

1. Introduction to the Terms and Conditions of Study

- i. These Terms and Conditions form the agreement (contract) between the student (referred offer letter, and the specific requirements for your programme of study. You should read this document carefully before you matriculate.
- ii. The University will review and may make changes to the Terms and Conditions each year,

decisions in a timely manner.

- v. University accommodation fees are charged separately to programme fees and mandatory charges. Details of the rates for accommodation in University Halls of Residence and University- [Accommodation](#) web pages. Accommodation fees are reviewed annually in January.
- vi. The University offers several options and methods for paying your fees. Prior to the start of the academic session, payment of tuition and relevant accommodation fees, as well as other relevant fees, should be made in full unless you request and receive approval to set up an instalment plan in line with the Procedures set out on our [Money Matters web pages](#).
- vii. Any tuition fees and academic-related charges notified to you as part of the offer, or subsequently incurred by you through informed choice, and not paid for by a sponsor, will be your personal responsibility.
- viii. If you owe money to the University, you will not be permitted to graduate at the summer or autumn/winter ceremonies. Further, if you owe money to the University you are not allowed to matriculate for a subsequent year of study unless an exceptional agreement has been reached. Such exceptional agreement would be coordinated by Registry.

8. Programmes of Study

- i. The University will use all reasonable measures to deliver programmes and courses of study, as outlined at the time of offer. As a research-intensive institution, the University ensures that its teaching is based on and references the research and related interests of its staff; it is also mindful of the need to use resources effectively. As a result, programmes and courses are regularly reviewed and the University reserves the right to change programme and course content.
- ii. From time-to-time, the University may require to make changes to programmes and modules of study as a result of programme and course reviews. Any changes are made with due consideration to minimising impact, safeguarding academic standards and assuring the quality of the learning experience.

9. Advising and Supervision

- i. All Foundation, Undergraduate, and Postgraduate Taught students must take an approved credit load in each semester and must choose modules accordingly. The academic advising process provides students with the advice necessary to make appropriate academic choices. Students must complete the advising process every academic year by the end of the advising period (or in January if not studying in St Andrews during semester 1). The main point of contact for this process is the Adviser of Studies. Until module choices are approved by the Adviser of Studies and validated in the academic advising system, the student is not officially enrolled in those modules.
- ii. All Foundation, Undergraduate and Postgraduate Taught students must complete the relevant advising process at the start of each academic year.

Foundation students will be guided through the advising process by staff from the International Education Institute.

Undergraduate students will be advised in line with University policies outlined on the [Undergraduate Academic Advising](#) web pages.

- All undergraduate students in the Faculties of Arts, Divinity and Science must contact their Adviser of Studies at the appropriate time of year. Different support arrangements are made

15. Email, University Communications, and Social Media Guidelines

- i. You are required to provide and maintain full, accurate and up to date personal and contact details throughout the duration of your programme of studies. You will be asked to provide these as part of the matriculation process for each year of your programme of study, and you must update your contact details via the University of St Andrews student portal, [MySaint](#), throughout the duration of your studies.
- ii. Email and [MySaint](#) are the official forms of University communication. You are required to check your University email account and your [MySaint](#) portal at least every 48 hours and to respond to University communications as requested in a timely manner.
- iii. Failure to check your University email account regularly may result in you missing important information at the appropriate time. In cases where you miss key information or deadlines, failure to check your University email account or [MySaint](#), or absence of up-to-date contact details, will not be accepted as a reason for failing to act upon communications.
- iv. Social media is used within the University in a variety of formal and informal ways and the University wants to encourage and support the responsible and creative use of this medium wherever possible. In accepting these Terms and Conditions, you agree to abide by the [Social media guidelines](#) published by the University.

16. Emergency Contacts

- i. When you matriculate, you will be asked to provide the name, address, and phone number of someone the University can contact in case of an emergency. The process for contacting Emergency Contacts is outlined in the [Emergency Contacts Protocol](#).
- ii. It is your responsibility to ensure that the details of your nominated emergency contact to remain up-to-date at all times. You can update this information in [MySaint](#).

17. Access to the University Computer Network

- i. services in-line with the associated Regulations. Access to email and cloud services will continue for six months after you have graduated and or have left the University, unless access to ICT facilities was withdrawn for a breach of the University ICT Regulations. You are responsible for ensuring that you have secured/transferred all materials e.g. emails and files that you may require from University ICT facilities within the 6 month period. When that period is reached, ICT facilities will be closed, and all materials destroyed. Advance notification of this action will be sent by email to your University email address.
- ii. The University uses Multi-Factor Authentication to support secure access to the University network and associated ICT facilities. You are required to have access to a smartphone throughout the duration of your studies and for the 6 month period following to access University ICT facilities.
- iii. The University will allocate you a username and password for access to its computer and network facilities and to the Internet, for academic and administrative purposes for example, to enable you to access your emails, search for information, write assignments, etc., and to maintain contact with home. Passwords must be kept secret and precautions taken against spreading viruses.

- iv. You must abide by the [Regulations governing the use of University information and communications technology \(ICT\) facilities.](#)

18. Privacy

- i. The University is committed to managing student personal data in accordance with the provisions of the UK General Data Protection Regulation, the Data Protection Act 2018 and

Offences listed in the Sexual Offences Act 2003 or the Sexual Offences (Scotland) Act 2009 or the Abusive Behaviour and Sexual Harm (Scotland) Act 2016 or the Contract (Third Party Rights) (Scotland) Act 2017;

The unlawful supply of controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking;

1.1	Updated for 2020/2021 entry in light of Covid-19 emergency	Published	Helen Boyd, Deputy Academic Registrar	15/05/2020
1.2	References to Tier 4 updated.	Published	Helen Boyd, Deputy Academic Registrar	07/10/2020
1.3	Updated link to Intellectual Property Policy.	Published	Heather Dudek, Unit Administrator Registry	10/02/2021
1.4	Policy updated and published for the new academic year.	Published	Heather Dudek, Unit Administrator, Registry	05/08/21
1.5	Policy updated and published for the new academic year.	Published	Heather Dudek, Unit Administrator, Registry	21/09/22
1.6	Studen/F2 12 Tf7 nBTt			