

Previously taken up a place with the University but had been expelled from the University or had their studies terminated; or left the University of St Andrews with significant debt to the University.

- 3.2. While individuals are free to apply to courses for which they believe they meet or are expected to meet the entry conditions, the University reserves the right to decline to accept applications where the Director of Admissions or their nominee determines that the number of applications received from any individual is excessive, vexatious or spurious. Applicants will be advised ~~where~~ a decision is reached and which, if any, of the applications made will be considered. The University reserves the right to remain silent where we have already advised an applicant that their application was vexatious and/ or spurious.
- 3.3. Applications from individuals who have been expelled from an educational institution that provides secondary, further, or higher education, for serious misconduct or where such proceedings are not concluded, will be considered. However, the offer of a ~~place~~ and admission to the University is contingent upon declaration of all material facts, including that of prior expulsion.
 - 3.3.1. The University will not investigate the material facts of an expulsion, including those facts that are live or have not yet been concluded or the material facts of proceedings not yet concluded where serious misconduct is claimed but the applicant will be required to provide sufficient information to allow the University to conduct a risk assessment to establish if the University can meet wellbeing and/or welfare obligations, in line with the University's Student Conduct Risk Management Policy.
- 3.4. Applicants to online programmes must comply with the minimum ICT infrastructure required for online learning as set out in the offer letter.
- 3.5. As smartphones are necessary for the ~~multi~~ factor authentication which the University deploys, applicants are advised that they are required to have access to a compatible smart phone for the duration of their studies. If owning a smartphone is a problem, then the offer holder must inform the University as soon as possible before matriculating at the University.
- 3.6. Any questions about eligibility should be directed to the Director of Admissions. Please see section 18 below on Declaring criminal convictions when accepting an offer of a place.

4. Material information to an application

- 4.1. It is the responsibility of the applicant to provide full and accurate information in support of their application. Applicants must not mislead or provide false (including plagiarised) and/or incomplete information as this may lead to applications being withdrawn/rejected by the University. All required elements of the application should be provided in English.

- 4.2. The University regards the following details as material to ~~an~~ application:

Course choice;

Fee status assessment and the information provided in order to make the assessment (where the fee status influences the level of tuition fees due);

County of domicile and/or nationality for courses where fee status is not relevant;

Intended year or point of entry;

Academic record: qualifications or grades achieved and predicted grades and marks;

Evidence supporting grades achieved and predicted grades and marks including ~~standard~~ education experience and extenuating circumstances;

Academic references;

Personal statement or requested sample of written work;

Contextual data information, which is additional information related to an applicant as described in the '[use of contextual data](#)' policy;

Evidence of [English language proficiency](#) where required;

Relevant work or other experience demonstrated on CV/Resume, where appropriate;

Performance at interview, where appropriate;

External aptitude tests, where appropriate;

We also value the non-academic attributes of applicants, recognising the importance of merit and potential in these areas as important contributors to University life. We recognise clear objective attainment achieved in non-academic extracurricular activity such as: sport, the arts, voluntary or community work and/or paid employment;

The disclosures required as per section 3 Eligibility;

6.1. Details of compulsory fees and charges that a student will be required to pay, including, where applicable, any placement years, will be provided within the relevant offer letter, and accompanying documentation. The offer letter will also clarify conditions for any variation of fees [The University's approach to fee setting is described online.](#)

7.

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

8.2.6. Undergraduate application deadlines [published annually online](#)

8.2.7.

8.2.8. 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.

8.3. Postgraduate taught applications

8.3.1. Applications for postgraduate taught courses should be made through the St Andrews [Directs application form](#)

8.3.2. Application deadlines are programme specific and [published annually online](#) by course. Where dates are stated, they imply Midnight UK standard time. Please see 9.4.3 below with reference to instances where programmes may close early.

8.3.3. Postgraduate applicants applying for an online course, may receive an 'offer in principle' as part of a formal

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;

Performance in interview, where applicable and

We may recognise clear objective attainment achieved in academic extra-curricular activity such as: sport, the arts, voluntary or community work and/or paid employment.

9.4.1.1. The University uses contextual information when evaluating an application. In addition to information in 9.4.1, the University considers additional information provided by an applicant about their educational and social circumstances that underpin the individual's postgraduate application providing us with a clearer picture of the

9.7.3. Typical academic entry requirements for International Foundation Programmes are published on [programme pages](#)

10. Prior learning

10.1. The University recognises prior learning that has taken place elsewhere after formal assessment, to facilitate admission to a degree programme (undergraduate or postgraduate ~~time~~ or part-time) and to award credit towards a degree programme. Our [Recognition of prior learning policy](#) provides relevant detail.

11. Applicants who will be under the age of 18 at the point of entry to the University

11.1. The University welcomes applications from people of all ages and applications will be considered on their individual merits. Scots Law recognises that despite having full legal capacity at 16, young people aged 16 can be vulnerable in certain situations. The University is also required to obtain relevant permissions from international applicants by the Home Office in line with its duties as a Sponsor of Student visas.

11.2. Where international applicants will be under 18 at the point of enrolment, the applicant and both the applicant's parents or guardians will both be asked to sign the Young Student Authorisation Form, declaring that they understand the conditions under which young students will be accepted to study at the University. If the applicant does not have a relationship with both parents, or if they are estranged from their parents, relevant checks will be undertaken to ensure adequate permissions are obtained.

11.3. Where UK domiciled applicants will be under 18 at the point of enrolment, the applicant's parent or guardian

13.3.

16.1. Following the assessment of a completed application, applicants will receive one of the following decisions:

An unconditional offer- this means that the applicant has met all of the entrance conditions and selection criteria for the course and the University is holding a secured place for the applicant;

A conditional offer- the University wishes to make the applicant an offer provided that certain conditions (for example, a particular standard in future examinations) are met;

Unsuccessful the University does not make the applicant an offer.

16.2. Postgraduate applicants applying for an Online course may receive an 'offer in principle' as part of a formal telephone consultation. Please see 8.3.3 above.

16.3. An offer, whether conditional or unconditional, is valid in the context of the material information which was used as the basis for the offer (see section 4), so it cannot be transferred to another person, course, or fee status unless otherwise specified.

16.4. Where an applicant has evidence that a mistake in the terms of the decision has been made, they should contact the University within 14 days using one of the email addresses below. This may include, for example, an offer that is based on a qualification which the applicant is not currently undertaking, where a conditional offer has been communicated and the applicant believes that they presently meet the entry conditions.

International Foundation Programme ifp@st-andrews.ac.uk

Undergraduate myapplication@st-andrews.ac.uk

Postgraduate Taught tqt.application@st-andrews.ac.uk

Postgraduate Research pgr.application@st-andrews.ac.uk

16.5. Alternative course offers for undergraduate applicants

16.5.1. In some cases, the University may not be able to make an offer for your chosen course but may make an offer for an alternative, related course. This alternative offer may be made at the original offer stage or at confirmation of qualification results.

16.5.2. If an applicant is being made an offer for an alternative course, this will be notified to the applicant via email and UCAS Track or in the Applicant Portal will show the alternative programme.

16.5.3. If an applicant is holding a conditional offer and subsequently does not meet the specified entry requirements,

- 16.6.1. If the University is unable to make an offer of a place on the original programme for which the applicant applied, the University may make an offer on an alternative programme, which could be on or online.
- 16.6.1.1. If an applicant is made an offer for an alternative programme, this will be made clear through the Applicant Portal.
- 16.6.2. If an applicant is holding a conditional offer and subsequently does not meet the specified requirements, the University may make an offer of an alternative programme.
- 16.6.3. This will be made clear in the Applicant Portal and the new offer letter. An applicant is under no obligation to accept this alternative course offer.
17. Confirming conditions of the offer
- 17.1. Where an applicant holding a conditional offer meets the terms of that offer, they are automatically confirmed as having secured a place to study at the University.
- 17.2. The University is under no obligation to honour a conditional offer to an applicant who has not met the conditions of their offer by the stipulated deadline.
- 17.3. Confirming conditions of the offer for undergraduate offer holders
- 17.3.1. The deadline for conditional offer holders to meet the conditions of their offer is 31 August in the year of entry. The University is not obliged to wait for the result of an exam or exam board appeal, as a reject decision will already have been recorded on the University applicant record (or through UCAS Track for undergraduate UCAS applicants).
- 17.3.2. If an applicant subsequently meets the terms of their offer as the result of a successful appeal to the relevant qualification or exam board, the University will consider the applicant in the year that they applied if possible. If the University is unable to provide a place in such circumstances in the year of application, the place will automatically be deferred to the following year of entry.
- 17.4. Confirming conditions of the offer for postgraduate taught offer holders
- 17.4.1. The deadline for conditional offer holders to meet the conditions of their offer is 21 August (to start studies in September), 30 November or 5 working days after the offer is made, whichever is latest (to begin studies in January) in the year of entry or whatever dates are specified in the offer letter. It is recommended that those offer holders who require a visa aim to prove that they meet the conditions of offer before this deadline.
- 17.5. Confirming conditions of the offer for International Foundation Programme offer holders
- 17.5.1. The deadline for conditional offer holders to meet the conditions of their offer is 21 August (to start studies in September) or 30 November (to begin studies in January) in the year of entry. It is recommended that those offer holders who require a visa aim to prove that they meet the conditions of offer before this deadline.
18. What to expect when an applicant receives an offer of a place from the University
- 18.1. When an applicant receives an offer of a place from the University, the University will provide the applicant with information to help make an informed decision. This includes key information about the course and modules, visa information (where required), tuition fees and any other relevant costs and/or conditions for the course and attendance, arrangements for making payments to the University, the University's complaints-

- 21.2. For applicants who require a Student Visa to study in the UK, the total amount paid, including prepayment made, will be displayed on the Confirmation of Acceptance for Studies (CAS) provided the payment is received and processed prior to the CAS being issued.
- 21.3. If a prepayment remains unpaid beyond the deadline, this will be taken as an indication that the applicant no longer wishes to take up their offer of a place at the University and the offer of a place may be rescinded.
22. Requests for changes to courses after an application is submitted
- 22.1. Undergraduate requests for changes to courses
- 22.1.1. Submission of a request to change course will not result in loss of the original offer at the point of enquiry. If a formal request is submitted, it 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 of Students. In doing so, the University will follow the decision-making process outlined in the Admissions Policy. If a change of course application is unsuccessful, the applicant will retain their original offer. The applicant may choose to apply in the subsequent application cycle to the new course of interest.
- 22.1.2. All applicants should also be aware that entrant students are not permitted to change their course until the beginning of Semester 2 of their year of entry, which is outlined in [Changes to Studies policy](#)
- 22.1.3. UCAS Applicants assessed as Home or Rest of UK (RUK) fee status are required to submit any requests to change course to myapplication@standrews.ac.uk before the last Wednesday in January (the UCAS equal consideration deadline) in the relevant application cycle. The University is under no obligation to grant such a request. Requests received after this January date will not be considered.
- 22.1.4. Undergraduate applicants assessed as Overseas fee status are required to submit any requests to change course to myapplication@standrews.ac.uk before 30 June in their original application cycle. Requests received after 30 June will not be considered. Changes to the course will not be considered once the Confirmation of Acceptance for Study (CAS) has been issued. The CAS is a unique number created by the United Kingdom Visa and Immigration (UKVI) and requested on behalf of the entrant by the University so that the entrant can apply for a

23. Deferred applications

23.1. The University will accept applications for deferred entry as outlined in section 23. Deferred entry refers to applicants who, having applied in one admissions cycle, delay their entry into the following admissions cycle. Please see 23.4 for Medicine applications.

23.2. Deferring an undergraduate application

23.2.1. An applicant may only request a deferred entry into the admissions cycle immediately following the admissions cycle to which they initially applied.

23.2.2. Applicants are expected to 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 2025 would apply during the admissions cycle that opens in September 2024. Applicants intending to take a gap year or a year off studies are recommended to apply during the gap year. Applications will be assessed on their merits within the relevant cycle's application pool.

23.2.3. 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@standrews.ac.uk as soon as they are aware of any commitments to such military service and provide supporting documentation.

23.2.4. Applicants who request deferred entry for the subsequent academic year at the point of application should ensure that their personal statement includes information on:

reasons why they wish to defer;

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 strengthen their application.

23.2.5. Applicants who wish to request deferred entry after receiving an offer should put their request in writing to myapplication@standrews.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.

23.2.6. Any undergraduate applicant or offer holder considering such a request, should note that there is no guarantee

- 23.3.1. Applicants assessed as Overseas fee status holding an unconditional offer who have been granted deferred entry will be required to make a prepayment before their deferred entry will be confirmed. The prepayment will be deducted from the total of the first year tuition fee.
- 23.3.2. Failure to submit the prepayment by the relevant deadline 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 deferred place will be rescinded.
- 23.3.3. Further information about the required prepayment will be included in the applicant's offer letter.
- 23.4. Deferring an undergraduate application to Medicine courses
- 23.4.1. 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
- 23.4.2. 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. The impact of a deferral on accommodation and scholarships will be considered on a case-by-case basis. Applicants should also be aware that tuition fees are updated annually, and 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.
- 23.5. Deferring a postgraduate taught application
- 23.5.1. Applicants who wish to request deferred entry after receiving an offer should put their request in writing to pgt.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 Admissions in coordination with the Director of Postgraduate Studies (Taught) within the relevant academic School.
- 23.5.2. An applicant may only request a deferred entry into the admissions cycle immediately following the admissions cycle initially applied for, unless military service is a factor within the request. Applicants should be aware that it is possible that programmes can be withdrawn in the interim period. In such cases, offer holders will be informed and, where appropriate, offered entry to an alternative programme of study.
- 23.5.3. 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. The impact of a deferral on accommodation and scholarships will be considered on a case-by-case basis. Applicants should also be aware that tuition fees are updated annually 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.
- 23.6. Accepting and securing a deferred offer postgraduate taught courses
- 23.6.1. While the decision to grant a request for deferred entry is taken by Admissions and the relevant academic School, any offer for deferred entry will only be confirmed if the applicant has made arrangements as required in the offer letter.

23.7. Deferring a postgraduate research application

- 23.7.1. Applicants who wish to request deferred entry after receiving an offer should put their request in writing to pgr.application@standrews.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 Head of School or delegate within the relevant academic School.
- 23.7.2. An applicant may only request a deferred entry into the admissions cycle immediately following the admissions cycle initially applied for. 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

applicants with longterm extenuating circumstances and those with shortterm circumstances that may have impacted unexpectedly upon examination performance.

24.2. Undergraduate applications with extenuating circumstances

24.2.1. At any point within the application cycle, applicants may submit information on extenuating circumstances, where qualification attainment has been affected, to the University as part of their application by emailing myapplication@standrews.ac.uk

24.2.2. It is important that an applicant includes as much information as possible relating to their particular circumstances, including, where appropriate, submissions from medical or educational professionals. The applicant must also clearly indicate whether the examination board has been informed of the situation, and what action has been taken as a result, including any appeals that may have been made and any further details.

- 25.1. This section only applies to an individual or organisation ('agent') applying on behalf of someone else. Before submitting an application on behalf of someone else, an agent must:
- Have all necessary authority to complete and submit the application on behalf of the applicant;
 - Ensure the applicant has sufficient time to read and understand the applicant declaration, our website terms and conditions, admissions policy and our privacy notice.
- 25.2. The University retains the right to cancel an application if the University determines, having carried out the necessary checks and due diligence, or has reason to believe, that an agent has not fully complied with these requirements. The University will write to the applicant by email so that the applicant has an opportunity to respond.
- 25.3. Applicants should maintain control over their application and are ultimately responsible for their application account and managing communications to and from the account.
- 25.4. Individual applications are judged on their own merits. Whether the application is made privately or through an agent does not in itself affect the University's assessment of the strength of the application.
26. Feedback on admissions decisions for full-time undergraduate course applications
- 26.1. The University is a highly competitive institution, and each year many applicants who apply having either met or

- 28.2. The University will provide feedback on an application if requested. Unsuccessful foundation applicants seeking further feedback should contact fpapplications@standrews.ac.uk within 14 days of being notified of the outcome of their application. The University will aim to provide feedback within 15 days of receipt of the request. While the University aims to provide informative feedback that is helpful to enable applicants to reflect on their progress through the application process, it may not always be possible to provide additional specific or tailored advice.
- 28.3. The University is only able to provide feedback to the applicant, except where written consent has been