

# Global PhDs at St Andrews

## Doctoral candidate guide



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### General programme information

Global PhDs at St Andrews are what we term joint programmes towards a collaborative award for PhD with a partner University.

They can take different formats but are always a joint supervision towards a PhD and always result in an award from both universities. This can be either a single joint certificate, or two individual certificates which reference the collaborative nature of the degree.

These degrees are often known as 'co-tutelles' or joint PhDs internationally. They provide the opportunity for doctoral students to undertake research at both St Andrews and a nominated partner institution and with two (or more) academic supervisors.

As such, they allow engagement with two distinct research environments and activities, with two or more subject-expert supervisors, and they encourage wider research collaboration than for many standard PhDs.

For St Andrews, the partner, and the student and their supervisors, they can enhance partnership activity and research collaboration meaningfully.

The programmes require that a student follows requirements and processes of two institutions throughout, although there are necessary variations because of the collaborative nature of things.

This document aims to outline the key information necessary to support students in that context from the St Andrews perspective, and also to signal our wider provision and support.

# Global PhDs at St Andrews

## Doctoral candidate guide



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### Contacts

The Global Office is your key point of contact for any issues you may have at St Andrews.

We can either help directly or can direct you to the relevant colleagues elsewhere in the university, and where necessary can also liaise with your partner institution.

Please always feel free to get in touch at [globalphds@st-andrews.ac.uk](mailto:globalphds@st-andrews.ac.uk) or through our drop-in hours which are 10-12 and 2-4 each weekday in the Global Office, Room A11, Bute Building.

You should also maintain contact directly with the partner university's international or PhD office (which may be Faculty or discipline specific rather than central as it is at St Andrews) to ensure you meet any requirements they may have.

Your academic School at St Andrews will have additional directed support and you should discuss this with your supervisor and within the School. There is a list of St Andrews contacts for various types of support or information below, but you will find that many Schools have Wellbeing Officers and Student Representatives, as well as dedicated postgraduate focused staff in both the professional and academic spheres, and other specified types of assistance that are available. Seek as much information as you can from the School office and your supervisor.

If you have an affiliation to a third-party research institution within your PhD (such as a Max-Planck Institute, or the CNRS) you may have access to additional support and resources within that institute. Different requirements and timelines may exist at each institution involved, so it is worth checking what each can offer to find the best and quickest support.

### Global Office

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## Regulations and policy

You should note the University of St Andrews Postgraduate research senate regulations which apply to all PhD degrees unless differences are specified in your individual contract for a Global PhD: <https://www.st-andrews.ac.uk/policy/academic-policies-assessment-examination-and-award-senate-regulations/pgr-senate-regs.pdf>

[Policies for St Andrews Postgraduate Research students](#) are also available by searching for Policies, procedures and guidance, and filtering for PGR policy.

## Global PhD key principles

Global PhDs vary slightly depending on the partner university we work with. The below principles apply to all St Andrews Global PhDs regardless of the partner university with which we work:

- 1.** One institution in a Global PhD will be designated as the lead/host/administering institution. This university takes overall responsibility for the examination process as well as for administration related to the PhD. You will be able to see which institution has this role in an individual contract for your Global PhD.
- 2.** Global PhD duration cannot normally exceed the standard PhD duration limits at St Andrews. Part-time study is not normally permissible within a Global PhD. Any alternative arrangement will be clarified in individual cases, and it is common for a Global PhD to be 3.5 years in duration. Duration will never exceed 4.5 years except where exceptional circumstances mean extensions are granted (see point 4).

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## Global PhD key principles

**3.** The minimum duration permitted at each of the two partners within the Global PhD is 12 months, but it is preferred that a programme is an equal split subject to project practicalities. You must always spend at least 12 months at St Andrews within the first three years of the programme.

**4.** Extensions and periods of leave of absence (for personal and medical reasons, etc.) are allowed within our policy. Details of who to contact, and what may be explored are available here: <https://www.st-andrews.ac.uk/pgstudents/academic/advice/changes-pg/>

**5.** Fees are payable to St Andrews for tuition on a pro rata basis for the months spent at St Andrews. Where fees are covered by a scholarship or award, these will be defrayed by that award, but you will still see that fees are required on your record. Tuition fees at St Andrews depend on academic discipline, year of entry, and fee status determination (i.e., home, or overseas).

**6.** We strongly recommend periods of 12 months or more are spent at one time in each location, due to the costs involved in travel and in pursuing immigration requirements. Exceptions will be approved on the basis of a good academic rationale and to support a project where access to facilities, materials, or archives, etc. means a different approach is appropriate. In these cases, it is normal that a 6-month minimum is applied.

**7.** Project plans which outline periods at each institution, and can include fieldwork, etc., will be requested of the student and co-supervisors at the outset of the degree, and any changes must be communicated to the Global Office at St Andrews in advance of being made. At St Andrews, a request will be sent for updates twice annually, but proactive contact with the Global Office about any changes to established plans is advised and requested.





## Global PhD key principles

**8.** At St Andrews, a thesis has a standard maximum length which typically applies to a Global PhD unless otherwise specified (this is normally up to 80,000 words total and is outlined in the Senate Regulations). Exceptions will not normally extend beyond 100,000 words. Other formats for thesis completion exist and can be found in the policy documents noted in this guide – N.B. any arrangement for a different format should normally be made at the outset of the PhD.

**9.** Students will undergo an annual progress review. Progress reviews are an opportunity to ensure that a student's work is developing at an appropriate rate and quality and allow for discussion and planning if mitigating action is required. Progress reviews may be conducted at the partner university as well. Individual arrangements will be outlined in a contract for the Global PhD.

**10.** Once completed, you must submit your thesis to your lead institution. St Andrews requires thesis submission prior to the exam where we act as the lead and will manage the examination. You should check with the other institution whether they require a pre-examination submission. Information on submission to St Andrews is available here: <https://www.st-andrews.ac.uk/pgstudents/academic/theses/thesis-submission/>

**11.** Regardless of who acts as the lead and where your examination takes place, you will be required to submit a final library copy to St Andrews after the outcome is confirmed.

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## Global PhD key principles

**12.** Your thesis will be examined in a process which includes an oral examination as a meaningful element of the assessment. The format may vary depending on the partner and is often mostly directed by the lead university's process. It is normally the case that a single exam is designed for the project but on some occasions a two-stage process may be required. Specifics will be outlined in a contract for the Global PhD. Standards at St Andrews provide a guide but will be tailored to the partnership for your individual circumstances.

**13.** The final award of a PhD will be made by the two institutions following the exam process either through a single joint certificate, or two certificates each of which refer to the collaborative nature of the award. The specific arrangement for your programme will be outlined in a contract for the Global PhD.

**14.** Graduation takes place at one of the two institutions. At certain partner institutions, graduation constitutes a formal part of the examination process where successful. For other institutions, graduation is a separate ceremony for the conferral of the degree and receipt of a certificate. Where the latter is the case, the student may normally choose the institution at which they wish to graduate and may often attend another graduation ceremony as a guest if they wish (N.B. such attendance is not permitted to constitute formal graduation for a second time).

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## Global PhD key advice

If we could highlight three key points of advice, they would be:

1. Maintain contact with the Global Office at [globalphds@st-andrews.ac.uk](mailto:globalphds@st-andrews.ac.uk) and the partner equivalent for support. We are always available to help, or to point you to the right source of assistance or information. The nature of the joint PhD provides a huge amount of benefit, but because of its format, it doesn't always fit into automatic processes at St Andrews or the partner and you, your supervisors, and your School may have times when you are unsure – please just let us know in these circumstances.
2. Ensure you proactively check requirements and give yourself time for processes at the two institutions during the PhD, but especially before transitions between the two.
3. Check carefully the provisions of your individual contract for the PhD and any accompanying materials provided which outline how the programme will function.

The rest of this guide book aims to provide information on the resources, support, and requirements relevant to your time at St Andrews.

This is as full as possible, but is not exhaustive, and you should also refer to relevant information available online, through your School, and which is provided to you through orientation and induction. One such resource for St Andrews is the Student Handbook, available here: <https://www.st-andrews.ac.uk/education/handbook/>

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## Application and admissions processes

St Andrews and the partner University will work together on a contract for the co-tutelle. Although the programme has internal approval and may include scholarship support, you will also be expected to apply to and meet the entry requirements (academic and English language) of each institution.

Be aware that processes and timelines for admission differ across St Andrews and its partners, and it is your responsibility to ensure you are aware of the respective requirements and meet any deadlines or commitments involved. Any offer you are made will be subject to relevant academic entry requirements and to conclusion of contracts between the universities.

You may need to provide different levels or types of evidence to meet entry requirements at each institution and may need to submit different additional documentation.

Some institutions have a different approach to how they interpret a UK Masters degree, especially if you have qualified with a one-year PGT programme. You need to make sure you are aware of the entry requirements for both institutions, and we recommend you conduct thorough research into this. If unsure, please contact the Global Office at St Andrews and the corresponding office at your partner institution and we will make sure your queries are appropriately directed.

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## Application and admissions processes

At St Andrews, applications can be made at any stage in the process, and you should indicate that you are pursuing a Global PhD. When prompted to submit a copy of a contract for a co-tutelle in the St Andrews system you should instead upload a document indicating that you have engaged with the proposal process via the Global Office.

Details on entry requirements, timelines, etc., at St Andrews are available on our research application pages:

<https://www.st-andrews.ac.uk/study/apply/postgraduate/research/>

## Immigration support

Please be aware that following the issue of an unconditional offer, you may need to conduct immigration processes. The duration of such processes varies, but a rule of thumb is that an additional two months may be required for this – note though that this varies, and can take longer depending on nationality and the country of the partner institution for the PhD. The international advice team at St Andrews offers help and information with immigration and details can be found here: <https://www.st-andrews.ac.uk/study/support/international-students/>

Registry colleagues will contact you regarding the processes involved in arranging your visa (if necessary) once you have met the conditions of any offer of study which you hold.

During your application process, you can contact Registry at [pgr.application@st-andrews.ac.uk](mailto:pgr.application@st-andrews.ac.uk) Once you have been admitted as a student, the Registry contact is [registry-pgr@st-andrews.ac.uk](mailto:registry-pgr@st-andrews.ac.uk)

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## Immigration support

There are several factors to bear in mind regarding immigration, and they can't all be outlined here due to the variations caused by nationality, partner institution and durations of study, etc. Depending on the duration of the periods spent at St Andrews and the first point of entry at St Andrews, however, there may be options for you to receive visa sponsorship for the full duration of the PhD or a portion or portions of it. The Registry team dealing with your visa at St Andrews will be able to advise.

If visa sponsored, it is a critical responsibility that you ensure your study plan is always up-to-date to assist with our institutional obligations on student engagement and visa compliance.

In addition to following compliance advice provided at matriculation, please keep in touch with the Global Office about changes to your plans, and please also see the section below on fieldwork, travel, and location of studies. It is your responsibility to ensure awareness of visa compliance conditions and to meet the requirements on your status. This includes reporting of fieldwork, travel, and location of studies, and regular updates of any changes. Please liaise with Registry about any concerns or questions to allow you to meet your responsibilities.

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## Entry to the degree of PhD

Entry processes depend to some extent on the academic School to which you are applying, and you should check carefully what may be necessary. Your supervisor should be able to assist with information and may be able to direct you to other resources within the School.

Standard entry dates at St Andrews for a PhD are, 27 August, 27 September, 27 October, 27 January, and 27 May. These apply if you begin your PhD at St Andrews, but other entry points may be available at the partner. Transition points during the PhD when you move between St Andrews and the partner do not have to align with these entry points.

Depending on the partnership and any funding which may be attached to a Global PhD, more specific start dates may be required. These will be clarified with the supervisory team through the Global Office during the contracting process with a partner. If changes are required due to lengthy negotiation or because of outstanding information for an application, for example, we will also raise this as soon as possible in the process.

## Matriculation and registration

Once you have been admitted to the University, Registry will set up a student record and you will be able to begin matriculation and registration processes. Details of what you need to do, and advice on the elements involved is online here:

<https://www.st-andrews.ac.uk/new-students/pg/research/>

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## Matriculation and registration

Please note that registration cannot be progressed until all entry requirements are met, and until a contract for your PhD is completed and signed by all parties. It is after the matriculation and registration process that you will receive an email address for St Andrews and have access to facilities and to the Library, etc.

At a partner institution, different requirements and different timelines may exist, so make sure you are in touch with their international or PhD office early to understand what you will need to do and when. It may be necessary to attend in person activities, and to provide physical copies of documents, or sign things in person, for example, and it is always best to be prepared for that requirement. You may wish to ensure you have copies of critical documents like prior qualifications in advance for matriculation or even admission processes.

## Fees and funding

Tuition fees are payable at a rate applicable to individual fee status, which is determined by a fee assessment on applying. Fee assessment is conducted by Academic Registry at St Andrews. Information on the Fee status policy, on fees and scholarships, and contact details can all be found here: <https://www.st-andrews.ac.uk/registry/feesfundingteam/>

Tuition fee rates can be found here:

<https://www.st-andrews.ac.uk/students/money/fees/feestable/#d.en.66444>

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## Fees and funding

In certain circumstances, St Andrews offers reduced fee rates for Overseas students through a scholarship which is automatically applied to all eligible students. This reduced rate applies only to the periods at St Andrews. Other fees and their conditions apply at partners and are available from the partner institution.

The below details apply wherever the student is not already supported by existing commitments between institutions for tuition fees, or through internal or external scholarships which cover tuition fees. It is automatically applied by communication between the Global Office and Registry at St Andrews where it is relevant.

This tuition fee scholarship reduces the Overseas fee liability to a Home fee liability in cases where the partner university's fees are equal to or lower than a St Andrews Home fee for Global PhDs with established and strategic partners, and is applicable to the partner universities listed online, with some limits on the academic disciplines eligible for certain partnerships. See our website for more details of each partnership: <https://www.st-andrews.ac.uk/study-abroad/global-research/cotutelle-degrees/>

External funding may be available and is often something which can be used for a co-tutelle, but you should check carefully any external awards and their individual terms and conditions to ensure you are aware of restrictions.

If you are the recipient of a Global doctoral scholarship, this will cover fees at St Andrews regardless of the tuition fee rate and regardless of the arrangements outlined above.

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## Travel and fieldwork

The university operates a travel tool which is designed to ensure we can provide the relevant support when you are away on university business. The tool should be used any time you are undertaking university business and are travelling away from St Andrews internationally or in the UK where the trip is overnight or involves a flight. You can access the tool and more information about its use here: <https://www.st-andrews.ac.uk/study-abroad/travel/>

The tool incorporates risk assessment processes related to the location of your proposed activity and allows for School approval in advance. You may also be required to complete a fieldwork or activity risk assessment in the tool depending on your intended actions and on the risk profile of your destination. You can see details of the requirements and process in the Travel and Fieldwork policy, which also outlines the other policies for work placements, health and safety, and student placements which you should make yourself aware of: <https://www.st-andrews.ac.uk/policy/health-and-safety/travel-and-fieldwork.pdf>

When spending more lengthy time overseas, e.g., when at the partner university, you should also ensure that your personal details are updated on MySaint to reflect your location.

Details regarding fieldwork processes, your responsibilities and those of your supervisor, as well as information about the Fieldwork FUND can be found here: <https://www.st-andrews.ac.uk/education/handbook/fieldwork/>

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## Travel and fieldwork

Be aware too of research ethics requirements which can require more scrutiny than has already been done when undertaking research outwith the university. Details can be found here: <https://www.st-andrews.ac.uk/research/integrity-ethics/>

## Location of studies

You should also be aware of requirements regarding location of studies. All students are required to live within commutable distance of St Andrews and a request for alternative arrangements should be submitted if you intend to be away from St Andrews during a period when your study plan indicates that you are spending time with us and when that is for longer than 28 days. Please be aware you need to submit location of studies change requests even though you will also have shared information about your location plans with the Global Office. Details on the requirements and process are available here:

<https://www.st-andrews.ac.uk/students/advice/academic/changelocation/>

## Access, services, and support

Some of the items below will be arranged through matriculation. Others are useful sources of information about key support services, whether related to use of IT equipment or the Library, how to access various welfare and student support services for personal or academic reasons, pastoral and faith contacts, and details on how to find what you need for sports clubs and societies.

These are not exhaustive but are designed to provide a range of relevant options. Check the [Student Handbook](#) too and monitor email and in-School communications.

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## Access, services, and support

For general in person advice, you can visit the Advice and Support Centre (the ASC) at 79 North Street, Mon-Weds, 9-5, and Thurs-Fri, 10-5.

Please note that for regulatory reasons, some support services which will be available whilst you are at St Andrews, such as counselling through Student Services, are not legally permitted to be provided to you by St Andrews when you are at a partner institution. In those circumstances, St Andrews colleagues will continue to offer what services they are able to, but you should consider the provision at your local institution at a given time to be the primary source of help. This may vary due to institutional provision and to national or regional regulations, so please check with the relevant partner offices, and if in doubt, contact the Global Office at St Andrews.

Computer and IT support: <https://www.st-andrews.ac.uk/it-support/>

ID cards: <https://www.st-andrews.ac.uk/it-support/id-cards/>

Library: <https://www.st-andrews.ac.uk/library/>

Student Association: <https://www.st-andrews.ac.uk/study/why/life/students-association/>

Clubs and societies: <https://www.st-andrews.ac.uk/study/why/life/clubs-and-societies/>

Saints Sports: <https://sport.wp.st-andrews.ac.uk/>

Student Support Services: <https://www.st-andrews.ac.uk/student-services/>

<https://www.st-andrews.ac.uk/students/support/>

Registry Support Officer: <https://www.st-andrews.ac.uk/registry/registrystudentsupport/>

Accommodation: <https://www.st-andrews.ac.uk/accommodation/pg/>

Registering with a doctor: <https://www.st-andrews.ac.uk/orientation/orientation-essentials/doctor/>

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## Access, services, and support

Healthcare: <https://www.st-andrews.ac.uk/study/support/healthcare/>

The Student Health Hub: <https://www.st-andrews.ac.uk/students/advice/health/>

Opening a bank account:

<https://www.st-andrews.ac.uk/students/money/bankaccounts/bankinternational/>

Centre for Educational Enhancement and Development (CEED): <https://www.st-andrews.ac.uk/ceed/>

Careers Centre: <https://www.st-andrews.ac.uk/careers/>

Chaplaincy: <https://www.st-andrews.ac.uk/study/support/chaplaincy/>

Students with disabilities: <https://www.st-andrews.ac.uk/study/support/students-with-disabilities/>

Childcare: <https://www.st-andrews.ac.uk/students/advice/family/childcare/>

Legal advice: <https://www.st-andrews.ac.uk/students/advice/legalclinic/>

Information on race, ethnicity, culture, and discrimination (including key support and resources): <https://www.st-andrews.ac.uk/students/advice/recd-support/>

LGBTQ+ support and information: <https://www.st-andrews.ac.uk/students/advice/lgbtq/>

Alumni services: <https://www.st-andrews.ac.uk/development/alumni/>

St Andrews Nightline: <https://nightline.st-andrews.ac.uk>

## Some useful contacts

The Global Office: [globalphds@st-andrews.ac.uk](mailto:globalphds@st-andrews.ac.uk)

Registry for pre-matriculation queries: [pgr.application@st-andrews.ac.uk](mailto:pgr.application@st-andrews.ac.uk)

Registry for post-matriculation queries: [registry-pgr@st-andrews.ac.uk](mailto:registry-pgr@st-andrews.ac.uk)

The Registry Support Officer, for changes to studies: [reg-support-pgr@st-andrews.ac.uk](mailto:reg-support-pgr@st-andrews.ac.uk)

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## Some useful contacts

The International advice team for visa support: [advint@st-andrews.ac.uk](mailto:advint@st-andrews.ac.uk)

The visas team: [visas@st-andrews.ac.uk](mailto:visas@st-andrews.ac.uk)

Welfare and support: [theasc@st-andrews.ac.uk](mailto:theasc@st-andrews.ac.uk)

Student Services financial support and advice: [moneyadvice@st-andrews.ac.uk](mailto:moneyadvice@st-andrews.ac.uk)

General advice: [theasc@st-andrews.ac.uk](mailto:theasc@st-andrews.ac.uk)

IT services support calls: [itservicedesk@st-andrews.ac.uk](mailto:itservicedesk@st-andrews.ac.uk)

Help for problems with id cards: [idcards@st-andrews.ac.uk](mailto:idcards@st-andrews.ac.uk)

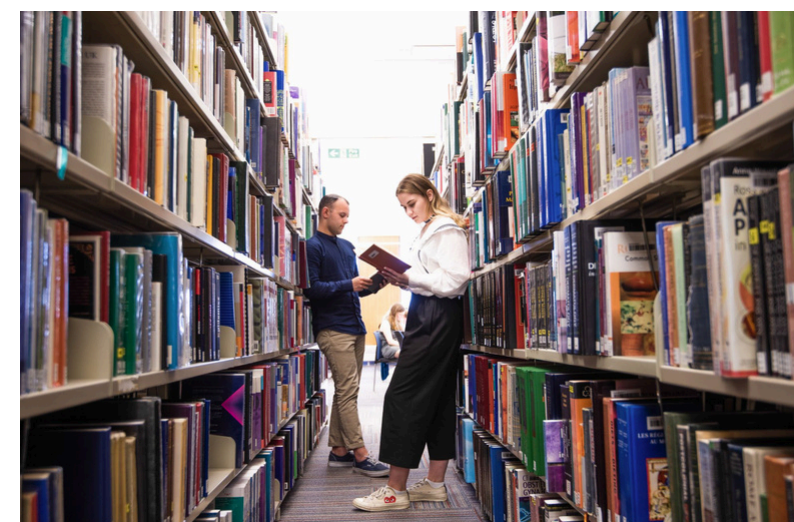
Accommodation services: [accommodation@st-andrews.ac.uk](mailto:accommodation@st-andrews.ac.uk)

Library: [library@st-andrews.ac.uk](mailto:library@st-andrews.ac.uk)

Careers: [careers@st-andrews.ac.uk](mailto:careers@st-andrews.ac.uk)

Alumni: [alumni@st-andrews.ac.uk](mailto:alumni@st-andrews.ac.uk)

Saints Sport: [sport@st-andrews.ac.uk](mailto:sport@st-andrews.ac.uk)



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