointly by the College and the Postgraduate Society of the Students' Association, and are open to all postgraduates and research staff, and they are advertised through postgraduate-specific web sites and other sources. such as the Wednesday memo email.

(See also: Wednesday Memo page 76)

SIPs (Student Information Points)

SIPs provide an alternative method of delivering information via either a large computer monitor or TV screen. These are in several buildings around the University: the Library, the Buchanan Building, the Physics & Astronomy Building, the Bute Medical Building, the Butts Wynd Building and New Hall. Messages every ten seconds carry a wide variety of information about everything from events in the Union to Library opening hours to announcements about lectures.

Sport and Exercise Opportunities

We strongly believe that sport, exercise and recreation in all forms is a vital cog in the well-being of the individual and the University community. The University has a very active sporting community and excellent opportunities for participation and achievement at various levels. Central to this community are the Department of Sport and Exercise and the Athletic Union. The Athletic Union oversees 52 student sports clubs, offering a diverse range of competitive, recreational and coached sport. The Department of Sport and Exercise manages all University sports facilities and also provides exercise classes, a fitness and exercise consultancy service, instructional programmes in a number of sports, recreational sport sessions and intra-mural leagues.

The Sports Centre contains an extensive range of indoor sports facilities including body workshop, cardio-vascular and strength and conditioning fitness suites, squash courts, a sports hall, a gymnasium, and an activities room/dance studio. Outdoor facilities include an athletics track, 6 floodlit tennis courts, an all-weather floodlit pitch, 17 grass pitches, and an outdoor multi-ball court. In addition to being available for use by student sports clubs, the Sports Centre is available for use by all students and student groups on payment of an annual or day membership.

For talented athletes who have already achieved national representation and those with promising potential (Scottish Universities Level athletes) there are opportunities to be part of the Talented Athletes Programme in which membership of the Sports Centre and access to the fitness suites is free plus strength and conditioning programming. A number of sports bursaries are also available including golf bursaries. The Golf Bursar's programme is part funded by a generous grant from the Royal and Ancient Golf Club as part of the R & A Golf Bursar's Programme.

Enquiries can be directed to the AU or DSE offices at the contact details listed below or visit the web site below for more details.

Classes and activities offered by the Department of Sport and Exercise:

- Core Conditioning
- Circuits
- Yoga
- Step (various levels)
- Golf Instruction
- Squash Coaching
- Recreational Basketball
- Pilates
- Conditioning
- Tai Chi
- Energiser Aerobics
- Recreational Soccer
- Recreational Badminton
- Recreational Tennis

Intra-Mural Leagues organised by the Department of Sport and Exercise:

- Super 8's Cricket League
- Mixed Hockey Leagues
- Inter-Residence Sport
- Squash Leagues/Tournaments
- Sunday League Soccer
- Community Soccer 6's
- Open Grass Soccer Tournament
- Basketball League

Student sports clubs affiliated to the Athletic Union:

- Aikido
- Archery
- Athletics
- Badminton
- Basketball (Men's and Women's)
- Boat (Rowing)
- Boxing
- Canoe
- Clay Pigeon
- Cross Country
- Cycling
- Dance
- Fencing
- Football (Men's and Women's)
- Golf (Men's and Women's)
- Hockey (Men's and Women's)
- Korfball
- Lacrosse (Men's and Women's)
- Life Saving
- Mountaineering
- Netball
- Polo
- Riding
- Rifle
- Rugby (Men's and Women's)
- Sailing
- Ski & Snowboard
- Squash
- Sub Aqua
- Swimming
- Table Tennis
- Tennis
- Taekwondo
- Windsurfing

Contact Details:

Department of Sport and Exercise, Sports Centre, St Leonards Road.

T: 01334 462190

E: sport@st-andrews.ac.uk

W: www.st-andrews.ac.uk/sport

Athletic Union, Sports Centre, St Leonards Road.

T: 01334 462183

E: au@st-andrews.ac.uk

W: www.st-andrews.ac.uk/students/au

Student Accommodation Information

Who is who in the residence system?

The **Warden** is a member of staff or postgraduate student in charge of allocations of rooms to returning students, discipline and student welfare within his/her residence. They work with a team of Assistant Wardens who are members of staff or postgraduates who live within the residence and are the first point of contact for students with difficulties, problems or questions. The Warden is in charge of community-building within his/her residence working with the Student Committee. Wardens report to the Wardens' Manager who, in turn, reports to the Director of Student Services.

The **Residence Manager** is a member of staff of Residential & Business Services who is responsible for health and safety and services provided in the Residence, i.e. catering, cleaning, facilities, safety issues, maintenance, and repairs. They are supported by a team comprising deputy managers, assistant managers, reception staff, chefs, porters, house service and catering assistants. They report to the Deputy Director of Residential & Business Services who reports to the Director of Residential & Business Services.

The **Head of Student Accommodation Services** is responsible for the overall administration of the allocation system and allocation for all accommodation. This includes issuing accommodation contracts (now e-contracts) and dealing with contractual issues. She works with a team of four staff on administration. She also deals with disciplinary matters involving breaches of Health and Safety Regulations. She reports to the Director of Residential & Business Services (except disciplinary matters reported to the Director of Student Services).

Who do you contact about problems?

Problems with room mate:

- talk to room mate
- talk to Assistant Warden/Warden/Student Accommodation Services

Problems with catering/cleaning:

- talk to Residence Manager/Catering Manager/Housekeeping Manager
- talk to food representative on Hall Committee
- complete a suggestion slip

Problems with food allergies:

- talk to Residence Manager/Catering Manager when you arrive or as soon as you become aware of the allergy

Problems with noisy neighbours:

- talk to neighbour
- contact duty Warden

Problems with residence fee payment:

- temporary cash-flow problem, contact Old Union Reception, 79 North Street. T: 01334 462576 / 2585 / 2586
E: ourecep@st-andrews.ac.uk
- need to move to less expensive accommodation, contact Head of Student Accommodation Services
- significant cash-flow problems, contact Student Support Services, Students' Association. T: 01334 462171 E: sss@st-andrews.ac.uk

Accommodation problems arising from disability/medical condition:

- see Warden/ Residence Manager
 - see Head of Student Accommodation Services
- (In either case be prepared to provide medical confirmation if you have not done so already.)
- see Disability Team, Student Support Services

Complaints Procedure. Any complaints about service provision or facilities within residential services should be referred to the Residence Manager in the first instance. If the matter cannot be resolved it should be taken forward via the Residential & Business Services complaints procedure, available from the Warden, Residence Manager or Student Accommodation Services.

Housing/Private Sector Problems. The Student Advocate (Private Accommodation) can look over tenancy agreement documents, clarify the terminology used and identify any potential problems. They also produce, with the Students' Association, a web page called 'How to Rent' www.yourunion.net/howtorent They also offer advice on accommodation rights. Contact the Student Advocate (Private Accommodation) in the Students' Association. Student Support Services can also provide advice and help where flatmates are having difficulties living together.

Legal Advice Clinic. A drop-in service is available to check out private leases and to discuss any other matter with a local solicitor. The clinic takes place every Tuesday during semester from 1-2pm at Student Support Services.

For additional information on safety issues see:
www.st-andrews.ac.uk/students/safety

Contact:

Student Accommodation Services, Old Union, 79 North Street.
 T: 01334 462510
 E: studacc@st-andrews.ac.uk
 W: www.st-andrews.ac.uk/students/accommodation

Student Support Services 1st Floor, Students' Association
 T: 01334 462720
 E: sss@st-andrews.ac.uk
 W: www.st-andrews.ac.uk/sss

(See also: Advice on Money and Expenses page 44; Safety of Gas Appliances and Carbon Monoxide information page 56; Student Accommodation Insurance Scheme page 73; Telephone Service page 74)

Student Accommodation Insurance Scheme

Insurance Scheme: Students' Personal Effects in Residences

Property Insured/Leased	Personal effects/belongings of students in residence at properties provided by the University (including Direct Leased/managed properties)
Cover	Fire, lighting, explosion, aircraft, riot & civil commotion, malicious damage, earthquake, flood, burst pipes, storm/tempest, impact and theft (forcible entry).
Includes	Hired or rented household goods. Property in storage at University premises. University/Library books up to £250 limit. Computers/CD units up to £750 limit.
Number of Students	3,500
Sum Insured	£3,000 per student (limit any one item £750). The cover is on a Reinstatement New basis other than clothing which would be on an indemnity basis of settlement.
Exclusions	Money/Jewellery/Property outwith student accommodation. Bicycles. The first £25 of each and every claim.
Annual Premium	The premium is charged to the student in the invoicing for accommodation

For insurance deals outwith the Student Residence System contact the General Office, 1st Floor, Students' Association. T: 01334 462700

Student Enterprise

If you are good at coming up with ideas, enjoy making things happen or want to learn to be more creative and enterprising, we've got something for you! Student Enterprise runs enterprising competitions, with great prizes and a range of opportunities to meet entrepreneurs and learn new skills. As part of the Certificate in Career Development (CCD), we host a range of seminars on topics such as business planning, marketing, leadership and intellectual property matters, leading to a Certificate in Career Development. Funded in part by the Scottish Institute for Enterprise (SIE), there is access to a network of support, advice and events available from outside the University too.

The Student Enterprise Office is located in the Careers Centre and aims to encourage students to build entrepreneurial skills and to promote self employment or business start-up as viable career options. Student Enterprise Interns, Dugald Wallace and Zis Souflas, are responsible for liaising with their fellow students to promote and encourage participation in the wide range of events and activities on offer.

Contact:

Bonnie Hacking
Enterprise & Employability Adviser
Careers Centre
6 St Mary's Place
T: 01334 462688
E: bonnie.hacking@st-andrews.ac.uk or sieintern@st-andrews.ac.uk
W: www.st-andrews.ac.uk/sie

Telephone Service

All residence study-bedrooms have telephones. Internal calls are free. External calls are charged at competitive rates. The service is prepaid and you will need to set up an account with ResTel.

Further information:

www.st-andrews.ac.uk/students/accommodation/ResTel

Travel Service

The University of St Andrews Travel Service is your personal travel agency, located on the first floor of the Students' Association. We can book anything and everything, from a quick train ticket to Edinburgh to round the world ticket. We are the cheapest in town for your airport transfers, hotels and travel insurance, and all UK rail tickets. No Booking Fees!!

All staff are very friendly and are extremely experienced in getting you the best deal and giving you the best advice. Don't book online support your travel agency!

Contact

T: 01334 462345
E: travel@st-andrews.ac.uk
W: www.st-andrewstravel.com
Hours: Mon-Fri 10.00 -16.30

Wednesday Memo

The Wednesday Memo is an email sent each Wednesday lunchtime separately to undergraduate and postgraduate students alerting them to messages which have been posted over the past week on the Undergraduate Memos <https://portal.st-andrews.ac.uk/Memos/ustudents> and Postgraduate Memos <https://portal.st-andrews.ac.uk/Memos/pstudents>

These memos are of relevance and interest to all students providing information from administrative and academic staff, the Students' Association and student societies. To view the memos please go to the Current Students web page www.st-andrews.ac.uk/students and find the links under Announcements.

Submitting Memos:

Any student within the groups listed above can email a memo for consideration to: publications@st-andrews.ac.uk

The memos information should:

1. Be relevant to the University and its business
2. Be of relevance to staff and/or students
3. Be as brief as possible, as space is at a premium, sent in plain text (not html or table format), and include the sender's name and contact email address, both of which will be posted online with the message.
4. Include a short descriptive title, and the intended target audience (staff, and/or undergraduate or postgraduate students).

Memos are posted by Publications on the Undergraduate Memos and Postgraduate Memos web pages usually on the day that they are emailed to us, and you will receive confirmation by email.

A Wednesday Memos email is sent from Publications to undergraduate and postgraduate students at around 12.30pm providing a list of, and links to, the memos which have been posted over the past week. To ensure your memo is listed in that week's email, please supply information by 11am Wednesdays. Events are submitted separately through the online form at www.st-andrews.ac.uk/events/submit

All messages are retained in a monthly archive, apart from date specific ones.

(See also: Current Students Web Page page 58; Events Online Calendar page 63; SIPs page 67)

Support & Guidance

Chaplaincy

The Chaplaincy, situated in Mansefield, opposite the Students' Association, is a place students of all faiths and cultures can come for quiet time, prayer and reflection. There are facilities for making tea and coffee, and a garden to sit in with a barbecue when the weather is suitable.

The University Chaplain, Jamie Walker, and his team, provide support and a sympathetic listening ear. We offer practical care in a time of crisis, someone to talk to if you are worried about something or worried about a friend, a confidential chat with you in control, an opportunity to explore personal issues in depth, hospital visits, space to explore your own faith (whatever that may be), support and care. There is never any religious pressure and all students and staff are welcome. People come from various faith persuasions or none. The Chaplain is also an Associate Director of Student Support Services and works closely with them, but the two roles of Chaplain and Associate Director are quite separate.

There are Christian chapels, a dedicated Muslim prayer room and Jewish worship services, and also active Christian, Jewish, Muslim, and Pagan societies. An Orthodox rabbi from Glasgow visits on occasion. The Chaplaincy keeps details of where various faiths are meeting, and is always willing to put people in touch with, where possible, students sharing the same faith, or with the nearest faith group. Christian worship, in the University Chapel, on Sundays during term time is led by the Chaplain with the Chapel Choir. Distinguished visiting Preachers from diverse background's and traditions preach throughout the academic year.

Contact:

Mansefield, 3 St Mary's Place.

Open 09.00 to 17.00 on most weekdays in the year.

Disabled access is available.

T: 01334 462866

E: chaplaincy@st-andrews.ac.uk

W: www.st-andrews.ac.uk/chaplaincy

(See also Faiths page 779)

Childcare

If you have children and need any practical information about schools, childcare, and babysitting then contact Student Support Services. If you have any financial difficulties with regard to provision of childcare, Student Support Services can sometimes assist with such costs from the Childcare fund See: www.st-andrews.ac.uk/students/money/Financialsupport/Childcarefund

Childminding. Childminding is available locally, although costs vary. For a list of childminders in the area contact Fife Childcare Information Service on 01592 414838 or log onto: www.childcarelink.gov.uk

For contact details of all nurseries and schools in the St Andrews area see: W: www.st-andrews.ac.uk/students/safety/Health/Childcare

Disabilities & Learning Difficulties (Equal Opportunities)

The Disabilities Team within Student Support Services is able to provide information and advice on all aspects of support for students with disabilities and long term medical conditions. This may include:

- Assisting you with applications for financial assistance;
- Helping you to identify technology and other support appropriate to individual needs;
- Advising on study and arranging loan of equipment;
- Arranging appropriate teaching and examination arrangements;
- Assisting with the provision of scribes, readers, note takers or interpreters;
- Liaising with members of academic staff in relation to access to the curricula.

The booklet *Information for Students with Disabilities and Learning Difficulties* is available from Student Support Services in hardcopy or alternative formats or at www.st-andrews.ac.uk/sss

In addition, students who have a temporary or permanent mobility problem but do not hold a 'blue badge' for their vehicle, can apply to Student Support Services to be considered for a staff permit. This can be

issued for a limited period if necessary in the case of a temporary mobility problem. The issue of a staff permit entitles the holder to park in any of the designated University car parks.

Contact:

Disabilities Team, Student Support Services, 1st Floor, Students' Association, 9 St Mary's Place
T: 01334 462038
E: disabil@st-andrew.ac.uk
W: www.st-andrews.ac.uk/sss

(See also: Car Parking and the Environment page 62)

Faiths

St Andrews has various vibrant faith societies; Christian, Jewish, Muslim, Pagan. All faiths (and those with no faith) are welcome to Mansefield. We also welcome the creation of new faith societies. We can put people in touch with those of their own faith. For details of faiths see both the Chaplaincy website, or contact the Chaplaincy by email.

Contact:

Mansefield, 3 St Mary's Place
Open 09.00 to 17.00 weekdays.
Disabled access is available.
T: 01334 462866
E: chaplaincy@st-andrews.ac.uk
W: www.st-andrews.ac.uk/students/safety

(See also: Chaplaincy page 77)

Harassment & Bullying

The University of St Andrews is committed to equality of opportunity and will not tolerate harassment and/or bullying of one individual or group in the University community by another. All members of the University community have the right to work and study in an environment that encourages harmonious relationships; all individuals should be treated with dignity and respect so that they can fulfil their personal potential in a professional working and learning environment.

Should you be the victim of harassment or bullying then you can contact any of the following people for confidential advice and support. They can also advise you on the procedures for pursuing a formal complaint:

- Head of School or department
- Student Support Services T: 01334 462720 E: sss@st-andrews.ac.uk
- Students' Association Director of Representation T: 01334 462700 E: dorep@st-andrews.ac.uk
- Students' Association Advocate (Education) T: 01334 462700 E: sahelp@st-andrews.ac.uk
- Nightline T: 01334 462266 E: nightline@st-andrews.ac.uk
- Chaplain T: 01334 462865 E: jbw1@st-andrews.ac.uk

(See also: Equality page 36)

Nightline

Nightline is a telephone listening and information service that operates every night of semester from 20.00 to 07.00. The service is independent from the main Student Support Services, and is run entirely by students, therefore is able to provide an alternative peer level support scheme. As well as providing a non-judgemental ear to the callers, Nightline also has information on topics ranging from support networks and University life, to bus times and take-away numbers.

Nightline holds two recruitment sessions a year, the first in September and the second after the Easter vacation in second semester. All enquiries can be made through the main number 01334 462266 speaking to one of our volunteers (20.00 to 07.00), or you can leave a message at any other time. E-listening is also available by emailing nightline@st-andrews.ac.uk

Contact:

T: 01334 462266

W: www.st-andrews.ac.uk/students/safety/Nightline/

(See also: Out of Hours Emergency Service below; SupNet page 84)

Out of Hours Emergency Service

This is a University-wide service for emergencies only and operates from 17.00 to 09.00 Monday to Friday and 24 hours at the weekend 01334 476161.

(See also: Nightline above, SupNet page 84)

Rector

(See: University Government page 26)

Student Support Services

Student Support Services is there to provide advice, assistance and support in all areas of a student's life which may affect their academic studies.

Students seek help and advice in many areas including immigration, legal, disability, academic, financial, emotional. The main reception area of Student Support is on the first floor of the Students' Association building, where you can obtain information and/or be referred to the appropriate person within the department to assist you. We encourage you to come in when any issue or difficulty arises and it is very easy to access our services – simply email, call or drop in and you will be able to speak to someone as soon as possible.

Contact:

Student Support Services, 1st Floor, Students' Association.

T: 01334 462720

E: sss@st-andrews.ac.uk

W: www.st-andrews.ac.uk/sss

(See also:

Academic Progress Difficulties page 29;

International Students page 64;

Student Accommodation Information page 70;

Financial Information section pages 44-53;

Health section pages 54-57;

Support & Guidance section pages 77-84)

If the area of study support is not on the list above, help may still be available, just ask!

Study Support (SALTIRE)

St Andrews Learning & Teaching: Innovation, Review & Enhancement (SALTIRE) encourages excellence and innovation in learning and teaching by providing support and guidance for students to develop key independent learning skills (study, IT, personal development), through provision of individual consultations, seminars small group workshops/courses, and learning resources (paper and electronic).

SALTIRE provides support in the following study skills areas:

- Academic Referencing
- Note taking
- Study organisation
- Essay writing
- Lab reports
- Research skills
- Avoiding Procrastination
- Study techniques
- Reading skills
- Report writing
- Presentation skills

Contact:

June Knowles, Learning Support Consultant

OR:

Ros Campbell, Unit Administrator

SALTIRE, St Salvator's College, North Street

T: 01334 462141

E: learning@st-andrews.ac.uk

W: www.st-andrews.ac.uk/saltire

Mathematics Support Centre. A Mathematics Support Centre is available within SALTIRE. The Centre is a friendly and supportive place where students from any School can get free one-to-one assistance with any mathematics-based problem. The areas where people often need help include domain specific topics such as Laplace transforms and Nash equilibrium as well as more generic skills such as:

- Basic maths (fractions, percentages, ratios)
- Logs, indices and the exponential function
- Integration and differentiation
- Mean, standard deviation, and variance
- Correlation and regression.

Contact:

Dr Christie Marr, Co-ordinator of Mathematics Support Centre.

OR: Ros Campbell, Unit Administrator

SALTIRE, St Salvator's College, North Street

T: 01334 462141

E: learning@st-andrews.ac.uk, or christie.marr@st-andrews.ac.uk

W: www.st-andrews.ac.uk/saltire

SupNet

The SupNet (Support Network) are a team of students who work unpaid for Student Support Services. It is their job to be confidential, trustworthy, and accessible.

Perhaps you want first aid cover for an event? Maybe you would like to find out more about one of our self help groups or projects? Perhaps you'd just like to meet up with someone for a drink and a chat? These are the kinds of services the SupNet offers.

If you would like to find out more, if you have got an idea for a project, or you would like to get involved, please do get in touch.

Contact:

Student Support Services, 1st Floor, Students' Association.

T: 01334 462248

E: sss@st-andrews.ac.uk

W: www.st-andrews.ac.uk/sss

(See also: Student Support Services page 82)

Support Team

Students sometimes encounter personal difficulties that can affect their studies and their ability to cope with University life. These difficulties can be social and personal such as relationship difficulties, family issues, or bereavement. The Support Advisers offer support and help on a confidential basis are part of Student Support Services, and can be accessed through their office in the Students' Association. Support Advisers are professionals trained in a variety of caring professions, including social work, medicine, psychology and counselling. They work to help users of the service see their situation more clearly, make decisions that are right for themselves, and develop more constructive ways of coping. The Support Advisers meet with people one-to-one and it is easy to make an appointment by emailing or calling in to our offices.

Contact:

Student Support Services, 1st Floor, Students' Association, 9 St Mary's Place

T: 01334 462720

E: sss@st-andrews.ac.uk

W: www.st-andrews.ac.uk/students/safety/Advicehelpandsupport/Supportadvisersandcounselling/

(See also: Nightline page 81; SupNet above)

Undergraduate and Postgraduate Student Handbook

Key Contacts:

University of St Andrews

College Gate, St Andrews, Fife, KY16 9AJ.
Main switchboard: 01334 476161
W: www.st-andrews.ac.uk

Careers Centre

6 St Mary's Place.
T: 01334 462688
E: careers@st-andrews.ac.uk
W: www.st-andrews.ac.uk/careers

Finance

Old Union Building.
T: 01334 462585/ 2586/ 2587
E: ourecep@st-andrews.ac.uk
W: www.st-andrews.ac.uk/students/money

Registry

Old Union Building.
T: 01334 463097
E: registry@st-andrews.ac.uk
W: www.st-andrews.ac.uk/registry

Student Accommodation Services

79 North Street.
T: 01334 462510
E: studacc@st-andrews.ac.uk
W: www.st-andrews.ac.uk/students/accommodation

Student Support Services

1st Floor, Students' Association
9 St Mary's Place.
T: 01334 462720
E: sss@st-andrews.ac.uk
W: www.st-andrews.ac.uk/sss

Students' Association (The Union)

9 St Mary's Place.
T: 01334 462700
W: www.yourunion.net

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