

Dear incoming Junior Honours and Senior Honours students,

We hope you are well. This message contains important information regarding the **mandatory** pre-advising process for Honours modules at the University of St Andrews School of International Relations (IR), which will unfold this April. Please read it carefully in its entirety.

Whom does this guidance apply to?

- Junior Honours (JH) guidance applies to students who, as of September 2022, will be in their 3rd year of study at the School of IR.
- Senior Honours (SH) guidance applies to students who, as of September 2022, will be in their 4th year of study at the School of IR.
- Joint Honours students should note that this guidance pertains specifically to the School of IR and they may need to consult their adviser in the other subject as well.

New advising portal on Moodle

We are piloting a new advising portal that allows you to access all information related to this process in one centralized place. This portal contains video guidance, sample module booklets from past years, module descriptions, the ballot, and more.

Please join the Moodle IR Honours advising site through this link: <https://moody.st-andrews.ac.uk/moodle/course/view.php?id=14075>

Enrolling in the site is necessary for successfully completing the pre-advising process this semester. Students are responsible for enrolling themselves.

Video guidance on the advising process

A video with important guidance on the Honours advising process at the School of IR is available on the advising portal. This video addresses both JH and SH students. We ask that you please watch it carefully, as it is likely to address most of your questions.

There have been changes to the advising process over the years, so please watch the video even if you have completed advising at the School of IR in previous semesters.

Video guidance on IR dissertations

Incoming Senior Honours (4th year) students interested in writing a dissertation at the School of International Relations can access video guidance specifically on this topic through the IR Honours Advising portal above. Please note this is a separate, additional video to the guidance about the advising process mentioned earlier.

Pre-advising dates and requirements

Pre-advising opens on Monday, April 4th at 9 AM BST and closes on Friday, April 15th at 5 PM BST. It is essential that you complete the ballot ranking your module preferences and upload it on Moodle within those dates. You can access the ballot through the relevant advising portal on Moodle (see links above). If you log in before April 4th, the ballot itself won't be visible yet, but the rest of the guidance and resources are already there for you.

More guidance on completing the ballot is available in the video available on Moodle. You can also find module descriptions and sample module booklets on the advising portal on Moodle.

It does not matter *when* within this time period you complete the ballot (meaning that completing it earlier has no bearing on the allocation of modules), as long as you do it between these dates. **Failure to complete pre-advising on time means that you may have to wait until September to get your modules depending on which ones still have availability, rather than based on your ranked preferences.**

Study abroad students (either in current or subsequent semesters)

Students currently studying abroad must still complete the ballot, following the instructions above. If they will remain abroad in subsequent semesters, they can indicate so on the ballot; if they intend to return to St Andrews, they should list St Andrews Honours modules following the instructions in the video.

Students intending to study abroad in subsequent semesters must also complete the ballot, indicating their intention to be abroad and listing a few back-up module choices in case their study abroad placement does not go through. For more questions, please contact the Study Abroad coordinators at the School of IR irstudyabroad@st-andrews.ac.uk.

Allocation of modules and registration

As the advising video guidance indicates, the process of module allocation and student registration for those modules is separate from this initial pre-advising. You must complete your registration successfully in June in order for your allocated modules to appear in your record. Additional guidance is in the video and reminders will be sent in June, so please keep an eye on your email over the summer.

Questions

You do not need to meet with your advisers to complete this part of the pre-advising process. The advising video guidance and IR4099 video guidance should address most of your questions. If additional questions arise, please contact us as follows:

- IR Junior Honours Advisers, Dr Roxani Krystalli and Dr Peter Lehr:
irjuniorhonours@st-andrews.ac.uk
- IR Senior Honours Advisers, Professor John Anderson and Dr Joe Burton:
irseniorhonours@st-andrews.ac.uk
- IR4099 Coordinator: Dr Bill Vlcek, ir-4099@st-andrews.ac.uk
- IR Study Abroad Coordinators: Dr Bernhard Blumenau and Dr Malaka Shwaikh,
irstudyabroad@st-andrews.ac.uk

Thank you for reviewing this information closely and best of luck in wrapping up your academic obligations this semester.

Take care,

Dr Roxani Krystalli and Dr Peter Lehr, Junior Honours Advisers
Professor John Anderson and Dr Joe Burton, Senior Honours Advisers