



University of St Andrews  
*Scotland's first university*

| 600 YEARS |  
| 1413 – 2013 |

**Summer Schools**

**Terms and Conditions of Study**

**June 2018**

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## **Sponsio Academica**

Nos ingenui adolescentes, nomina subscribentes, sancte pollicemur nos preceptoribus obsequium debitum exhibituros in omnibus rebus ad disciplinam et bonos mores pertinentibus, Senatus Academici auctoritati obtemperaturos, et Universitatis Sancti Andreae emolumentum et commodum, quantum in nobis sit, procuraturos, ad quemcunque vitae statum pervenerimus. Item agnoscimus si quis nostrum indecore turbulenterve se gesserit vel si parum diligentem in studiis suis se praeberit neque admonitus se in melius correxerit eum licere Senatui Academico vel poena congruenti adficere vel etiam ex Universitate expellare.

## **Translation**

We students who set down our names hereunder in all good faith make a solemn promise that we shall show due deference to our teachers in all matters relating to order and good conduct, that we shall be subject to the authority of the Senatus Academicus and shall, whatever be the position we attain hereafter, promote, so far as lies in our power, the profit and the interest in our University of St Andrews. Further, we recognise that, if any of us conducts ourselves in an unbecoming or disorderly manner or shows insufficient diligence in their studies and, though admonished, does not improve, it is within the power of the Senatus Academicus to inflict on such students a fitting penalty or even expel them from the University.

# The Honour Code

- I agree to abide by the terms and conditions governing matriculated students of the University of St Andrews for the duration of my studies on this programme and I accept liability for the timely payment of my tuition and any other fees for University services.
- I have been advised about my right to freedom of speech, and accept that I must exercise this right in a way that does not (1) bring the University, its staff, students and anyone associated with the University (e.g. visitors, contractors, and service providers) into disrepute, or (2) breach other obligations which I owe to the University its staff, students and anyone associated with the University.
- I will be honest in submitting coursework for assessment. My work will be my own and completed without the unacknowledged help of any other person. All quotations, or facts and ideas, taken from printed, Internet or other public sources, including recorded material, will be explicitly acknowledged in my text, endnotes or footnotes and bibliography. I will read and not contravene the University's policy on [Good Academic Practice](#) and I agree that the University may make work I submit available to plagiarism detection services outside the University, both for screening and for enhancement of the detection service database.
- I will take responsibility for my own learning and respond to feedback about my performance and achievements.
- I will support the University's [Equality and Diversity Inclusion Policy](#), which promotes equality for all staff and students
- In addition, I accept that in all interactions my behaviour reflects upon the University of St Andrews and I will behave responsibly and appropriately on all occasions in and around the town of St Andrews and elsewhere during my time as a student.
- I shall have regard to my own safety and that of others at all times.

## Terms and Conditions

- (i) All students will be required as a condition of matriculation to abide by, and submit to the procedures of, the University's Senate Regulations, as amended from time to time. A copy of the Senate Regulations is available on request from the Registry, The Old Burgh School, Abbey Walk, St Andrews, KY16 9LB or via the University Web Page at

<https://www.st-andrews.ac.uk/students/rules/ugsenateregulations/> and at <https://www.st-andrews.ac.uk/staff/policy/students-postgraduate/pgsenateregulations/>

A list of the University's Rules and Regulations can be found at: <http://www.st-andrews.ac.uk/students/rules/>

- (ii) 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 with the aim of enhancing the student learning experience. Programme and course revision protocols are student-focused, transparent and time sensitive, and are described at: <https://www.st-andrews.ac.uk/media/teaching-and-learning/policies/course-revision-protocol.pdf>

Any changes are made with due consideration to minimising impact, safeguarding academic standards and assuring the quality of the learning experience.

### **Access to the University Computer Network**

The University allocates to students 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 students to handle their email, search for information, write assignments, etc., and to maintain contact with home. Passwords must be kept secret and precautions taken against spreading viruses. Students hereby agree to abide by the regulations governing computer use in the University. See: <http://www.st-andrews.ac.uk/media/it-services/policies-and-procedures/documents/regulations-acceptable-use-ict.pdf>

### **Attendance**

All students must ensure that they are available to attend the appropriate Induction session as well as all lectures, tutorials/practicals and other classes for the full duration of the programme.

### **Email**

Email is an official form of University communication. All students are therefore required to check their University email account every 48 hours and to respond to University communications as requested in a timely manner. Failure to do so may result in students not receiving important information at the appropriate time.

### **Freedom of speech and expression**

The right to exercise freedom of speech/ freedom of expression is a fundamental right which all members of the University community are entitled to exercise. However, while this right is enshrined in European and domestic law, it is not absolute. It is closely related to other rights that are also protected in law, and the interplay between such competing rights creates boundaries and limitations on what can be said and the manner of expression. An example of how these competing rights are reconciled is where the right of freedom of expression is qualified by government restrictions, for example on the grounds of national security, preserving public safety, and preventing crime and disorder. In the same way, the University requires all members of the University community to exercise the right to freedom of expression in a manner that does not bring the University or anyone connected with it into disrepute.

## **Intellectual Property**

By matriculating, students agree to keep the University's data and information confidential.

## **Personal Information**

It is the responsibility of students to keep their personal details up to date by making the appropriate changes online via the student portal, which may be accessed at: <https://www.st-andrews.ac.uk/students/>

## **Privacy**

The University is committed to managing student data in accordance with the provisions of the Data Protection Act 1998. Information about the University's procedures may be found at <https://www.st-andrews.ac.uk/students/rules/dataprotection/> and the Code of Practice (personal information about students) at <https://www.st-andrews.ac.uk/media/data-protection/documents/student-confidentiality-code.pdf>

## **Sharing of images and data**

Where a course of study is delivered collaboratively or jointly between the University and a partner institution, the University will share personal student data, including images, to the extent that is necessary for the administration of the course, to facilitate seamless transition between institutions and to manage and monitor academic progression, and will only transfer personal data to countries outside the European Economic Area where adequate levels of protection are in place.

## **Visas and Immigration requirements**

Students have a legal obligation to adhere to any visa conditions set down by UK Visas and Immigration (UKVI) and further information relating to these can be found on the University's web pages.

The University has a duty to report unauthorised non-attendance to UK Visas and Immigration.

The University also has a duty to provide any relevant personal information to UK Visas and Immigration in line with condition 5(c) of Schedule 2 and 7(c) of Schedule 3 of the Data Protection Act.