



University of
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1413



Academic Advising User Guide

Upload evidence, programme change,
audit trail

What is Advising?

Academic Advising is the process in which you select your preferred modules using the Module Registration tool, and then meet with your Adviser of Studies. In certain circumstances, you may be able to change your degree programme, which is also done online, with the permission of your Adviser.

This guide covers the following tools of Academic Advising:

- Upload evidence in support of module choices
- Request programme change
- Audit trail

The use of the **online Module Registration tool** is explained in more detail in a separate user guide.



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Upload evidence

The Academic Advising tools can be found in the My courses section of MySaint under My tasks

The screenshot displays the MySaint website interface. At the top, the University of St Andrews logo and 'FOUNDED 1413' are visible. The navigation bar includes 'Home', 'My applications', 'My courses', 'My details', 'Events', 'Jobs', 'Library and IT', 'Wellbeing', and 'Uni life'. The 'My courses' tab is selected. Below the navigation bar, the 'My tasks' section is expanded, showing a list of tasks under 'Academic Advising'. The task 'Upload evidence in support of module choices' is highlighted with an arrow. Other tasks include 'Module registration - select modules', 'Request programme change', 'View audit trail', 'View my student record card', 'Course Catalogue', and 'User guide'. To the right, there are sections for 'Past papers', 'Reading lists', and 'Your grades'.

To access the *Upload Evidence* tool, click on *Upload evidence in support of module choices*

Upload evidence in support of your module choices

Guidance

If you have selected modules with prerequisites that are not St Andrews modules e.g. a GCSE, Grade 5 Music Theory, a certificate of fitness to study on a field course or a PADI diving certificate, and you have not already provided evidence that you meet this prerequisite as part of your application to the University, you should upload your evidence now.

Advanced Higher, Higher, AS Level, A Level and IB grades will normally be visible to your Adviser from your application to the University, but individual grades from some international qualifications may not.

Your evidence will be checked during your Advising appointment.

Evidence you have already uploaded

Name	File	Created date
No existing documents found		

Rules for your module choices

Module code	Module name	Rule
No existing rules found		

Upload evidence

Use the **'Browse my computer'** button to search for a file and the **'Upload'** button to upload it. The file will then appear below for you to view.

The next time you view this screen any uploaded documents will appear in the **'Evidence you have already uploaded'** section above.

[Browse my computer](#)

The top of the page provides guidance on the tool.

The second box displays any documents already submitted.

The third box displays all the rules for your module choices. If any modules require additional evidence to be uploaded, it will be mentioned here. If you haven't selected modules yet, than this will be blank.

The fourth box (Upload evidence) allows you to upload documents from your computer. A click on 'Browse my computer' will open a 'File upload' dialog. Locate the file you need to upload, and click 'Open file'

Upload evidence

Use the '**Browse my computer**' button to search for a file and the '**Upload**' button to upload it. The file will then appear below for you to view.

The next time you view this screen any uploaded documents will appear in the '**Evidence you have already uploaded**' section above.

[Browse my computer](#)

Filename	Upload evidence example.docx (11 kb)	0%	Delete
Name	<input type="text" value="Example file"/>		
Notes	<input type="text" value="This is the document that confirms that I satisfy the requirements for module XX1234"/>		

After clicking 'Open file', your file appear next to Filename. Optionally, you can enter a name and notes, and click 'Upload'

Upload evidence

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Browse my computer

Upload

Filename	Upload evidence example.docx (11 kb)	100%	Delete
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Home

After clicking 'Upload', the document will upload and be stored in your file. You are done!

You will need to refresh the page, to see the uploaded file in the second box.

If you made a mistake, you can delete the file, and start the process again.

Evidence you have already uploaded

Name	File	Created date
Example file	Upload evidence example.docx	03/Jan/2017

Rules for your module choices

Module code	Module name	Rule
No existing rules found		

Upload evidence

Use the **'Browse my computer'** button to search for a file and the **'Upload'** button to upload it. The file will then appear below for you to view.

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Browse my computer

Upload

Home

Screen after refreshing



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Programme change

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The screenshot shows the MySaint website interface. At the top, there is a navigation bar with the University of St Andrews logo and the text 'FOUNDED 1413'. Below this is a blue header with the 'MySaint' logo and a navigation menu with items: Home, My applications, My courses, My details, Events, Jobs, Library and IT, Wellbeing, and Uni life. The 'My courses' item is highlighted. Below the navigation bar, there are several sections: 'My tasks' (with an 'Options' dropdown), 'Past papers' (with an 'Options' dropdown), 'Reading lists' (with an 'Options' dropdown), and 'Your grades' (with an 'Options' dropdown). The 'My tasks' section contains a list of tasks under the 'Academic Advising' category. The tasks listed are: 'Module registration - select modules', 'Upload evidence in support of module choices', 'Request programme change', 'View audit trail', 'View my student record card', 'Course Catalogue', and 'User guide'. An arrow points from the text 'To request a Programme Change, click on Request programme change' to the 'Request programme change' link in the list.

To request a Programme Change, click on *Request programme change*

The top box provides information about programme changes.

Please note that programme changes are not possible for first-year students

In the drop down menu of the second box, select the programme to which you would like to change. The degree list will be filtered as you type. Then click 'Submit'.

Guidance

Submitting a request will send an email to your Adviser(s), who will approve or reject your request, or in some cases escalate it to the relevant Pro Dean (Advising) or (Taught Postgraduate). Changes between Faculties will always require Pro Dean permission.

It is your responsibility to ensure that the requested programme is compatible with the modules you have taken already. Information on programmes and modules is in the [course catalogue](#).

For undergraduate students, degree programme changes are not allowed in your first year at the University. You may discuss with your Adviser which module you should take to aim to change your degree programme in your second year.

Students with a Tier 4 visa should be aware of recent changes in the UKVI guidance regarding changing programmes.

From Wednesday 6 April 2016 academic progression rules have been tightened and this may affect your ability to change programmes. Students may only change to a new programme without first leaving the country and applying for a new visa if the new programme is closely linked to and not at a lower level than their current programme, and where the new programme can be completed within the time left on their current visa.

This will mainly affect requests where the new programme is longer, such as changes to an Integrated Masters programme (MChem, MPhys, etc.) or where the new programme includes an integrated year abroad or placement.

However, individual students may be differently affected depending on the date that their current visa was issued. If you are a Tier 4 student and want to request a course change you can contact our International Advisers in Student Services using [Ask a question](#) to get further information and discuss your circumstances before you submit your request.

Request change to your programme

Current programme: **Master of Arts (Honours) Ancient History and Mediaeval History**

Programme you wish to change to:

Select an Option

You will be contacted when a decision has been made on your request. If your request is approved you may need to reselect your modules for the coming year.

Back

Submit

Your request has been submitted

You have submitted a request to change your programme to **Master of Arts (Honours) Classics and Modern History** .

You will be contacted when a decision has been made on your request. If your request is approved you may need to reselect your modules for the coming year.

[Home](#)

At this point, the system will not check whether you have the requirements for the requested programme (this is a future development), and will not change your programme. You will have to wait for your Adviser to approve your request in order to enter module choices according to your new programme. You can still enter choices for your current degree, but if your request is successful, your choices will be wiped.



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Audit trail

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To see the 'Audit trail', click on 'View audit trail'.

Academic advising

Further information on student - Audit trail summary

Audit trail summary -

Audit trail summary Pre-2017 audit trail

Module choices <

Programme or Year of Programme changes and Escalation <

Comments <

Exit

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The 'audit trail' shows all actions relevant to your Academic Advising. These are recorded every time you, your Adviser or a Pro Dean engages with your record. Click on each of the tabs above to see the recorded information.

For any Academic Advising actions before 2017, click on the 'Pre-2016 audit trail' button.



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If you have any questions or queries,
please email the SER Advising team
(ser-advising@st-andrews.ac.uk)