









[Common Application](#) – available only to Overseas applicants applying to standard undergraduate programmes plus any applicant applying to the BA (International Honours) joint degree programme between the University of St Andrews and the College of William & Mary;

[St Andrews Direct Application](#) – available only to Overseas applicants applying to standard undergraduate programmes plus any applicant applying to the BA (International Honours) joint degree programme between the University of St Andrews and the College of William & Mary;

- 8.1.2. [Part-time Direct Application](#) – available for those applying for MA Combined Studies and applicants wishing to study on a part-time basis at the University of St Andrews. This application can only be used for part-time entry and decisions made based on this form are only for part-time study. Those entering the university as a part time student, who subsequently wish to change to full time study will be required to complete the UCAS application, within the appropriate time frame. All applications will be given equal consideration, provided that the applicant meets the published equal consideration deadline, usually 15 October for Medicine and the last Wednesday in January for all other programmes, in the cycle of application. The University uses published deadlines for applications, as a mechanism for managing and considering applications in a fair and timely manner. The published equal consideration deadlines do not prevent applications from being considered before or, in the case of Overseas fee status, after that deadline; it merely ensures that no application received within that period will be rejected purely on the grounds that it was received after others in that period.
- 8.1.3. The application deadline sets expectations for all parties involved in applying to, advising on and selecting for entry to courses at the University.
- 8.1.4. Undergraduate application deadlines are [published annually online](#).
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- 8.1.6. The UCAS application is a contract between an applicant and UCAS. When an applicant accepts an offer from the University there will be a separate contract between the applicant and the University. No other party can enforce any part of these respective contracts under the terms of the Contract (Third Party Rights) (Scotland) Act 2017 or any other legislation.
- 8.2. Postgraduate taught applications

- 8.3.2. Postgraduate research applications should be made through the St Andrews [Direct application form](#). If an applicant requires an alternative arrangement, they should contact the University directly at [pgr.application@st-andrews.ac.uk](mailto:pgr.application@st-andrews.ac.uk).
- 8.3.3. For general information on the University, or to arrange a visit, contact Admissions by email at [pgrecruitment@st-andrews.ac.uk](mailto:pgrecruitment@st-andrews.ac.uk). An applicant should contact [pgr.application@st-andrews.ac.uk](mailto:pgr.application@st-andrews.ac.uk) to discuss any aspect of their application.
- 8.4. International Foundation Programme applications
  - 8.4.1. Applications for International Foundation Programmes should be made through the St Andrews [Direct application form](#).
  - 8.4.2. Application deadlines are published [online](#) annually by course.
- 9. How applications are assessed
  - 9.1. Undergraduate applications
    - 9.1.1. The responsibility for setting out entrance requirements and the criteria for assessing the strength of applications resides with Admissions and the academic Schools. The responsibility for making decisions on

9.3.1. All applications for postgraduate taught courses are assessed by the academic School to which an applicant has applied. All applicants will be expected to meet the entrance requirements and any additional selection criteria outlined on the website for the course to which they are applying. Meeting a course's selection criteria and the entrance requirements will not guarantee an offer, as competition for places can be high.

9.4. Basis for postgraduate taught decisions

9.4.1. When assessing applications, the University uses the following information:

Academic record(s) and academic transcripts;

Academic or work-related references;

Personal statement or sample of written work, where required;

Evidence of English language proficiency, where required;

Relevant work or other experience, where appropriate and

Performance in interview, where applicable.

9.4.1.1. In addition to 9.4.1, we may take educational and social circumstances into account when considering applications for taught postgraduate programmes.

9.4.2. Postgraduate taught applications are assessed on the quality of the academic and work-related achievement to date, future potential, relative to other applications for the same course and potentially within the same Fee Status, where applicable.

9.4.3. Admission to some programmes will close once the programme is full. Applicants are encouraged to apply as early as possible.

9.4.4. The Admissions panel may assess the above material information as part of a telephone consultation for Postgraduate Online applications only. Not all postgraduate online programmes will offer telephone consultations. Programmes taking part will be listed on our website.

9.5. Postgraduate research applications

9.5.1. Decisions regarding admission are based upon a recommendation by the Head(s) of the relevant academic School. Applicants can only be admitted to a single School, though association with a Centre or Institute or different School(s) is possible and will be noted in their record.

9.5.2. In cases when a student is being admitted to a programme that involves participation by more than one School, approval for admission must be obtained from all relevant Heads of School or according to protocols established with the Associate Provost Students for the co-ordination of the programme.

9.5.3. In cases where a student is being admitted to a co-tutelle or collaborative PhD, an agreement signed by the relevant authorities in both universities must already be in place before the student is registered for the joint programme at either institution.

9.6. Basis for postgraduate research decisions

9.6.1. Admission decisions for postgraduate programmes will involve the judgement of more than one member of the academic School's staff, with at least one who will not be involved directly in the supervision of the student and at least one of whom must be research active. Staff with experience of the research area or with experience of postgraduate research supervision will be involved in the selection process of candidates for postgraduate research degrees.

9.6.2. When assessing applications, the University may use any of the following information:

Academic record(s) and academic transcripts;

Academic or work-related references;

Personal statement or sample of written work, where required;

Research proposal, or summary of research interest, where required;

Interview, where required;

The outcome of a training needs analysis. All students applying for doctoral level programmes will be subject to a training needs analysis with regard to skills and training that may need to be acquired in order to successfully pursue their studies;

Whether it might reasonably be expected that the applicant's programme of study can be completed within the period designated for it;

Whether the appropriate resources (e.g. library, computing, laboratory, technical) will be available. For programmes involving industrial placements, whether suitable placement opportunities exist;

Whether proper supervision can be maintained throughout the research period (for postgraduate research degrees), including during any periods of research leave for the supervisor or time spent away from St Andrews by the student;

Evidence of English language proficiency, where required;

Relevant work or other experience, where appropriate.

9.7. International BW\*<sup>n</sup>BT72 11 Tf6 )2(r)Ana





Undergraduate: [myapplication@st-andrews.ac.uk](mailto:myapplication@st-andrews.ac.uk)

Postgraduate Taught: [pqt.application@st-andrews.ac.uk](mailto:pqt.application@st-andrews.ac.uk)

Postgraduate Research: [pgr.application@st-andrews.ac.uk](mailto:pgr.application@st-andrews.ac.uk)

- 13.5. If the University needs to verify an applicant's identity, the University may check details in the application by using any official, publicly available or commercially available identity checking services. If any adverse information is revealed about an applicant, the University will write to the applicant by email so that the applicant has an opportunity to respond. The application would be placed on hold until the required information was obtained.
14. Fraudulent or plagiarised applications
  - 14.1. The University will not admit individuals based on fraudulent or plagiarised applications or documents and will investigate any persons found to have submitted any fraudulent material as part of their application, even when this information comes to light after an offer has been made or an individual has matriculated. In such instances the University would investigate under the Non-academic Misconduct Policy (see Section 27 below).
15. UCAS plagiarised personal statements
  - 15.1. All personal statements from UCAS applicants are run through the UCAS Similarity Detection Service on submission. Any personal statement showing a level of similarity of 30% or greater is flagged by UCAS and the University and the applicant is notified. The University will investigate all instances of similarity that are notified from UCAS and an application may be rejected where the University finds there are reasonable grounds to suspect a statement has been plagiarised.
16. Non-academic misconduct
  - 16.1. Should any issues with an application come to light after an applicant matriculates as a student those may be addressed through the [University's Non-academic Misconduct Policy](#). The University reserves the right to withdraw an application or an offer of a place where issues with an application come to light during the

purposefully misleading information or if information has been included that appears to have been copied from another source.

17.4. Disclosure

17.4.1. Applicants should declare in their application to study in the Medical School if they have in any country:

17.4.1.1. Received any criminal conviction or caution;

17.4.1.2.

17.5.1.2. Refer the case for further investigation;

17.5.1.3. Conditions set for admission: typically involving a review on arrival;

17.5.1.4. Rejection of the application, where it appears that the applicant is unlikely to pass the GMC conditions for full

18.5.3. Alternative offers made at point in application journey where conditions of offer are confirmed: on receipt of your results, if you have accepted your offer as firm but have not met the exact conditions of your offer, we may make you an offer on an alternative course.

18.5.3.1. This decision will be notified to you via email and will appear on UCAS Track or in your Applicant Portal. You are under no obligation to accept this alternative course offer. For UCAS applicants, if you choose to decline the offer, you will be released to your Insurance choice.

18.6. Alternative course offers for postgraduate taught applicants

18.6.1. Alternative offers at initial point of application - if we are unable to make you an offer of a place on the original course for which you applied (due to competition for places or because you do not meet the required entry requirements), we may make you an offer on an alternative course. (1)7(8)7(.6)9(.1)-13(.)JTJETQ EMC7Q EMC7Q EMC7QID 10/

19.5.1.

- 21.3. Once an applicant has accepted the offer to study at the University, the applicant enters into a contractual agreement with the University.
  - 21.4. Further information can be found in the further particulars of offers which are sent with the offer email and published online.
  - 21.5. In instances where an 'offer in principle' is made on the telephone to prospective Postgraduate Online applicants, the University will follow up with an email detailing what was discussed and what next steps are required, including a request that a formal application is submitted to the University to complete the application process.
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number includes information about the course of study, fees due, fees paid, how an applicant was assessed as eligible to enter the University, and the University's details.

- 24.1.5. The School of Medicine will not consider requests for a change of course from applicants who have applied to another subject. Medicine applicants assessed as Overseas fee status may request to change from BSc Hons Medicine to the Scottish-Canadian Medical Programme (or vice versa) if all the conditions of the new course are met. This can be done at any point during the admissions cycle before an offer has been issued.
- 24.2. Postgraduate taught requests for changes to courses
  - 24.2.1. Applicants wishing to change to another course should contact the relevant academic School directly to discuss the possibility of changing.
  - 24.2.2. Postgraduate applicants are required to submit any requests to change course to [pgt.application@st-andrews.ac.uk](mailto:pgt.application@st-andrews.ac.uk). Any inquiry which is clearly speculative in nature will not put any existing offer of a place at risk.
- 24.3. International Foundation Programme requests for changes to courses
  - 24.3.1. Applicants wishing to request a change of International Foundation Programme should contact [ifp@st-andrews.ac.uk](mailto:ifp@st-andrews.ac.uk). Course changes will only be allowed with the approval of the relevant Programme Director within the programmes offered by the International Foundation Programme.
- 25. Deferred applications
  - 25.1. The University will accept applications for deferred entry as outlined below. Deferred entry refers to applicants who, having applied in one admissions cycle, delay their entry into the following admissions cycle. Please see 21.4.1 for Medicine applications.
  - 25.2. Deferring an undergraduate application
    - 25.2.1. An applicant may only request a deferred entry into the admissions cycle immediately following the admissions cycle initially applied for.
    - 25.2.2. It is the University's position that applicants apply in the academic cycle immediately prior to the start date they wish to commence their studies at the University. University [dates are published online](#). For example, applicants intending to start their studies in September 2024 would apply during the admissions cycle that opens in September 2023. Applicants intending to take a gap year or a year off studies are recommended to apply during the gap year. This allows applicants to demonstrate as part of their application how their activities during the gap year are relevant to the course(s) to which they are applying. This information will be considered as part of the decision-making process. Applications will be assessed on their merits within the relevant cycle's application pool.
    - 25.2.3. Applicants who meet the conditions of an offer who are subsequently required to undertake national military service will have their offers upheld until conclusion of their service. Applicants should ensure that they contact [myapplication@st-andrews.ac.uk](mailto:myapplication@st-andrews.ac.uk) as soon as they are aware of any commitments to such military service and provide supporting documentation.
    - 25.2.4. Applicants who choose to apply for deferred entry for the subsequent academic year should ensure that their

what they will be doing that is relevant to the subject(s) to which they are applying during the year before entry;

and how such activities will benefit the strength of their application.

- 25.2.5. Applicants who wish to request deferred entry after receiving an offer should put their request in writing to [myapplication@st-andrews.ac.uk](mailto:myapplication@st-andrews.ac.uk) as early as possible. In such circumstances, it is the responsibility of the applicant to provide as much detail as possible to explain their request. All such requests will be considered on a case-by-case basis by an admissions panel consisting of Deputy Directors of Admissions and the relevant Faculty Associate Dean.
- 25.2.6. Any undergraduate applicant or offer holder considering such a change should consider carefully their reasons for doing so. It is important to note that there is no guarantee that a formal request to defer entry will be granted, and applicants and offer holders may be required to withdraw their application and reapply in the cycle that is relevant for their year of entry. Their application will be assessed again separately and in light of the competitiveness of the new application pool. Granting of deferred entry may have implications for an applicant's offer of accommodation or any University scholarships awarded. Applicants should also be aware that tuition fees are updated annually, and so deferring an application is expected to increase the tuition and other attendance costs. Applicants should consult the policies on [scholarships](#) and [accommodation](#) for further information.
- 25.3. Accepting and securing a deferred offer – undergraduate
- 25.3.1. Applicants assessed as Overseas fee status holding an unconditional offer who have been granted deferred entry will be required to make a pre-payment before their deferred entry will be confirmed. The pre-payment will be deducted from the total of the first-year tuition fee.
- 25.3.2. Failure to submit the pre-payment will be taken as an indication that the applicant no longer wishes to take up the offer of a place to study at the University and the offer of a place will be rescinded.
- 25.3.3. Further information about the required pre-payment will be included in the applicant's offer letter.
- 25.4. Deferring an undergraduate application to Medicine courses
- 25.4.1. Applications for deferred entry to the School of Medicine are not considered unless an offer has already been made and express permission has been granted from the School of Medicine. Any questions regarding deferred entry to Medicine should be directed to [medical.admissions@st-andrews.ac.uk](mailto:medical.admissions@st-andrews.ac.uk).
- 25.4.2. It is important to note that there is no guarantee that a request to defer entry will be granted, and applicants may be required to withdraw their application and reapply in the cycle that is relevant for their year of entry. Granting of deferred entry may have implications for an applicant's offer of accommodation or any University scholarships awarded. Applicants should also be aware that tuition fees are updated annually, and so deferring an application is expected to increase the tuition and other attendance costs. Applicants should consult the policies on [scholarships](#) and [accommodation](#) for further information.

applicant to provide as much detail as possible to explain their request. All such requests will be considered on a case-by-case basis by the Director of Postgraduate Studies (Taught) within the relevant academic School.

25.5.2. An applicant may only request a deferred entry into the admissions cycle immediately following the admissions cycle initially applied for.

25.5.3. It is important to note that there is no guarantee that a request to defer entry will be granted, and applicants may be required to withdraw their application and reapply in the admissions cycle that is relevant for their year of entry. Granting of deferred entry may have implications for an applicant's offer of accommodation or any University scholarships awarded. Applicants should also be aware that tuition fees are updated annually, and so deferring an application is expected to increase the tuition and other attendance costs. Applicants should consult the policies on scholarships and accommodation for further information.

25.6. Accepting and securing a deferred offer postgraduate taught courses

25.6.1. While the decision on whether or not to grant a request for deferred entry is taken by the relevant academic School, any such offer for deferred entry will only be confirmed if the applicant has made any pre-payments as required in the offer letter.

25.7. Deferring a postgraduate research application

25.7.1. Applicants who wish to request deferred entry after receiving an offer should put their request in writing to [pgr.application@st-andrews.ac.uk](mailto:pgr.application@st-andrews.ac.uk) as early as possible. In such circumstances, it is the responsibility of the applicant to provide as much detail as possible to explain their request. All such requests will be considered on a case-by-case basis by the Director of Postgraduate Studies within the relevant academic School.

25.7.2. An applicant may only request a deferred entry into the admissions cycle immediately following the admissions cycle initially applied for.

25.7.3. It is important to note that there is no guarantee that a request to defer entry will be granted, and applicants may be required to withdraw their application and reapply in the admissions cycle that is relevant for their year of entry. Granting of deferred entry may have implications for an applicant's offer of accommodation or any University scholarships awarded. Applicants should also be aware that tuition fees are updated annually, and so deferring an application is expected to increase the tuition and other attendance costs. Applicants should consult the policies on scholarships and accommodation for further information.

25.8. Accepting and securing a deferred offer postgraduate research courses

25.8.1. While the decision on whether or not to grant a request for deferred entry is taken by the relevant academic School, any such offer for deferred entry will only be confirmed if the applicant has made any pre-payments as required in the offer letter.

25.9. Deferring an application to an International Foundation Programme

25.9.1. Applications for deferred entry to International Foundation Programmes are not considered unless express permission has been granted by the Director of the International Education Institute. Any questions regarding deferred entry to International Foundation Programmes should be directed to [ifp@st-andrews.ac.uk](mailto:ifp@st-andrews.ac.uk).

25.9.2. It is important to note that there is no guarantee that a request to defer entry will be granted, and applicants may be required to withdraw their application and reapply in the cycle that is relevant for their year of entry. Granting of deferred entry may have implications for an applicant's offer of accommodation or any University

scholarships awarded. Applicants should also be aware that tuition fees are updated annually, and so deferring an application is expected to increase the tuition and other attendance costs. Applicants should consult the policies on scholarships and accommodation for further information.

26. Applicants with extenuating circumstances

- 26.5. Postgraduate Research course applications with extenuating circumstances
- 26.5.1. Applicants for postgraduate research courses should submit any evidence of extenuating circumstances to [pgr.application@st-andrews.ac.uk](mailto:pgr.application@st-andrews.ac.uk) from where the relevant academic School will be contacted for consideration. The University will not normally offer applicants a place if they do not meet the stated entrance requirements. All such cases will be considered on a case-by-case basis by the relevant academic School Director of Postgraduate Studies.
- 26.6. International Foundation Programme applications with extenuating circumstances
- 26.6.1. Applicants for International Foundation Programmes who have extenuating circumstances should submit evidence of these to [ifp@st-andrews.ac.uk](mailto:ifp@st-andrews.ac.uk). The University will not normally offer applicants a place if they do not meet the stated entrance requirements. All such cases will be considered on a case-by-case basis by the Director of the International Education Institute or their designate.
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- 28.3. The University is only able to provide feedback directly to the applicant, except where written consent has been previously given to allow us to communicate throughout the application process with a nominated third party.
29. Feedback on admissions decisions for part-time undergraduate applications
- 29.1. The University will provide feedback to part-time undergraduate applicants if requested. Unsuccessful applicants seeking further feedback should contact [lifelonglearning@st-andrews.ac.uk](mailto:lifelonglearning@st-andrews.ac.uk) in writing within 14 days of being notified of the outcome of their application. The University will aim to provide feedback within 30 days of receipt of the request.
30. Feedback on admissions decisions for International Foundation Programmes
- 30.1. An applicant for an International Foundation Programme who is unsuccessful will receive formal notification detailing the University's decision including the reason for the rejection.
- 30.2. The University will provide feedback on an application if requested. Unsuccessful foundation applicants seeking further feedback should contact [ifpapplications@st-andrews.ac.uk](mailto:ifpapplications@st-andrews.ac.uk)

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