New Staff Handbook
2019-2020
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1. Welcome!

Welcome to Scotland's first university, over 600 years old (founded in 1413) and the third oldest in the English-speaking world. The University has a student body of around 9,000, and we attract some of the best students and staff worldwide due to our excellent reputation (consistently ranking in the UK's top five universities). Our commitment to research makes us one of Europe’s most research intensive seats of learning. We look forward to the future with renewed energy and an eagerness to continue our pursuit of excellence. We wish you a productive and enjoyable career at the University of St Andrews.

This Handbook provides a general overview for all new staff. Please refer to your School/Unit handbooks for more specific information. A copy of this Handbook can be found online: www.st-andrews.ac.uk/media/capod/staff/onlineinductionresources/staff_handbook.pdf

2. Important Contacts

Contacts are given as extensions only. If you are calling from outside the University, 46 should precede the four digit extension. The St Andrews area code is 01334. A staff directory can be found online: www.st-andrews.ac.uk/contacts

<table>
<thead>
<tr>
<th>Contact</th>
<th>Phone</th>
<th>Email/Web</th>
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<tbody>
<tr>
<td>Police</td>
<td>(9) 999 (emergencies)</td>
<td><a href="mailto:teloff@st-andrews.ac.uk">teloff@st-andrews.ac.uk</a>; <a href="http://www.st-andrews.ac.uk">www.st-andrews.ac.uk</a></td>
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<td></td>
<td>(9) 101 (non-emergencies)</td>
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<tr>
<td>Switchboard</td>
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<td>3096</td>
<td><a href="mailto:humres@st-andrews.ac.uk">humres@st-andrews.ac.uk</a></td>
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<td>1649</td>
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<td>Library</td>
<td>2331</td>
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<tr>
<td>ASC</td>
<td>2020</td>
<td><a href="mailto:theasc@st-andrews.ac.uk">theasc@st-andrews.ac.uk</a></td>
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<td><a href="http://www.st-andrews.ac.uk/students/advice">www.st-andrews.ac.uk/students/advice</a></td>
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<tr>
<td>Security and Response Team</td>
<td>8999 (incident reporting and emergency support 24/7)</td>
<td><a href="mailto:security@st-andrews.ac.uk">security@st-andrews.ac.uk</a>; <a href="http://www.st-andrews.ac.uk/staff/policy/safety/security">www.st-andrews.ac.uk/staff/policy/safety/security</a></td>
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3. Getting Started

Maps
Maps of the University buildings and the town can be found on: www.st-andrews.ac.uk/maps
The link includes a map with an index of University/town buildings.

To request free copies of the Maps & Facts booklet incorporating a fold-out map of the University from: publications@st-andrews.ac.uk or phone 3020.

Induction and New Staff Essentials
You are asked to attend an ‘all staff’ induction event (held twice a year) where you will have the opportunity to meet senior members of the University. In addition, New Staff Essentials courses are held monthly. Your attendance at one of these monthly courses is very important as they include information which the University is under legal obligation to provide.

To register for these courses: www.st-andrews.ac.uk/pdms
Induction information: www.st-andrews.ac.uk/staff/pd/uni/universitynewstaffinduction
Tailored web page for new staff: www.st-andrews.ac.uk/capod/staff/inductionresources

ID Cards
A staff ID card is required for identification purposes and for access to various buildings including University libraries. It is also required if you wish to take advantage of offers via the staff discount scheme. New staff should email their ID card photograph ahead of their start date so that it's ready for their first day of employment; HR will issue the staff ID card on this day. Authorised staff in the School/Unit must contact Campus Card Services to arrange specific building access for you. If a contract is extended or changed, contact should be made with Campus Card Services to ensure the appropriate access is in place.

Contact: Campus Card Services
Tel: 2755
Email: idcards@st-andrews.ac.uk
www.st-andrews.ac.uk/staff/idcards

User Account/Email
A new staff email account will be created for you ahead of your start date. On the morning of your first day, staff entitlements will automatically be activated in terms of email account, Office 365, Uniprint and Library borrowing. Where this automated process is not possible, staff will need to attend the IT Service Desk in the Library to activate their user account, taking with them the staff ID Card for identification purposes.

For help with email set-up: www.st-andrews.ac.uk/itsupport/accounts
Other IT help for new staff: www.st-andrews.ac.uk/itsupport/gettingstarted/newstaff

New Starter Online Training
As a new starter at the University, there are a number of online courses which you may be required to complete. These courses cover important aspects of compliance with external regulations or law, or are important parts of the University’s governance processes and policies.
Information and register for these courses: www.st-andrews.ac.uk/hr/new-start-online-training
4. Structure and Governance

University Governance
Information on the University’s governing bodies (Court and Senate), and Structure and Governance can be found online: www.st-andrews.ac.uk/about/governance

Principal’s Office
Information on personnel in the Principal’s Office can be found online: www.st-andrews.ac.uk/about/governance/principals-office

Faculties and Deans
The University has four Faculties; the Faculty of Arts, the Faculty of Divinity, the Faculty of Medicine and the Faculty of Science. The University’s academic Schools and Departments all belong to one of the four faculties. Each Faculty is led by a Dean, and supported by a number of Pro Deans.

Governance Zone
All University policies, procedures and guidance can be found under www.st-andrews.ac.uk/policy. All central policies associated with the University’s governance and supporting procedures are now in an authorised, single-source repository, which is supported and proactively developed by IT Services with the policies being linked, as appropriate, to the relevant sections of the University website.

This means that each policy can be proactively maintained and monitored through, and beyond, its lifecycle, ensuring its currency, validity and coverage in a consistent way. Policies are now easier to find and access both by users and by owners/maintainers. Potential gaps and overlaps are easier to identify, and the University is able to demonstrate improved legal compliance with statutory requirements.

As mentioned, the Governance Zone is now the single authoritative source of policies– if you possess or know about any older versions of policies, please remove them. Likewise if you own a policy, guideline or a similar document that you believe should be in the Governance Zone, please email your request to policy@st-andrews.ac.uk.

Finally, the Digital Communications Team has created re-directs from policies’ operational sites; however, if any policy has slipped through the net and you identify any broken links, we would be grateful if you inform the Digital Communications team via itservicedesk@st-andrews.ac.uk, who will deal with the issue appropriately.

Strategic Plan
The University strategic plan for 2018-2023 provides a definitive framework for the many strategic and operational decisions that will occur at various levels across the University and identifies the fundamental strategic aims for St Andrews over the next few years. www.st-andrews.ac.uk/about/governance/university-strategy

Planning Unit
The Planning Office ensures coherence and collaboration across the institution to inform and strengthen strategic decision making. We provide professional expertise for planning, external policy and data analysis, management information provision, timetabling, and key performance indicators risk management: www.st-andrews.ac.uk/about/professional-services/planning

Registry
Registry is one of the central academic administrative Units for the University. Registry staff manage student records from the point of application to graduation for all main student cohorts: undergraduate, postgraduate taught, postgraduate research, International Education Institute, Summer Schools and courses. This remit encompasses:

- Curriculum management
- Examinations
- Module results
- Collaborations and study abroad
- Tuition fees

Registry are also responsible for matriculation advising, UKVI, student visas and compliance, consumer protection compliance and HEARs. Further information can be found online: www.st-andrews.ac.uk/registry

Current Staff Webpage
Links to a wide range of University information can be found online: www.st-andrews.ac.uk/staff

Academic Schools
A list of all the academic Schools can be found online: www.st-andrews.ac.uk/schools

Administrative Units
See the Administration A-Z web page for Unit listings: www.st-andrews.ac.uk/administration

5. Important Dates

The Academic Calendar
The academic year is split into two semesters. Martinmas Semester (Semester 1) runs from early September until the Christmas vacation. This includes an Orientation Week in early September. Teaching starts around mid-September and runs until early December. There is an Independent Learning Week in Week 6 of Semester 1. The semester finishes with a revision period and the Semester 1 examination diet. Candlemas Semester (Semester 2) runs from late January until the end of May. Semester 2 also incorporates two Orientation days, a revision period, and an examination diet at the end of May. There is a two week Spring Vacation, which usually falls around middle to late March. Exact semester dates can be found online: www.st-andrews.ac.uk/semesterdates

Events Calendar
All University events for staff, students, and the general public are listed in the online Events Calendar. To submit information for consideration on the Calendar, please see: https://events.st-andrews.ac.uk

Graduation
Graduation ceremonies are held bi-annually in June and December. The Graduation Office is located in College Gate, and academic and academic-related staff are invited to take part in the graduation processions. www.st-andrews.ac.uk/graduation

University Traditions
The University of St Andrews holds many unique traditions, some have remained untouched over the years, but some have developed and adapted along with modern culture from Raisin Weekend to the May Dip. www.st-andrews.ac.uk/study/why/life/traditions
6. IT Services – here to help

We recognise that IT is likely to be essential to allow you to perform your role at the University. IT Services offer a wide range of services and support.

User Account and Email

A new staff email account will be created for you ahead of your start date. On the morning of your first day, staff entitlements will automatically be activated in terms of email account, Office 365, printing and Library borrowing. Where this automated process is not possible, staff will need to attend the IT Service Desk in the Library to activate their user account, taking with them the staff ID Card for identification purposes.

If you require access to your department’s shared email account, your line manager will arrange this for you. The IT Service Desk will send you instructions on how to set the account up in Outlook.

File storage

Save your personal files in your home drive or in OneDrive. Your home drive allows you 5GB of storage on the University network which is backed up three times daily. Your Office 365 account gives you 1TB of storage through OneDrive, which you can access from any device.

If your School or Professional Service Unit has shared drives for departmental files, your line manager will arrange for you to get access.

Wi-Fi (Eduroam)

There is wireless access across more than 95% of University buildings. www.st-andrews.ac.uk/eduroam

Eduroam is a global network for research and academic institutions, which means if you visit a participating institution, you will connect automatically.

All IT queries, problems or requests, should be directed to the IT Service Desk.

Front Desk: Main Library

Telephone: ext. 3333
Email: itservicedesk@st-andrews.ac.uk

IT Self Service: www.st-andrews.ac.uk/itservicedesk/log-a-call

IT Support is based in the Main Library during the following times:
Monday-Friday: 0900-1800 (closed between 0930-1030 every Friday for staff training)
Saturday: 1000-1700
Sunday: 1100-1800

You will find details about a range of services here: www.st-andrews.ac.uk/itsupport
You can also follow IT Services on Twitter for the latest news and advice: https://twitter.com/StAITServices

VPN: When you are away from the University, some resources will be restricted, but you can still access University resources by using the Virtual Private Network. Find out how to connect here: www.st-andrews.ac.uk/itsupport/network/networkservices/remoteaccess

Microsoft Office 365: University staff can install Microsoft Office on up to five of their personal devices. This will already be installed on University supplied devices. Further information can be found at www.st-andrews.ac.uk/office365

Security: Staff members are responsible for safeguarding their account and data by not sharing passwords and reporting phishing emails to phishing@st-andrews.ac.uk so our IT Security team can investigate. www.st-andrews.ac.uk/itsupport/security

Service Status: The status of different University systems are indicated on the Service Status page. If a service doesn’t appear to be working, we recommend that you check this page first. www.st-andrews.ac.uk/itservicedesk/servicestatus

PC Clinic: IT Services provides a PC Clinic service through the IT Service Desk in the Main Library. They provide a wide range of computer services to staff and students who may require help with their personal computing equipment. Fault diagnosis and repair is offered for a standard fee, plus the cost of any replacement hardware that may be required. They can also replace broken screens on tablets and smartphones. www.st-andrews.ac.uk/pclinic

Password Self Service: Please register for this service. Should you ever forget your password, you can use this facility to reset your password. https://login.st-andrews.ac.uk/sspr/private/Login

Printing: All Schools and Professional Service Units have a UniPrint device(s) installed. UniPrint is a ‘pull print system’ which holds your print job(s) in a print queue. You can retrieve your print job(s) from any public printer by logging into the printer with your ID card. You can also print from your laptop. www.st-andrews.ac.uk/itsupport/help/printing

Work telephones: If you have any queries about your office desk phone or work mobile phone, please contact the Telephone Office. www.st-andrews.ac.uk/telephones

7. Consumer Protection

Consumer Protection Legislation (CPL) is intended to stop unfair commercial practices by ensuring that contracts between consumers and suppliers are fair and transparent.

The Competitions and Markets Authority (CMA) has published guidance on the application of CPL in higher education and advise that to comply with CPL universities must:

i.   Provide all material information to allow students to make informed choices about their university and degree programme;

ii.   Ensure that University terms and conditions are fair and accessible, with unusual terms clearly communicated to students;

iii.   Adopt a fair and transparent complaints procedure which students understand.

The University has always aimed to provide an excellent academic experience in St Andrews and been committed to ensuring a good relationship with our students. Consequently, the University has used the CMA guidance as an opportunity to clarify and better communicate our existing approaches as relevant and to allow us to uphold the principles of fairness, clarity and transparency as outlined in the CPL whilst safeguarding academic standards and the student experience within the University.

Further information can be found on the University’s CPL web pages at: http://consumerprotection.wp.st-andrews.ac.uk
8. Technology Enhanced Learning and IT Training

Technology Enhanced Learning (TELStA)
If you are a new member of teaching staff you will be expected to use the University’s TEL Environment. There are two main web-based systems – Moodle and Module Management System (MMS) which are integrated through MySaint the gateway to web based services. You will be able to log in to the integrated site or both of these individual systems with your University of St Andrews details.

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<thead>
<tr>
<th>System</th>
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<th>Support</th>
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<td><a href="http://telsta.dropmark.com">http://telsta.dropmark.com</a></td>
</tr>
<tr>
<td>MMS</td>
<td><a href="https://mms.st-andrews.ac.uk">https://mms.st-andrews.ac.uk</a></td>
<td><a href="http://www.st-andrews.ac.uk/mms-guides">www.st-andrews.ac.uk/mms-guides</a></td>
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Other Technologies
We provide training and support for a wide range of institutional learning technologies, including Lecture Capture (Panopto), Plagiarism Detections (Turnitin) and Clickers (TurningPoint). We also train and advise on every aspect of using technology in your teaching, whether online or in the classroom. There is a bespoke, supported, drop-in space in the Gateway Building where you can come and try out new technologies.

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<th>System</th>
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<td>On teaching, PC desktop</td>
<td><a href="http://telsta.dropmark.com">http://telsta.dropmark.com</a></td>
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Workshops
All our workshops can be booked through the University’s Personal Development Management System (PDMS) under the Technology Enhanced Learning category. We are also happy to provide bespoke sessions for Schools or teaching teams, and one-to-one support.

Contact us
You can keep up to date with what’s happening in TELStA on:
- Our blog – https://telsta.wp.st-andrews.ac.uk
- Twitter – https://twitter.com/tel_st_a
- Facebook – www.facebook.com/TELStAandrews

Or contact us in person on Ext. 7174 or learningtechnology@st-andrews.ac.uk

IT Training
Standard Classes
Throughout the year, CAPOD offers a wide range of essential IT training including: word processing, spreadsheets, presentation software, databases, and email efficiency based on the supported productivity software, Microsoft Office. The courses aim to boost productivity through combining best practice tips with highly useful skills training. Training is also available on the industry standard Adobe digital media software, the typesetting software, LaTeX, and web-based presentation alternatives such as Prezi. These courses are open to all University staff and research postgraduate students.

Microsoft Office Specialist Certification (MOS)
MOS certification offers the opportunity to achieve a recognised industry standard qualification. The aim is to validate desktop computer skills based on the Microsoft Office Suite of programmes. Certifications are available for the full Office suite of programmes at Specialist, Expert, and Master levels. For full details on the programme including how to register, see our MOS website.

9. Information Governance and Security

Information is one of the University’s most valuable resources and as a member of staff you have a role to play in how effectively this is managed. There are also certain statutory obligations which drive the University’s governance arrangements in the areas of data protection, cyber security and freedom of information.

Data Protection
The protection of privacy and providing for individuals’ rights in the collection and use of their personal data is established through European Union and UK law i.e. the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA 2018). The University collects and makes use of a wide range of personal data for students, staff and others who interact with us. It is important that when collecting personal data only the minimum amount of information necessary to complete a task/activity is collected. This personal data should then only be used for the purposes for which it was collected and all reasonable steps taken to secure and maintain the confidentiality of that data.

All members of staff should familiarise themselves with the ‘core’ privacy notices that the University publishes and maintains; these set out what student and staff personal data are collected, the purposes and uses that will be made of this and with whom personal data may be shared. Those documents are in effect promises to students and staff; being familiar with how personal data are to be used will help the University to meet its stated commitments.

Data protection laws also give a range of rights to individuals. Those rights are qualified and in some instances depending on the University’s basis for making use of personal data they may not apply. For example, if the University has a legal requirement to collect information then many of the data protection rights will not be available. Guidance on those rights and their availability is available from:

www.st-andrews.ac.uk/terms/data-protection

Data protection laws also give a range of rights to individuals. Those rights are qualified and in some instances depending on the University’s basis for making use of personal data they may not apply. For example, if the University has a legal requirement to collect information then many of the data protection rights will not be available. Guidance on those rights and their availability is available from:

www.st-andrews.ac.uk/terms/data-protection/rights

If you have questions about data protection, you may wish to review the FAQs: www.st-andrews.ac.uk/staff/policy/gdpr-faq or email: dataprot@st-andrews.ac.uk

Cyber/Information Security
Keeping personal data and other information safe and secure is of paramount importance. The foundation of keeping data and information secure is common sense and being able to recognise when working with data can become risky. Helpful tips and guidance on how to stay safe, particularly in the online environment, can be found at: www.st-andrews.ac.uk/itsupport/security

For example:
- The University Information Classification Policy – this explains how to work with and protect information with varying degrees of sensitivity. The Policy is available from: www.st-andrews.ac.uk/itsupport/security/classification
- Creating and working with strong passwords – “password” was the most commonly used password in 2017. It is important that people select and use strong passwords that a malicious person could not easily guess or compromise. More information on strong passwords is available from: www.st-andrews.ac.uk/itsupport/accounts/computeraccounts/passwords

Microsoft Imagine Academy
Our subscription to the Microsoft Imagine Academy enables self-directed learning through online courseware offering courses for the full Office suite of programmes and more. These resources are available to everyone in the University. www.st-andrews.ac.uk/itsupport/help/training/itacademy

Any queries contact CAPOD IT Training: email: it-training@st-andrews.ac.uk ext: 2591

www.st-andrews.ac.uk/itsupport/help/training/itacademy
• A computer based training package on Information Security Essentials is available for all staff to undertake. A flyer with further details of the course and details on how to start using this is available at: [www.st-andrews.ac.uk/itsupport/gettingstarted/newstaff](http://www.st-andrews.ac.uk/itsupport/gettingstarted/newstaff)

**Computer Incident Response Team (STACSIRT)**

The University has a team which provides assistance on technical cyber security matters, who can be reached via stacsirt@st-andrews.ac.uk

• If you have been sent an email which you think is trying to phish your University ID and password, please forward it onto phishing@st-andrews.ac.uk; and

• If you think you may have mistakenly given your password onto a phishing site, please let us know at stacsirt@st-andrews.ac.uk

**Freedom of Information**

There is a general entitlement which provides a right of access to information held by public bodies, which is provided by the:

• Freedom of Information (Scotland) Act 2002 (FOI); and

• Environmental Information (Scotland) Regulations 2004 (EIR).

The legislation was introduced to promote greater openness and transparency in public life; however where release of information would damage a public authority’s ability to deliver services then information can be withheld.

Written requests for information, citing FOI/EIR are processed centrally by the Information Assurance and Governance function, Office of the Principal. Any written request for recorded information however, can be an FOI request. A request for environmental information under the EIRs can be made verbally.

Should you receive a request for information that requires to be managed under the provisions of the FOI/EIR legislation, please forward this on to: foi@st-andrews.ac.uk and the Information Assurance and Governance team will take this forward and/or provide advice as required.

**10. Corporate Communications**

Corporate Communications is one of the central administrative services for the University. It comprises four key teams – News Team, Digital Communications Team, Public Engagement and the Print & Design Unit. Corporate Communications is responsible for managing and coordinating the University’s press and media relations, public affairs, community relations and public engagement, brand identity, marketing, web content, new media, social media, print and design and internal communications.

**When to contact the News Team**

Please contact the team if you have any news to share – we can promote research and activities via a range of channels including global news desks, social media, our internal staff e-newsletter In the Loop, the website, and specialist contacts. Remember: any journalists or media should be directed to the news team. Protocol also requires you to contact the news team if you are inviting a guest to the University who might be expected to attract media attention, or who might be considered a key stakeholder (e.g. government ministers). Examples of the sort of news we like to hear about are:

• Research that’s pioneering – findings which shed new light on a topic for the first time

• Research that’s topical – anything that fits with what’s happening in the news

• Human interest – how does it affect people / are there social or economic implications.

• Money is news – substantial research awards can attract media interest.

• And quirky stories – if it’s a little bit unusual, then we definitely want to hear it.

Ext: 2530

Email: proffice@st-andrews.ac.uk

[https://news.st-andrews.ac.uk](https://news.st-andrews.ac.uk)

**When to contact the Digital Communications Team**

The digital communications team can help with:

• Online accessibility

• Training courses as part of the University’s ‘Digital Visa’

• Social media guidance

• Website support and maintenance

• Usability testing.

Ext: 2530

Email: digitalcommunications@st-andrews.ac.uk

[https://digitalcommunications.wp.st-andrews.ac.uk/about](https://digitalcommunications.wp.st-andrews.ac.uk/about)

**When to contact the Public Engagement Team**

The Public Engagement team support a wide variety of interactions from developing research with community groups, generating discussion about your research through the creative arts, and holding workshops in schools or collaborative projects with prisons. Support includes:

• Training

• Grant-writing consultations

• Impact surgeries

• Evaluation planning

Ext: 4809

Email: standengaged@st-andrews.ac.uk

[www.st-andrews.ac.uk/research/support/public-engagement/about](http://www.st-andrews.ac.uk/research/support/public-engagement/about)

**When to contact the Print & Design Unit**

We provide a high-quality, professional design, print and publications service for staff, students and the public. Some of the services we offer include:

• University stationery (business cards, headed notepaper and compliment slips).

• University logos, corporate identity and University branding guidance ([www.st-andrews.ac.uk/corporate-identity](http://www.st-andrews.ac.uk/corporate-identity)).

• A full graphics and design service for print.

• A wide range of printing including posters, flyers, books, student dissertations and theses and pull-up banners.

• Editorial and proofreading support for external publications, including student recruitment materials, for all Schools and Units.

• House Style guidance for web and print.

• Co-ordination of Staff and Student Memos.

• Photographic services, including a database of University photographs.

Ext: 3020

Email: printanddesign@st-andrews.ac.uk

[www.st-andrews.ac.uk/printanddesign](http://www.st-andrews.ac.uk/printanddesign)
11. Museums of the University of St Andrews

The museum venues display to the public some of the treasures from the University’s collection of over 115,000 artefacts.

There are two main venues open to the public – the Wardlaw Museum on The Scores and the Bell Pettigrew Museum of natural history located in the Bute building, St Mary’s Quad.

**Museum Refurbishment**

At present the Wardlaw Museum on The Scores is undergoing a refurbishment project to refresh the permanent exhibitions, add two new galleries, a studio space, a new reception area, a new and improved retail offer and the installation of a new environmental control system. Updates on the progress of the project can be found at: [www.st-andrews.ac.uk/museum/news](http://www.st-andrews.ac.uk/museum/news)

**Support for Research and Teaching**

The historic collections of the University of St Andrews are a vital part of the heritage of Scotland’s oldest university. The Collections Centre provides access for researchers to highlights of the University’s three Recognised Collections of Heritage (fine art, silver and decorative art, textiles, furniture, numismatics and miscellaneous), Chemistry and Historic Scientific Instruments. More information can be found at: [www.st-andrews.ac.uk/museums/collections](http://www.st-andrews.ac.uk/museums/collections)

The collections can be searched online: [www.st-andrews.ac.uk/adlib/search/simple](http://www.st-andrews.ac.uk/adlib/search/simple)

Museum staff also contribute to relevant areas of undergraduate and postgraduate teaching.

The Museums of the University of St Andrews will be launching an exciting new programme of events, workshops and talks when the Wardlaw Museum reopens in Spring 2020. In the meantime there are a number of events being held at the Bell Pettigrew Museum. To receive weekly updates of upcoming events and exhibitions:

Email: museumlearning@st-andrews.ac.uk
[www.st-andrews.ac.uk/museums](http://www.st-andrews.ac.uk/museums)
[https://twitter.com/MuseumsUniStA](https://twitter.com/MuseumsUniStA)
[www.Instagram.com/MuseumsUniStA](http://www.Instagram.com/MuseumsUniStA)
[www.facebook.com/MuseumsUniStA](http://www.facebook.com/MuseumsUniStA)

12. The Library

The University Library supports teaching and research by providing digital and print resources and managing study spaces. The Library team is committed to providing excellent customer service.

**Library services covers:**

**Academic support**: specialist librarians can help with finding the best resources and with using reading lists to support teaching. Guidance in the use of specialist information resources is offered and this team work with academic staff to develop Library collections.

**Resources and collections**: the Library’s collections hold rare books, manuscripts and photography as well as textbooks. The team manages digital access and works with Schools to make sure they are provided with resources which reflect the teaching and research profile of the institution.

**Study and research facilities**: space is a very important element of effective working. The University’s libraries offer quality study and research environments, with the facilities people want and need.

Ext. 2331
Email: library@st-andrews.ac.uk
[www.st-andrews.ac.uk/library](http://www.st-andrews.ac.uk/library)
[https://twitter.com/StAndrewsUniLib](https://twitter.com/StAndrewsUniLib)
[www.facebook.com/StAndrewsUniversityLibrary](http://www.facebook.com/StAndrewsUniversityLibrary)
[www.instagram.com/standrewsunilib](http://www.instagram.com/standrewsunilib)
13. Support and Development

CAPOD is the University’s Centre for Academic, Professional, and Organisational Development. It aims to promote an integrated personal, professional, and academic development service to all staff and students.

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Passports to Excellence
(Staff Development Programmes)

- Passport to Administrative Excellence
- Passport to Estates Cleaning
- Passport to Management Excellence
- Passport to Research Futures

Information on these passport programmes are often included in the weekly staff memos and regular newsletters for different staff cohorts. Passport programmes can be viewed at: www.st-andrews.ac.uk/capod/staff/researchstaff/rfpassport

All courses, events, and workshops are booked through the Personal Development Management System (PDMS). www.st-andrews.ac.uk/pdms

Ext. 241
Email: capod@st-andrews.ac.uk
www.st-andrews.ac.uk/capod

Career Support
The Careers Centre offers its services to staff members (graduate level), of the University of St Andrews (where we are able to help, bearing in mind that our core expertise is with immediate graduate labour markets and further study options). www.st-andrews.ac.uk/careers

Dedicated careers advisers offer specialist advice to early career research staff. www.st-andrews.ac.uk/careers/researchers

Research Staff Community
Search for us on Facebook at: https://m.facebook.com/groups/1090492904417082

Funding Opportunities
- Enhancement Theme Fund – Funding up to £1,000 is available to staff for new events, initiatives and projects that aim to enhance evidence-based practice in learning and teaching. Further information can be found at: www.st-andrews.ac.uk/staff/teaching/funding/enhancement/funding
- McCall MacBain Teaching Award – The award is a bursary of £750, to be used for personal and professional development in relation to teaching. It is expected that where award winners are not yet registered as Fellows of the Higher Education Academy, part of the bursary would usually be used to develop and support an individual Fellowship application. For those already holding an FHEA designation, using the bursary to help support an application for a Senior Fellowship is encouraged. However, other uses of the bursary may include attending external professional development events or teaching oriented conferences, organization of workshops to share or present educational research findings, or to build practice networks in the scholarship of teaching and learning or information gathering and sharing visits to other higher education institutions. www.st-andrews.ac.uk/staff/teaching/funding/mccall-macbain
14. Lifelong and Flexible Learning
The Lifelong and Flexible Learning team within Admissions offers a Master of Arts degree on a part-time basis attending classes delivered entirely in the evening and taught by some of our leading academic staff.

Staff can enrol for a full degree programme or choose to take standalone modules as part of your professional development. No formal qualifications are required. There is a concessionary rate of fees for qualifying staff members. In addition, anyone who has a personal income under £25,000 p.a. may be eligible to apply to the Student Award Agency Scotland for full fee funding.

There is a wide range of subjects to choose from including Management, Biology (Human & Environmental), Psychology, IT, Maths, Geography and Geology, English, History, Philosophy, Social Anthropology, Music and Art History.

The programme is open to all staff members, their families and friends. To find out more about the programme, contact:

Ext. 2346
Email: lifelonglearning@st-andrews.ac.uk
www.st-andrews.ac.uk/subjects/combined-studies-ma

15. Mentoring and Coaching
The University has several mentoring and coaching schemes for both academic and professional/support staff at: www.st-andrews.ac.uk/capod/staff/coachingandmentoring/mentoring

16. Wellbeing
The University recognises that it has a moral and legal duty to support the wellbeing of all the people that work with the University; staff and student alike. All the University’s institution-wide health and wellbeing activities and initiatives are directed and implemented through the University’s Wellbeing & Engagement Group. The group is comprised of key stakeholders from a range of teams and departments within the University that work to support and enhance the experience of working within the University.

In recognition of the group’s work to progress and promote health and wellbeing within the University, the University has been awarded a Gold Award under NHS Scotland’s Healthy Working Lives Initiative.

The Wellbeing & Engagement Group’s activities and initiatives are aligned to the Wellbeing Calendar. Each month, a different health and wellbeing theme that is relevant to the University’s population is promoted through an information campaign with accompanying activities and courses to develop awareness. Such wellbeing themes include:

- Exercise and active lifestyles
- Alcohol and addiction awareness
- Community outreach and volunteering
- Healthy sleep and relaxation
- Mental health
- Loving later life and age awareness
- Healthy inequalities and inclusivity

Our popular monthly newsletter, “Well Now”, is published via email to staff that subscribe. The newsletter includes information on that month’s health and wellbeing theme, as well as information on events, activities, courses and giveaways based on that theme.

If you are interested in subscribing to Well Now, please email wellgrp@st-andrews.ac.uk with your request. To see our back issues, please visit:

www.st-andrews.ac.uk/staff/wellbeing/wellnownewsletter/

Visit our Wellbeing webpage for further details on:

- Healthy Working Lives
- Passport to Health & Wellbeing Excellence
- University wellbeing related policies
- Current wellbeing events and activities
- Well Now! Newsletter
- Wellbeing resources, useful links and apps

www.st-andrews.ac.uk/staff/wellbeing

The Chaplaincy
The Chaplaincy (also known as Mansfield) at 3 St Mary’s Place provides space for faith and other societies involving students and staff, for meetings, meals, prayer and discussion. There are Islamic Prayer Rooms for women and men. Agnes Blackadder Hall has a Multi-faith space. The Chaplain, Assistant Chaplain and the Honorary Chaplaincy team of different faiths and humanism are available to all staff members to discuss any issue in confidence, work-related or not, regardless of faith or philosophy of life. Staff are welcome at all Chapels services. Staff may hold their wedding in one of the University Chapels. Chaplains are also available for hospital visiting to anyone in need.

Ext 2866 or 2492
Email: chaplaincy@st-andrews.ac.uk
www.st-andrews.ac.uk/chaplaincy
www.facebook.com/mansfield

Sports Centre
Under the banner of Saints Sport, the Department of Sport and Exercise and Athletic Union offer a wide range of sport and fitness related activities, services and facilities for the whole University community, providing a welcoming environment and opportunities for everyone to get involved.

Over the last few years the University has invested over £14 million in the redevelopment of our sports facilities. The Sports Centre now includes a 130-station gym, a dedicated Strength and Conditioning suite for performance athletes, a technical climbing wall, all-weather pitches, a four-court indoor tennis centre and an eight-court indoor sports arena.

Saints Fitness offers a full range of services to all staff, including fitness consultations, personal training, and strength and conditioning support. Our varied Exercise Class programme runs all-year-round and is tailored to suit all levels and abilities. With over 40 classes per week including Yoga, Pilates, Zumba, Spin and Barre Fit, our instructors are here to help you get the most out of your workout. We also hold recreational football and hockey leagues, which are open to all members of the St Andrews community.

Our Junior Saints programme offers a wide variety of activities for children throughout the year. Each week we run classes for pre-school aged children (2-5 years old) and after school sport classes for P1-P7 (5-11 years old). During the Easter, Summer and October school holidays we run sports camps for children aged 3-11, with a number of additional camps to coincide with school in-service-days.

University staff can take advantage of reduced prices for their Sports Centre memberships, which provide unlimited access to the gym, access to fitness classes free of charge and the option to book facilities for personal or group use.

Ext 2190
Email: sport@st-andrews.ac.uk
www.st-andrews.ac.uk/sport
Cafés
The University has a number of cafés which are open to staff, students and the general public. Whether you’re looking for a coffee to take away or a filling lunch in a convenient location, the University cafés have a range of options available.
Cafés are located at:
• The Library
• The Medical and Biological Sciences Building
• Physics & Astronomy
• The Byre Theatre
• Old Union Coffee Shop on North Street
• Rector’s Café in the Students’ Association building

Music Centre
The Music Centre is currently located in the Younger Hall (but from early 2020 will be in the new Laidlaw Music Centre in St Mary’s Quad) and offers excellent music facilities and a wide range of opportunities for students, members of staff and the local community. The Music Centre is open to everyone, from absolute beginners to experienced musicians, whether you want to take lessons, play/sing in groups, practise, or just come and listen. In addition, the University offers several undergraduate modules for students who wish to make music a part of their degree. Pick up a copy of Music in St Andrews or visit:
www.st-andrews.ac.uk/music
Ext. 2226
Email: music@st-andrews.ac.uk

Community and Volunteering
The University of St Andrews has formed contacts with local volunteering groups, who are all very keen to speak to any staff members who may be interested. There is a wide range of opportunities to get involved within the community, in and around St Andrews. As well as internal options (within the University), there is also a range of external organisations which are grateful for staff volunteers helping out. Any volunteer work can be arranged to fit in with your lifestyle and needs.
www.st-andrews.ac.uk/staff/wellbeing/community/involve

17. Health and Safety
The Environmental Health and Safety Services Unit ensures, so far as is reasonably practicable, a safe working environment and also safe processes within the University. It provides advice on biological agents, chemical risks, fieldwork risks, fire risks, radiation risks and any other general health and safety issues. The University’s Health and Safety service will also undertake accident investigations.

University health and safety policies and guidance can be found at: www.st-andrews.ac.uk/staff/policy/healthandsafety/publications

To raise a safety issue, please contact the Director of the Unit, Mr Hugh Graham.
Email: ehss@st-andrews.ac.uk

The Occupational Health Unit
The full time Occupational Health Adviser is a qualified General and Occupational Health Nurse. The Unit assesses the effect of work on an individual’s health and the effect of an individual’s health on their work. They are also pleased to support an employee who wishes to be advised on how to improve their overall health and wellbeing.
Ext. 2750
Email: occhealth@st-andrews.ac.uk
www.st-andrews.ac.uk/ehss/occupationalhealth

Emergency Procedures
All emergency procedures can be found online. www.st-andrews.ac.uk/contacts/emergency
In the event of any incident, criminal or otherwise, which may put the safety of the University community and/or property at risk, the following action should be taken without delay:
First telephone the police by dialling 999.

Contact the University Security and Response Team for incident reporting and emergency support 24/7 01334 (46) 8999.

No Smoking Policy
It is the policy of the University of St Andrews that all work places are smoke free, and all employees have a right to work in a smoke free environment.

The No Smoking Policy is applied fairly and uniformly throughout the University and is applicable to all members of staff. It also applies to students, visitors, clients, contractors and all others who use University facilities. www.st-andrews.ac.uk/staff/policy/hr/smokingatworkpolicy

Alcohol, Drugs and Substances
The University recognises that its primary responsibility is to ensure a safe, healthy and productive environment for all employees, students and visitors. This can be put at risk by the excessive and/or inappropriate use by employees of alcohol, drugs or substances, whether illicit, prescribed or over the counter, in such a way that their health, work performance, work environment, and/or conduct of relationships are adversely affected. The University encourages employees with alcohol, drug and substance related problems to seek help.

Guidance and information is contained within the Policy and Guidance on the use of Alcohol, Drug or Substances.
Health and Safety Training
CAPOD offers regular Health and Safety Training for Managers courses. You can book here: www.st-andrews.ac.uk/pdms or you can visit the Environmental, Health and Safety Services webpage for additional training opportunities: www.st-andrews.ac.uk/ehss

Accident/Near Miss/Dangerous Occurrence Reporting
For reporting forms: www.st-andrews.ac.uk/staff/policy/healthandsafety/forms

Safeguarding and ‘Prevent’
Under the Counter-Terrorism & Security Act 2015 the University has a legal duty to ‘have due regard to the need to prevent people from being drawn into Terrorism’. The University has worked to develop guidance, procedures and training to meet this duty, predicated on a safeguarding approach, which is the overarching ethos of the Government’s Prevent strategy.

The general thrust of ‘Prevent’ is in relation to students, and although students are the constituents of the University community most likely to be vulnerable to radicalisation, this is not explicit in the ‘Prevent’ provisions. The University has therefore elected to view its ‘Prevent’ duty in relation to both students and staff.

More information about safeguarding and the Prevent duty, the University’s response and training can be found at: www.st-andrews.ac.uk/staff/safeguarding-and-prevent

18. Security and Response Team
Responsibility for security and personal safety rests with all persons who study, work at, reside in or visit the University. However, should you require help or wish to report an incident the University’s Security and Response Team is accessible 24/7.

Ext. 8999
Email: security@st-andrews.ac.uk
www.st-andrews.ac.uk/staff/policy/safety/security

It may also be necessary to ensure the Police are alerted by dialling (9)999.

19. Environment and Sustainable Development
The University’s Environment Team manages the commitments made in the University’s Sustainable Development Policy 2012-2022. We are all responsible for reducing the environmental impacts associated with the day-to-day activities and long term plans of the University, including recycling, consumption of energy and water, and sustainable travel.

Ext. 3999
Email: environment@st-andrews.ac.uk
www.st-andrews.ac.uk/environment
Facebook: www.facebook.com/environmentsta

Transition University of St Andrews
If you want to take practical action on Climate Change then join the 1000’s of staff, students and local residents that are engaged in Transition University of St Andrews. Their aim, to create a Zero Carbon St Andrews, includes popular programmes such as Edible Campus, Bike Pool (rental, maintenance and training), Skillshare, Toolshare, St And Reuse, The Tree food coop and much more. To stay up-to-date on the action or to get involved, sign up to the newsletter, email the team or find them through their social media on Facebook, Instagram, Twitter or their website
Ext. 4000
Email: transition@st-andrews.ac.uk
www.st-andrews.ac.uk/transition
transitionsta.org
Social Media Tag: TransitionUSTA

Fairtrade
The University has held its Fairtrade University Status since 2006, demonstrating its commitment to the goals set out by the Fairtrade Foundation. The Fairtrade Mark provides an independent guarantee to consumers that farmers in developing countries get a fair deal for their products. Both the University and the Students’ Association have adopted Fairtrade Policies, and the University has an active staff-student Fairtrade steering group.
www.st-andrews.ac.uk/fairtrade
www.facebook.com/FairtradeInStAndrews

Go E-Bike
Go E-Bike offers staff access to a fleet of electric bikes available from 5 sites including Eden Campus, Old Burgh School, College Gate, Woodburn Place (Estates), and the Gateway Building.
Details from www.st-andrews.ac.uk/environment/sustainabletravel/cycling/e-bike

Bike to Work Scheme
You can purchase a new bicycle through a salary sacrifice scheme, which means you save income tax and National Insurance costs, up to 42% of the cost of the bike. The scheme is operated on behalf of the University by Cycle Solutions.
www.cyclesolutions.co.uk/uosa
www.st-andrews.ac.uk/environment/sustainabletravel/cycling/biketowork

LiftShare
The University has its own online car share scheme for your daily commute, or any other journey. All staff and students who use cars to get to the University are encouraged to register. You can save up to £1,000 per year by car sharing and save wear and tear to your car. The more of us who join, the more options there are to share journeys.
https://liftshare.com/uk/community/standrews

Electric Cars
Facilities to charge electric cars are improving rapidly. At present there are eight free, publicly available charge points in St Andrews at David Russell Apartments (2), 101 North Street, Castlecliffe, Agnes Blackadder Hall, Observatory Workshop, Petheram Bridge (Rapid) and Argyle Street. More are expected to be coming online soon. EV owners are asked to consider others by removing their car from charging once their cycle is complete. Live details of the charging points can be seen at www.zap-map.com/live
Car Parking
We encourage staff to walk, cycle or use public transport where possible.
If you have to bring a car, then you need a permit to park on University property.

Ext. 3999
Parking Permit Form: www.st-andrews.ac.uk/staff/tech/estates/carparking

Recycling
The University of St Andrews is aiming to achieve zero waste status. In order to achieve this goal, we need everyone in the University to take initiative when handling potential waste. We also encourage members of staff to use reuse alternatives to skips when cleaning out rooms or buildings of unwanted but still functional items.
www.st-andrews.ac.uk/environment/recycling

WARPit
WARPit is an online portal that allows University staff to redistribute surplus resources such as furniture, equipment etc. to other St Andrews staff members.
www.st-andrews.ac.uk/environment/recycling/warpit

Energy
The University tracks carbon emissions from electricity and gas in its buildings and aims to be the first university in the UK to be carbon neutral for energy. It has invested over £20m in an ongoing programme of energy efficiency refurbishments and has committed to large scale renewable projects in the large scale renewable projects of biomass heating at Eden Campus and has more ambitious plans afoot. We all play a part in energy reduction by our actions, so follow the tips at:
www.st-andrews.ac.uk/environment/energy&water

Environmental Facilitator Training Programme
This programme aims to recruit one ‘Environmental Facilitator’ per building/Unit/School to be the main point of contact on environmental issues and help us collectively drive down our carbon footprint. If you are keen to improve environmental behaviours at work please get in touch and follow the link at:
www.st-andrews.ac.uk/environment/importantinfo/environmentalfacilitators

20. Business Transformation Portfolio Office
The Business Transformation Portfolio Office provides services to support the successful delivery of the University’s business transformation portfolio and its constituent programmes and projects. Alongside a team of support specialists, the portfolio office houses a fixed pool of delivery professionals, who are supplied to designated programmes and projects under the direction of the Business Transformation Board.

Ext. 1700
Email: businesstransformation@st-andrews.ac.uk
www.st-andrews.ac.uk/business-transformation

21. Unions
Trade unions provide support and representation to members on all work-related issues and are at the forefront of campaigns to create a fairer society. The University recognises three trade unions: Unison, Unite and UCU. Members of staff can use the contact details below to join a union. Your contract of employment should advise which union is best placed to represent your interests.

The unions speak on behalf of their members – collectively negotiating better pay and conditions as well as offering confidential casework support to members needing help with problems in the workplace. Members are provided with information, advice and guidance about work-related issues as well as access to a range of financial services and professional development training. The unions campaign on a range of work-related issues of both national and local concern including casual contracts, fair pay, pensions, workload, discrimination, stress and safety.

Unison
Unison represents catering and housekeeping staff in Residential & Business Services, support services staff in Estates and professional services in Schools and Units up to Grade 6.
Email: unionomail@st-andrews.ac.uk
http://unionlocal.wp.st-andrews.ac.uk

Unite
Unite represents technical and support staff in Schools and service Units, managers in Residential & Business Services, and craftsmen and trades in Estates.
Email: stunite@gmail.com
www.unitetheunion.org

University and College Union (UCU)
UCU represents academic staff including lecturers, researchers and postgraduate tutors and academic-related staff including IT staff, senior administrators, managers and librarians.
Email: ucu@st-andrews.ac.uk
http://standrewsunions.org/ucu

22. Learning and Teaching
For all matters relating to learning and teaching including academic standards and enhancing the student learning experience, please see: www.st-andrews.ac.uk/staff/teaching

Training in Good Academic Practice (TGAP) – for students
All students are required to complete an online Training in Good Academic Practice Moodle course as a condition of matriculation. Allegations of academic misconduct are dealt with by a School’s Academic Misconduct Officer in the first instance. Turnitin is the online plagiarism detection service used by the University.
www.st-andrews.ac.uk/staff/teaching
www.st-andrews.ac.uk/students/rules/academicpractice
23. Research Support and Policy

For a list of contacts, please see: www.st-andrews.ac.uk/research/contact

Research Funding Support
For support and advice in all aspects of research awards and contract: www.st-andrews.ac.uk/researchfundingsupport

Research and Innovation Services
RIS comprises five teams that support the University and the Vice-Principal for Research & Innovation to enact the University strategy relating to research and innovation, working closely with Finance and the Library. These are: Research Policy, Research Impact, Research Integrity, Digital Research and Technology Transfer. RIS co-ordinates the preparations for REF 2021.

www.st-andrews.ac.uk/research/environment/ref-2021

Research Policies
For a list of all research-related policies, please see: www.st-andrews.ac.uk/research/policies

Research Conduct (Research Integrity)
All those undertaking research under the auspices of the University are bound by, and therefore must familiarise themselves with, the University’s ‘Principles of Good Research Conduct’ and ‘Research Misconduct Policy’. These documents provide guidelines on good research practice, a definition of research misconduct and a description of the essential steps taken by the University in handling allegations of research misconduct. All researchers are expected to undertake the first of our online research integrity training modules, and are strongly encouraged to undertake the other modules available.

www.st-andrews.ac.uk/research/integrity-ethics/research-integrity

Research Ethics
All research involving humans (including human tissue or data) or animals (including animal tissue or data), including observational work, must have ethical approval prior to the start of the research. Contact your School Ethics Committee. Research involving protected animals is regulated by law. Please check the requirement for approvals and/or licences prior to the start of research by contacting the Home Office Liaison Officer at: Email: holo@st-andrews.ac.uk

www.st-andrews.ac.uk/research/integrity-ethics

Research Impact
Government and funding organisations generally expect researchers to be aware of the potential difference their research could make, and to be able to articulate how impacts could be generated. The Research Impact Team supports researchers by providing impact advice on idea generation, planning, execution, evidencing and reporting (such as the REF 2021). The Research Impact Team manages the EPSRC-funded and STFC-funded Impact Acceleration Accounts, the University’s Knowledge Exchange and Impact Fund and the SFC Global Challenges Research Fund; these funding streams support activities that strengthen relationships with strategic external partners and maximise the potential for research impact in any sector with ‘real world’ users of research.

http://impact.wp.st-andrews.ac.uk

The Knowledge Transfer Centre
The Knowledge Transfer Centre (KTC) works to increase the wider use and positive impact of the University’s research outputs by promoting the University’s Intellectual Property portfolio to potential users through intelligent brokering, knowledge translation and business engagement. The KTC assists staff with IP disclosure, due diligence, translation and commercialisation. Find the best support for developing practical applications for your research outcomes at: www.st-andrews.ac.uk/ktc or contact ext. 2163

Digital Research
The Digital Research team provide services, support and training to research staff and students on: Open Access publishing and funds (including REF2021 OA policy); depositing to our institutional repository and all aspects of research data management planning and advice.
Email: openaccess@st-andrews.ac.uk or research-data@st-andrews.ac.uk

Pure – Research Information System
Pure is the University’s Current Research Information System. All researchers, teaching staff and research postgraduates are automatically provided with an account and research portal profile. Further information on this service is available at: www.st-andrews.ac.uk/research/profile/pure
Visit the Research at St Andrews portal at: https://risweb.st-andrews.ac.uk/portal

24. Finance

Financial Operating Procedures
Heads of Schools and Units and all budget holders should be aware of the University Financial Operating Procedures, standing Financial Instructions and the Scheme of Delegation.

www.st-andrews.ac.uk/staff/policy/financialoperatingprocedures

Finance Information
General information on all money matters such as ordering goods, paying invoices, raising sales invoices, banking cash & cheques can be found here: www.st-andrews.ac.uk/staff/money
For VAT advice on buying or selling things please contact the tax & treasury team on vatenquiries@st-andrews.ac.uk or view the self help guide at www.st-andrews.ac.uk/staff/money/vatguidelines

Finance and Support Team (FAS)
Each School and Unit has a dedicated Finance and Support Team (FAS) who can help with queries relating to research grant management (from costing to post award) and any general budgeting/non- student related finance enquiries.

www.st-andrews.ac.uk/researchfundingsupport

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Finance and Support Team (FAS)
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www.st-andrews.ac.uk/researchfundingsupport
25. Procurement

Procurement’s primary objective is to ensure the University is obtaining best value for money whilst supporting the extensive and wide ranging requirements of all our teaching and research activities within the University. The Procurement Strategy is to efficiently support Decentralised Buying throughout the Schools, Units and Residences of the University.

- Where do I start? There are persons within each School/Unit who are authorised to buy and raise purchase orders – these persons are determined by the Head of School/Director of Unit. There are key buyers within these teams and information can be found via the Buyer Network. www.st-andrews.ac.uk/staff/money/procurement/buyernetwork.

- How do I know if I am an authorised buyer? If your role requires you to have buying responsibilities then a valid Aptos login account must be requested. www.st-andrews.ac.uk/staff/money/aptossystem.

- University Financial Operating Procedures – buyers are supported in their role by the Procurement Buyer Network together with guidance from these procedures. www.st-andrews.ac.uk/staff/policy/financialoperatingprocedures.

- Compliance, Collaborative Agreements and Tendering – the Procurement Strategy and Financial Operating Procedures dictate that Budget Holders use National, Regional and Institutionally tendered contracts. As a body which receives funding from the Public Sector, the University is obliged to undertake a competitive tender process for the supply of goods and services where the value exceeds £25,000. www.st-andrews.ac.uk/staff/money/procurement/tendering.

- Purchase2Pay processes – Procurement are responsible for the University’s non-pay spend. Procurement staff through key activities such as P2P processes, collaboration and compliance, policy and legislation, efficiency measurements and capital project procurement and work with the Buyer Network and colleagues across the University to meet these objectives. We are happy to meet with Schools, Units and Residences on any of these areas.

- What tools are available and Web support – Aptos is the University’s purchase order management system and there is a buying tool (Procurement Advisory Database) to support buyers with their day-to-day buying.

Ext. 2523
Email: procurement@st-andrews.ac.uk
www.st-andrews.ac.uk/staff/money/procurement

26. Human Resources

Human Resources is responsible for supporting the University through the delivery of a comprehensive HR service which develops and adopts relevant people management strategies, provides a range of professional support, information and expert advice consistent with employment legislation and best practice. It is split into five key areas:

- Support & Advice (including management information) – www.st-andrews.ac.uk/hr/supportandadvice.

- Recruitment & Selection – www.st-andrews.ac.uk/hr/recruitment.

- Data & Systems – www.st-andrews.ac.uk/hr/hrstaff.

- Salaries & Pensions – www.st-andrews.ac.uk/hr/salariesandpensions.

Each School/Unit has a dedicated HR Business Partner who can be contacted for advice and support. www.st-andrews.ac.uk/hr/businesspartner.

The Annual Leave Policy

The annual leave year runs from 1 August to 31 July each year. Holidays not taken by 31 December following the end of the leave year will be lost. The University requires staff to retain three days of annual leave for the closure between Christmas and New Year. For more information contact Human Resources. www.st-andrews.ac.uk/hr/annualleaveguidance.

Pay Days

You can find the schedule of pay days here: www.st-andrews.ac.uk/staff/money/salaries/dates.

You can view your payslips at Self Service: www.st-andrews.ac.uk/selfservice.

Sickness Absence Policy

The wellbeing of any organisation is directly related to the wellbeing of the people who make up the organisation. The University wishes to develop and maintain policies that provide all members of staff with appropriate support in relation to their health. In the event of illness, follow the procedure below:

- Report your absence to your Head of School/Unit/Designated Officer within one hour of your normal start time on the first day of absence.

- Give the reason for your absence.

- Keep your Head of School/Unit/Designated Officer informed if your absence is continuing beyond three calendar days and where possible give a likely date of return.

- Provide medical certificates to cover absence over seven calendar days.

For further details relating to long-term illness, you can view the full sickness policy at: www.st-andrews.ac.uk/staff/policy/hr.

Adverse Weather Policy

The University will be deemed to be open unless a specific announcement is publicised via the University website, local radio (e.g. Radio Scotland, Kingdom FM, Tay FM) or via a message from the Principal’s Office or the Director of Human Resources. www.st-andrews.ac.uk/staff/policy/hr/adverseweatherguide.

Ext 3096
Email: humres@st-andrews.ac.uk
www.st-andrews.ac.uk/hr.

In addition to those listed above, key HR policies can be found at: www.st-andrews.ac.uk/staff/policy/hr.
Equally Safe
The University is committed to providing a safe environment that allows the confident to work, study, innovate and excel without fear of sexual and gender based violence. As such, the University will not tolerate any forms of unacceptable behaviour, abuse or violence towards any member of the community. The University is currently developing a GBV and Sexual Misconduct policy that will be available on the Governance Zone in due course. Any staff related queries on this matter should be directed, in confidence, to hrconfidential@st-andrews.ac.uk in the first instance.

HR Self Service
There is an online self-service facility for all current staff which is available for the duration of your contract. Logging in just with your user ID @st-andrews.ac.uk and the same password as your University account, you will be provided with paperless routes to:

- View and print payslips and P60s
- View and edit home address details
- View and add emergency contact details
- View and edit bank account details
- Log a salary query via Ask HR

Any queries or issues with logging into this facility, please email: selfservice@st-andrews.ac.uk.

www.st-andrews.ac.uk/selfservice

27. Review and Development Processes
The University currently has two separate staff review processes:

The Review and Development Scheme (RDS) applies to all professional and support staff in Schools and Units, including research staff. Details of the RDS can be found from here: www.st-andrews.ac.uk/staff/policy/hr

The Academic Review and Development Scheme (ARDs) applies to academic staff only: www.st-andrews.ac.uk/staff/policy/hr/academicreviewfornewstartsallacademicstaff

28. Equality and Diversity
Equality and Diversity in liaison with HR is responsible for ensuring compliance with equalities law including: ensuring policies and services are compliant meeting funding expectations, inclusion for people of different backgrounds, signposting to services, and equalities training, with online modules on Diversity and Unconscious Bias available on: www.st-andrews.ac.uk/hr/edi/training

Equality and Diversity also provides guidance and support on inclusive recruitment and selection, developing an inclusive curriculum, and progress on diversity accreditation (Athena SWAN, Race Charter, LGBT Charter and Stonewall).

Equality, Diversity and Inclusion Policy
The University is fully committed to respect and fair treatment for everyone, eliminating discrimination, and actively promoting equality of opportunity and delivering fairness to all. www.st-andrews.ac.uk/hr/edi/equalityschemeandpolicies

Email: diversity@st-andrews.ac.uk

29. Accommodation, Conferences and Events

Accommodation
We offer a wide choice of en-suite and standard (shared facilities) accommodation during June until the start of September. Both David Russell Apartments and Agnes Blackadder Hall have en-suite facilities, McIntosh and University Halls, two of our traditional buildings, offer standard rooms.

Great value for money, our accommodation is available to leisure, conference and group guests, providing the perfect base to explore the historic town, its stunning white beaches and world famous golf courses.

For conference, groups and sports groups over 20 people, there are special discounted rates available.

Conferences
A great conference starts with a great location. The University of St Andrews offers world class conference facilities, venues for 9 to 900, over 1,300 en-suite bedrooms and an unrivalled position within the ancient town of St Andrews.

The conference team assists members of the academic community planning to host conferences to raise the profile of departments, the relevant associations and the University. The experienced professional conference organising team remove the stress and strain of planning a conference. They can support you in various aspects of the event or the entire project and aim to ensure all details are arranged to your requirements and budget. https://ace.st-andrews.ac.uk

Visitors
This link gives a good overview of everything you will require in St Andrews from travel to maps and accommodation. www.st-andrews.ac.uk/about

Events
The University of St Andrews offers a range of impressive venues for those looking to hold wedding receptions, ceremonies, exclusive breakfasts, lunches, dinners, presentations and drinks receptions.

The events operations team pride themselves in offering a first-class service and chefs will be happy to create bespoke menus. The team works with many of the finest local suppliers to ensure the best in Scottish hospitality.

The events operations team provide a delivered catering service throughout the University, providing fresh food and drink on a “deliver and go” basis. If you have specific requirements or special dietary needs we always do our best to help with your requirements.

Ext. 3000
Email: aceteam@st-andrews.ac.uk
https://ace.st-andrews.ac.uk
30. Student Services

Student Services provides support to students and also to staff working with students. We are open Monday to Friday from 9am to 7pm during term time (9am to 5pm at other times).

Student Services also offer an emergency out of hours service to students in halls of residence and private accommodation. Staff with concerns about a student’s welfare outside normal business hours can access assistance by calling the University’s Security Team (01334 468999) and asking for the Warden on duty.

Student Services provides support in the following ways:
• the Advice and Support Centre (ASC), an information centre for students
• advice and support for students with disabilities
• wellbeing, counselling, and mental health
• international and immigration advising
• advice on money and finances
• advice on academic issues
• supporting students disclosing sexual assault
• warden and residential support for students in University residences

Our counselling, wellbeing and mental health services have been accredited by Royal College of Psychiatrists in partnership with the British Psychological Society.

The Advice and Support Centre (ASC) gives information on any student matter and can arrange an appointment with Student Services. Ext.2020 or email theasc@st-andrews.ac.uk

31. International Education Institute (IE)

IE’s language and academic experts deliver foundation and postgraduate programmes, as well as pre-sessional and short courses that combine academic subject knowledge with English language skills and cultural adaptation studies.

We offer modules and programmes designed to develop students’ knowledge of English in a range of academic contexts, and we provide English language-related services for international students and staff. We liaise with Schools to provide integrated, discipline-specific teaching, and we are also a source of expertise in international English language tests and qualifications and can offer advice on applications.

Our Pre-sessional courses which run just before the start of Semester 1, offer a useful orientation and acculturation for international students, see www.st-andrews.ac.uk/international-education/short-courses/pre-sessional
Attendance may be a condition of an offer for a Master’s programme.
www.st-andrews.ac.uk/international-education

The Academic English Service (AES) – offers free English language and language-related support to all matriculated students of the University, particularly to those students for whom English is an additional language. It seeks to induct students into the academic culture of St Andrews, and of study in the UK more generally, and helps them develop an accurate understanding of the expectations their lecturers may have of them. As part of its remit, AES teaches argument, communications skills and English language through regular one-to-one tutorials, workshop programmes and online independent study resources.

AES is particularly popular with postgraduate students, both taught and research, so we run a number of courses to meet the needs of this group e.g. a dissertation writing programme (in June and July) or courses in giving a conference paper and preparing a conference abstract.

Students are able to refer themselves to AES, but should you feel one of your students would benefit from the type of support we offer, you are welcome to refer the student to us yourself by sending a brief email to academicenglish@st-andrews.ac.uk

Ext. 2255
Email: ie@st-andrews.ac.uk
www.st-andrews.ac.uk/international-education/aes
32. Development

Development is responsible for the University's philanthropic fundraising and for developing strong relationships with alumni, friends and donors throughout the world. The support this creates helps to consolidate the University's status as a world-class centre for teaching, learning and research.

In June 2018 we were delighted to announce the completion of our £100 million 600th Anniversary Campaign. Many exciting projects – including the refurbishment of St Salvator’s Quadrangle, the transformation of Martyrs Kirk into a postgraduate research library and reading room and the refurbishment of the Students’ Association – have come to fruition supported by the funds raised during the Campaign.

Meanwhile, the new Laidlaw Music Centre is currently under construction and work continues apace to bring the new Scottish Oceans Institute (SOI) to life on the East Sands. The team have successfully raised the funding required for the extension of the Wardlaw Museum, one of the Museums of the University of St Andrews, which will reopen in Spring 2020.

Looking ahead, we also have exciting plans for the refurbishment of the Younger Hall, the creation of a New College on the Madras College site on South Street and the development of Science, Technology, Engineering and Mathematics (STEM) facilities on the North Haugh.

We raise funds for these projects by:
- building a strong revenue pipeline through the use of prospect management strategies and by cultivating donors.
- collaborating with the Principal, senior leadership and other University stakeholders to ensure close alignment of University strategic priorities and campaign priorities.
- encouraging a culture of philanthropy within the University.
- developing partnerships with alumni and parents through volunteer and alumni engagement and volunteer programmes.
- broadening and deepening stewardship and prospect engagement strategies to ensure that all donors are thanked at the appropriate level.
- keeping alumni in touch through clubs, networks and events.
- providing key alumni benefits.
- publishing regular print and online communications and running the Family Programme, so that parents of undergraduates are included in the University community.

Ext: 7194
Email: alumni@st-andrews.ac.uk / develop@st-andrews.ac.uk
www.st-andrews.ac.uk/development

33. Eden Campus and Walter Bower House

Eden Campus is located in the village of Guardbridge, around four miles west of St Andrews. The 9.6-hectare site contains a mix of land and buildings which formerly comprised Guardbridge’s historic paper mill, and includes a number of listed buildings associated with the mill. The University acquired the site in 2010.

The site is as big as the town centre of St Andrews, offering the University much needed space and the exciting potential to develop green energy generation, carbon reduction initiatives and scope for engagement with industry. Over the next decade, approximately £200 million will be invested across the site to deliver numerous innovative projects.

In January 2017, the first phase in the redevelopment of the site involved the completion and commissioning of a biomass plant and the District Heating System (DHS) delivering hot water to heat the site and more than 40 University buildings including the science campus and sports centre in St Andrews. In addition, the DHS provides heat to 3,000 student bedrooms.

The next phase will see more than 450 professional services staff relocated to Walter Bower House – a new, purpose-built office building at the heart of Eden Campus. WBH will offer many types of collaborative working space (meeting rooms, project areas, quiet rooms and traditional desk space) plus excellent facilities for staff including a gym and 75-cover café. A large part of the building’s ground floor will also be dedicated to storing roughly 15,000 linear metres of the University’s library collections, browsable by University staff, students and members of the public.

The relocation of professional services colleagues to WBH will begin in February 2020. The project website is updated regularly and includes a list of professional service units relocating to WBH plus lots of other project-related information. You can also email Louise Soutar, Professional Services Relocation Project Officer, for more details. https://edencampus.wp.st-andrews.ac.uk

Email: relocation@st-andrews.ac.uk
34. General Information

Booking a Room
For full details regarding room bookings for teaching, ad-hoc booking requests, and vacation bookings:
www.st-andrews.ac.uk/staff/teaching/timetabling

Mail Room
Information on opening times and collections/deliveries can be found at:
www.st-andrews.ac.uk/staff/tech/mailroom

Repairs
For information on how to request a building maintenance repair, please visit:
www.st-andrews.ac.uk/staff/tech/estates/maintenance/repairs

35. Nursery

University of St Andrews Nursery
4 Collins House, East Sands, St Andrews KY16 8TU

The University has a purpose built children's nursery at East Sands, welcoming children aged 0-5 years from both University and non-University parents and carers. 10% off fees for staff and students.

Open Mon-Fri 7:30am-6:30pm
Tel: 01334 460606
Email: nursery@st-andrews.ac.uk
https://ace.st-andrews.ac.uk/nursery

36. The Byre Theatre

The Byre Theatre is part of the University of St Andrews. It hosts a varied and vibrant programme of University, amateur and professional touring productions of theatre, dance, musicals, music and opera, and children’s performances, as well as conferences, exhibitions and activities in the café bar.

Over 800 events take place here annually and 40% of these are linked to the activity of the University.

The Byre is the base venue for several local and national festivals, as well as being the home of world-class teaching by the School of English, led by award-winning playwrights Professor Zinnie Harris and Oliver Emanuel. The University’s Film Studies department uses The Byre as a hub for teaching, and Byre World is a regular strand of programming connected to the School of Modern Languages.

As part of a cultural partnership with colleagues across the University, The Byre is leading the University’s strategic approach to culture, engagement and audiences. In 2019 the Open Association moved into The Byre from another department in the University, to meet the core needs of its membership and to enable its future development.

The original Byre Theatre was founded in 1933 by the actor Charles Marford and Alexander B Paterson, a local journalist and playwright. The current building (the third to have that name) was opened by Sir Sean Connery in 2001. The Byre has been part of the University of St Andrews since 2014, maximising opportunities to play a leading role in public engagement and research impact activity for the University through the creation and presentation of high-quality arts activity.

The Byre Café Bar is a welcoming, social space with free Wi-Fi where you can enjoy a range of baked goods, a selection of teas and coffees as well as light lunches and pre-theatre drinks.

Events at the Byre
The Byre is available for events and meetings, with a focus on arts and culture. There is a 216 seat auditorium, 80 seat studio theatre and a 26 seat conference room.

Contact
Internally: ext 5000, externally: 01334 475 000
Email: byreboxoffice@st-andrews.ac.uk
www.byretheatre.com
Facebook byretheatre
Twitter @byretheatre
For the Friday Evening Lecture Series, we welcome speakers from the University here at St Andrews and from further afield to present a fascinating series of lectures on topics as diverse as Controlling Firearms in Early Modern Scotland, Evolution Before Darwin, Fantastic Beasts and Where to Find Them, The Amritsar Massacre, and The Chaplain Who Could Make Anyone Fight.

Retirement is Opportunity talks also have a varied range of topics from Brexit and What it Means for Europe and the UK, The Kilted Scottish Soldier, Great War Writings from the Palestine and Syrian Fronts, Gavin Hamilton: A Scottish Painter and Dealer in the Eighteenth Century and Trekking to Everest Base Camp.

Alongside the popular short courses such as American History, Listening to Music, Creative Writing, and Shakespeare, we introduce new courses every year, with examples this year including New Perspectives on British History, Jacobitism and the State – 1689-1746, Women in Scotland, The Secret Life of Statistics and Current Politics and International Affairs.

Every year we celebrate key anniversary dates with a series of talks. For 2019-2020 these include the 50th anniversary of the Apollo 12 Mission to the moon, 75th anniversary of VE Day and D Day, and 400th anniversary of the voyage of the Mayflower and of the slave trade.

As a member of staff, you are welcome to participate in these courses or to suggest topics for future years.

Contact
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Email: byreboxoffice@st-andrews.ac.uk
Web: byretheatre.com/openassociation
Facebook OpenAssociation
Twitter @StAUniOpenAssoc
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