New Staff Handbook
2018-2019
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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>
</tr>
</thead>
<tbody>
<tr>
<td>Police</td>
<td>(0) 999 (emergencies)</td>
<td><a href="mailto:teloff@st-andrews.ac.uk">teloff@st-andrews.ac.uk</a></td>
</tr>
<tr>
<td></td>
<td>(0) 101 (non-emergencies)</td>
<td><a href="http://www.st-andrews.ac.uk/telephone">www.st-andrews.ac.uk/telephone</a></td>
</tr>
<tr>
<td>Switchboard</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>NHS 24</td>
<td>111</td>
<td><a href="http://www.nhs24.scot">www.nhs24.scot</a></td>
</tr>
<tr>
<td>CAPOD</td>
<td>2141</td>
<td><a href="mailto:capod@st-andrews.ac.uk">capod@st-andrews.ac.uk</a></td>
</tr>
<tr>
<td>IT Services</td>
<td>3333</td>
<td><a href="mailto:itservicedesk@st-andrews.ac.uk">itservicedesk@st-andrews.ac.uk</a></td>
</tr>
<tr>
<td>Human Resources (HR)</td>
<td>3096</td>
<td><a href="mailto:humres@st-andrews.ac.uk">humres@st-andrews.ac.uk</a></td>
</tr>
<tr>
<td>HR – Self Service</td>
<td><a href="https://selfservice.st-andrews.ac.uk/dashboard">https://selfservice.st-andrews.ac.uk/dashboard</a></td>
<td></td>
</tr>
<tr>
<td>Salaries</td>
<td>2569</td>
<td><a href="mailto:salaries@st-andrews.ac.uk">salaries@st-andrews.ac.uk</a></td>
</tr>
<tr>
<td>Library</td>
<td>2283</td>
<td><a href="mailto:library@st-andrews.ac.uk">library@st-andrews.ac.uk</a></td>
</tr>
<tr>
<td>ASC</td>
<td>2020</td>
<td><a href="mailto:theasc@st-andrews.ac.uk">theasc@st-andrews.ac.uk</a>;</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="http://www.st-andrews.ac.uk/students/advice">www.st-andrews.ac.uk/students/advice</a></td>
</tr>
</tbody>
</table>

**Out of Hours**

If outside working hours (5pm-8.45am and weekends), dial 0 (from an internal phone) or 01334 476161 (from an external phone) for the University's Out of Hours service.

Email: outofhrs@st-andrews.ac.uk
www.st-andrews.ac.uk/its/loneworking

3. Getting Started

**Maps**
Maps of the University buildings and the town can be found on: [www.st-andrews.ac.uk/maps](http://www.st-andrews.ac.uk/maps)
The link includes a map with an index of University/town buildings. The PDF can be found here: [www.st-andrews.ac.uk/media/university/maps/wwwmap.pdf](http://www.st-andrews.ac.uk/media/university/maps/wwwmap.pdf)
You can request free copies of the Maps & Facts booklet incorporating a fold-out map of the University from: publications@st-andrews.ac.uk

**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](http://www.st-andrews.ac.uk/pdms)
Induction information: [www.st-andrews.ac.uk/staff/pdp/universitynewstaffinduction](http://www.st-andrews.ac.uk/staff/pdp/universitynewstaffinduction)
Tailored web page for new staff: [www.st-andrews.ac.uk/capod/staff/inductionresources](http://www.st-andrews.ac.uk/capod/staff/inductionresources)

Academic staff new to St Andrews, and particularly those new to Scottish Higher Education, should also access the Academic Induction Resource (AIR), which is available via the University website: [http://moody.st-andrews.ac.uk/storyboard/air/story_html5.html](http://moody.st-andrews.ac.uk/storyboard/air/story_html5.html)

**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](http://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](http://www.st-andrews.ac.uk/itsupport/accounts)

Other IT help for new staff: [www.st-andrews.ac.uk/itsupport/gettingstarted/newstaff](http://www.st-andrews.ac.uk/itsupport/gettingstarted/newstaff)
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. www.st-andrews.ac.uk/about/governance/faculties-deans

Strategic Plan
The University Strategic Plan for 2015-2025 provides a framework for the many strategic and operational decisions that will occur at various levels across this institution and identifies the fundamental strategic aims for the next ten years. www.st-andrews.ac.uk/staff/policy/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, ELT, 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, timetabling, HEARs and statistics and benchmarking. 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: www.st-andrews.ac.uk/events

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.

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.

Email
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.

Home Drive and Shared Drives
To ensure your work is backed up and secure, your work should be saved in your home drive. Your School or Unit is likely to have shared drives, where departmental information and documentation will be stored. Your line manager will arrange for you to get access to this.

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

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
Wireless connections use the Eduroam service, which means if you visit a participating institution, you will automatically log into their wireless network.

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 remotetaccess

Microsoft Office is free! Members of the University staff can install Microsoft Office on up to five of their home PCs or Mac or other mobile devices for free (these should be downloaded on University supplied devices). Further information can be found at www.st-andrews.ac.uk/office365

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/servicesstatus

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/pcclinic

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 Units now have a UniPrint device(s) installed. UniPrint is a ‘pull printing 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. There are still some halls of residence that don’t have a UniPrint Staff device but do have a UniPrint Student device which can be used by staff if required. www.st-andrews.ac.uk/itsupport/help/printing

Telephony: If you have any query regarding telephony, including mobile telephony, 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. IT Training – using technology effectively!

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. In addition there are also courses offering training on digital media and typesetting software. These courses are open to all University staff and research postgraduate students. www.st-andrews.ac.uk/itsupport/help/training

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 eligibility and how to register, see the MOS Website. www.st-andrews.ac.uk/itsupport/help/training/mos

Microsoft Imagine Academy

If you do not have time to attend a course, CAPOD maintains our subscription to Microsoft multimedia e-learning courses. These courses are self-directed learning offering beginner, intermediate, and advanced level 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

For questions, contact CAPOD IT Training

Ext. 291
Email: it-training@st-andrews.ac.uk

Technology Enhanced Learning (TELStA)

Learning Management Systems

If you are a new member of teaching staff you will be expected to use the University’s Learning Management Systems (LMS).

There are two main web-based systems – Moodle and Module Management System (MMS). You will already be able to log in to both of these with your University of St Andrews details.

<table>
<thead>
<tr>
<th>System</th>
<th>Access</th>
<th>Support</th>
</tr>
</thead>
<tbody>
<tr>
<td>Moodle</td>
<td><a href="http://moody.st-andrews.ac.uk">http://moody.st-andrews.ac.uk</a></td>
<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>
</tr>
</tbody>
</table>

Other technologies

We provide training and support for a wide range of institutional learning technologies, including Lecture Capture (Panopto), Plagiarism Detection (Turnitin) and Clickers (TurningPoint). We also train and advise on every aspect of using technology in your teaching, whether online or in the classroom. From October 2018 we will be offering a bespoke, supported, drop-in space in the Gateway Building where you can come and try out new technologies.

<table>
<thead>
<tr>
<th>System</th>
<th>Access</th>
<th>Support</th>
</tr>
</thead>
<tbody>
<tr>
<td>Panopto</td>
<td>On teaching PC desktop</td>
<td><a href="http://telsta.dropmark.com">http://telsta.dropmark.com</a></td>
</tr>
<tr>
<td>Turnitin</td>
<td>Activated through MMS or Moodle</td>
<td><a href="http://www.st-andrews.ac.uk/mms-guides">www.st-andrews.ac.uk/mms-guides</a> and <a href="http://telsta.dropmark.com">http://telsta.dropmark.com</a></td>
</tr>
<tr>
<td>TurningPoint</td>
<td>On teaching PC desktop</td>
<td><a href="http://telsta.dropmark.com">http://telsta.dropmark.com</a></td>
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</table>
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 – https://www.facebook.com/TELStAndrews

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

9. Information Governance and Security

Information Governance and Cyber/Information 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 individual’s 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.

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 – “password1” 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
- 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

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. A request for environmental information under the EIRs can be made verbally. Guidance on managing FOI and/or EIR request is available from:

www.st-andrews.ac.uk/staff/policy.freedomofinformation
or by email: foi@st-andrews.ac.uk
10. Corporate Communications

Print & Design Unit
University staff are encouraged to contact the in-house Print & Design Unit when needing design and printing work carried out, especially for an external audience. As well as providing high-quality professional design and print, we will also ensure that the branding on your material is in line with the University’s corporate guidelines.

Ext: 3020
Email: printanddesign@st-andrews.ac.uk
www.st-andrews.ac.uk/printanddesign
www.st-andrews.ac.uk/business-services/print-design

Stationery
To order business cards, compliment slips and headed notepaper contact Print & Design (see above).
www.st-andrews.ac.uk/printanddesign/printingandbinding/stationery Black and white letterheads can be downloaded from this page: www.st-andrews.ac.uk/corporate-identity

Publications
We provide editorial support for key external publications, including student recruitment and other communication materials. University branding and corporate identity is also our responsibility as well as holding current photographs of the University (see below).

Ext: 3020
Email: publications@st-andrews.ac.uk
www.st-andrews.ac.uk/printanddesign/publications

House Style
Please refer to the House Style when you are writing any web or print material.
www.st-andrews.ac.uk/digital-standards/service-manual/house-style

Corporate Identity/University Logos
Staff are encouraged to become familiar with and use the University’s corporate identity. For links to the University logos, Corporate Identity Guidelines, use of logos on clothing and gift items, letterheads and PowerPoints please see: www.st-andrews.ac.uk/corporate-identity

Memos
Any member of staff or student may submit for review a memo with items of interest (except events – see page 4) for other staff and/or undergraduates/postgraduates. All memos are moderated by the Publications Unit. A link to the Staff Memos can be found in the weekly e-newsletter In the Loop (see below). Memos are listed at the end of the current staff webpage. www.st-andrews.ac.uk/staff
Students are sent their memos by email at lunchtime each Wednesday. Memos should be submitted by 11am on Wednesdays for students and by 5pm on Thursdays for staff.
https://memos.wp.st-andrews.ac.uk/information

Photographs
An online imagebank of current images of the University and town for use by staff for University publicity is available at: www.st-andrews.ac.uk/imagebank
We also offer a scanning and print service: www.st-andrews.ac.uk/printanddesign/photographic
For earlier photographs of the University see: www.st-andrews.ac.uk/library/specialcollections

Digital Communications
The Digital Communications team offers a programme of training courses in digital communication topics – called the Digital Visa. The training is essential for anyone who works on the University’s website or with the Digital Communications team.
www.st-andrews.ac.uk/digital-standards/training/digital-visa

Press Office
We ask all staff to keep the office informed of their achievements and potential opportunities for press coverage, as well as any direct interaction they may have with the media. The latest news can be seen the University’s home page or a News link at the end of the Current Staff webpage.

Ext. 2530
Email: proffice@st-andrews.ac.uk
www.st-andrews.ac.uk/staff
www.st-andrews.ac.uk/pressoffice

In the Loop
A weekly electronic newsletter will be emailed to you every Friday which includes a link to the Staff Memos (see above), University news items and events, and small ads. Contact the Press Office for information to be included in the e-newsletter.

Email: intheloop@st-andrews.ac.uk

11. Museum of the University of St Andrews (MUSA)

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

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 MUSA Collections Centre provides access and study facilities 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/museum/musacollectionscentre/research

The collections can be searched online: www.st-andrews.ac.uk/adlib/search/simple
Museum staff also contribute to relevant areas of undergraduate and postgraduate teaching.

MUSA on the Move
At present the Museum of the University of St Andrews is undergoing a refurbishment project to add two new galleries, a studio space, a new reception area, improve the 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

Whilst MUSA is closed the Museum Collections Unit will continue to offer a range of free educational events for the public and members of the University in various venues in and around St Andrews. To receive weekly updates of upcoming events and exhibitions:

Email: museumlearning@st-andrews.ac.uk
www.st-andrews.ac.uk/musa
https://twitter.com/musa_standrews
www.facebook.com/museumoftheuniversityofstandrews
12. The Library
Support for Research and Teaching
The Academic Liaison team are your first point of contact for the Library. We offer guidance in the use of specialist information resources and to work with you to develop our collections. Please contact us if you have any questions about how the Library can support your research or teaching, and we’ll be happy to help. Details of the main contact for your School can be found on the Library webpages.

Digital Research
We provide services, support and training to research staff and students on: Open Access publishing and funds (including post-2014 REF OA policy); research profile management in Pure; depositing to our institutional repository; Research Data Management planning and advice; Research Computing for technical aspects of research projects, including software and website development; and Digital Humanities tools and techniques.

Special Collections
We preserve and make accessible the University’s collections of archives, manuscripts, rare books and photographs. The collections are used extensively in University teaching and research programmes. Please book materials in advance for viewing in the Napier Reading Room in the Richardson Research Library at Martyrs Kirk.

Ext. 2331/2
Email: library@st-andrews.ac.uk
www.st-andrews.ac.uk/library
https://twitter.com/StAndrewsUniLib
www.facebook.com/StAndrewsUniversityLibrary

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.

### Staff

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### Students

- 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
- www.st-andrews.ac.uk/pdms

All courses, events, and workshops are booked through the Personal Development Management System (PDMS).

Ext. 2241
Email: capod@st-andrews.ac.uk
www.st-andrews.ac.uk/capod

### Funding Opportunities

CAPOD may contribute a maximum of £300 per academic year towards attending external courses or events relevant to your present role or agreed development pathway. There are four primary funding streams:

- Learning and Teaching
  www.st-andrews.ac.uk/capod/funding/staff_funding/learningandteachingstaff

- Professional development related to one’s role
  www.st-andrews.ac.uk/capod/funding/staff_funding/professionaldevelopment-supportstaff

- Professional qualifications relating to one’s role
  www.st-andrews.ac.uk/capod/funding/staff_funding/professionalqualifications-allstaff

- Research Staff Development
  www.st-andrews.ac.uk/capod/funding/staff_funding/researchstaffdevelopment
Additional 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

Innovation Grant:
Applications are welcome from staff at the University for funding to support innovative projects to develop transferable skills training resources or activities that can be made available to postgraduate research students.
www.st-andrews.ac.uk/capod/funding/innovation

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

Career Support
The Careers Centre offers its services to graduate members of staff of the University of St Andrews, the sons or daughters of University staff and when other demands allow to spouses of staff members provided they are graduates.
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/

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

15. Wellbeing
We are committed to the wellbeing of all our staff. The University holds the Healthy Working Lives Gold Award. The University Wellbeing and Engagement Group coordinates activities and promotes health and wellbeing initiatives.

Our wellbeing newsletter Well Now! is a one stop shop for information on all of our staff health and wellbeing initiatives. All new staff will receive Well Now!. For further details, please contact: wellgrp@st-andrews.ac.uk.

Visit our Wellbeing webpage for further details on:
- Healthy Working Lives
- Passport to Health & Wellbeing Excellence
- University wellbeing related policies
- Wellbeing resources, useful links and apps
- Well Now! Newsletter
- Love Later Life (pre-retirement one day workshop)

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

The Love Later Life one day workshop, runs in conjunction with Age Scotland, aims to provide pre-retirement training and information which supports people as they move from their working life to later life and retirement.

More details available at: www.st-andrews.ac.uk/staff/ppd/lovelaterlifeworkshops

The Chaplaincy
The Chaplaincy (also known as Mansefield) 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 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 Chapel services. Staff may hold their wedding in one of the University Chapels. The Chaplain is 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/mansefield
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

Childcare Vouchers

The University currently participates in the Computershare Childcare Vouchers, which can be a more flexible way to meet the costs of your childcare. Under the scheme part of your salary can be used to pay for Childcare Vouchers which can then be exchanged, in whole or part, for the childcare services that you use. www.st-andrews.ac.uk/hr/salariesandpensions/childcarevouchers

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 located in the Younger Hall 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

16. 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/study-options/lifelong-learning
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: chss@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 999/999.

If within working hours (8.45am-5pm), call the Estates Helpdesk (46)3999. If outside working hours (5pm-8.45am and weekends), dial 0 (from an internal phone) or 01334 476161 (from an external phone)
for the University’s Out of Hours service.

Please report all relevant incidents to the University authorities as outlined on the webpage: www.st-andrews.ac.uk/staff/policy/safety/incidentreporting

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/smokingatwork/policy

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

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. 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

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
www.st-andrews.ac.uk/estates

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.
http://liftshare.com/uk/journeys/from/st-andrews-united-kingdom

Go St Andrews
Go St Andrews is a hub for sustainable transport in St Andrews; providing information on the different resources available for you to use.
www.gostandrews.org
Facilities to charge electric cars are improving rapidly. At present there are six publically available charge points in St Andrews at David Russell Apartments (2), Agnes Blackadder Hall, Petheram Bridge (Rapid) and Argyle Street. More are expected to be coming online soon.

In partnership with the University, E-Car Club now operate a fleet of ten all-electric vehicles in St Andrews for use by staff students, local residents and businesses alike. These are available 24/7 on a pay as you go basis through ecarclub.co.uk. The vehicles are located at Agnes Blackadder Hall, the Gateway and David Russell Apartments.

www.st-andrews.ac.uk/environment/sustainabletravel/travellingbycar/electriccarclub

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/uuoa
www.st-andrews.ac.uk/environment/sustainabletravel/cycling/biketowork

Recycling
The University of St Andrews is aiming to achieve zero waste by 2020.

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 £39m in energy efficiency refurbishments and has large scale renewable projects of biomass heating at Eden Campus. 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 support University staff who are keen to improve environmental behaviours at work.

Ext. 7179
Email: eahl@st-andrews.ac.uk
www.st-andrews.ac.uk/environment/importantinfo/environmentalfacilitators

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

Transition University of St Andrews
Transition is a quiet revolution taking place in thousands of communities around the world, as well as here at University of St Andrews. As a Transition Town initiative, we are encouraging the take up of practical skills, while promoting energy saving and smarter travel, building a new local economy and rethinking things we don’t use, so they can be reused again. Through practical local action, and by stimulating academic research, we aim to minimise our impact on the planet whilst becoming more self-sustaining and resilient as a community. Sign up to the Transition newsletter to keep updated on the action.

Ext. 4000
Email: transition@st-andrews.ac.uk
www.st-andrews.ac.uk/transition
www.facebook.com/TransitionUSTA

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/portfolio

20. 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: unionmail@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

21. 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

22. 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 three 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 Digital Research team in the Library. RIS co-ordinates the preparations for REF 2021.
https://www.st-andrews.ac.uk/staff/research/quality/ref2021

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 ‘Good Research Practice Policy and Procedures’. This document provides 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.
www.st-andrews.ac.uk/staff/research/policies/researchintegrity

Research Ethics
All research involving humans, animals or animal tissue must have ethical approval prior to the start of the research. 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/staff/research/ethics/animalsinresearch
www.st-andrews.ac.uk/utrec

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 public research portal profile. Further information on this service is available at: www.st-andrews.ac.uk/staff/research/pure
Visit the Research at St Andrews portal at: https://risweb.st-andrews.ac.uk/portal

The Research Impact Team
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 Impact Acceleration Account, 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 activities by promoting opportunities to potential users through intelligent brokering, knowledge translation and business engagement. The KTC assists staff with business engagement, commercialisation (including licensing and spin outs), enterprise and entrepreneurship support; and manages the university’s Intellectual Property. Find the best support for developing practical applications for your research outcomes at: www.st-andrews.ac.uk/ktc or contact ext. 2163

www.st-andrews.ac.uk/staff/research/pure
23. 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

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/finance/financialadviceandsupportteams
www.st-andrews.ac.uk/researchfundingsupport

24. 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 work 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

25. 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
- Equality & Diversity – www.st-andrews.ac.uk/hr/edi

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/staff/policy/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
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 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

26. 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

27. Equality and Diversity

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

HR 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/equalitiesschemeandpolicies

Email: diversity@st-andrews.ac.uk

28. 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.

www.st-andrews.ac.uk/about

McIntosh Hall

Agnes Blackadder Hall

University Hall

David Russell Apartments

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 operation 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 event 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

29. Student Services
Student Services provides support to students and also to staff working with students.

If you have a student who requires help or advice, refer them to Student Services. Acting as the first port of call for both undergraduate and postgraduate students, our task is help students work out how to respond to their particular difficulties. We do this by reflecting back, suggesting options, and identifying support strategies. The Service operates between 9-7pm Monday to Friday in term time and can also be contacted for emergencies outwith these times by phoning the main University number and asking for the Oncall Student Services member of staff. We link in with external agencies in the local community, encouraging them to develop their services with students in mind.

The main areas for which we provide advice and support are disability, money advice, support for international students, personal and emotional support, and all things relating to being a student. We promote: individuality, open-mindedness and critical thinking, hand in hand with respect and without prejudice.

Our role in Student Services is also to support academic staff in making decisions based on our knowledge of students’ situations and to ensure that the University meets its obligations in terms of appropriate legislation. If you have any concerns about the safety and welfare of a student, please get in touch with us.

The Advice and Support Centre (ASC) gives information on any student matter and can arrange an appointment with Student Services.

Ext.2020
Email: theasc@st-andrews.ac.uk
www.st-andrews.ac.uk/students/advice

30. English Language Teaching (ELT)
ELT specialises in the teaching of English language. We offer modules and programmes designed to develop students’ knowledge of English in a range of academic contexts, and we provide English language-related support 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/elt/presessional

Attendance may be a condition of an offer for a Master’s programme. www.st-andrews.ac.uk/elt

The In-sessional English Language Service (iELS) – 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, iELS teaches argument, communications skills and English language through regular one-to-one tutorials, workshop programmes and online independent study resources.

iELS 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 iELS, 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 iels@st-andrews.ac.uk.

Ext. 2255
Email: elt@st-andrews.ac.uk
www.st-andrews.ac.uk/elt/iels
31. 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 extension to the University’s Museum, MUSA, also remains a fundraising priority for the team, as does the continuing need for scholarships to support our students.

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

32. 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

33. Nursery

Roseangle House Nursery at the University of St Andrews
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. The Nursery is managed by Roseangle House Nursery on behalf of the University. 10% off fees for staff and students.

Open Mon-Fri 7:30am-6:30pm
Tel: 01334 460606
Email: julia@roseanglehousenursery.co.uk
www.roseanglehousenursery.co.uk/st-andrews
34. The Byre Theatre

The Byre is a leading centre for the arts in North East Fife.

Once a cow byre, The Byre Theatre has been a main focal point of community life in St Andrews for over 84 years. Despite many renovations, the current Byre stands after a multi-award winning architectural programme by award-winning Bronty Ferry architects, Nicoll Russell Studios. In 2014, the University of St Andrews took over the management of the theatre, maintaining its role as an integral part of both town and university life.

Throughout the year, a varied programme of events takes place, from award-winning drama companies on tour, performances from local groups, student performances, concerts, National Theatre Live, MET ENCORE and cultural programmes such as Byre World. The Byre is also a host venue for Stanza – Scotland’s International Poetry Festival, Scotland’s largest student-run festival, On the Rocks, Fife Jazz Festival and Green Film Festival. In the summer, The Byre expands its programme into The Botanical Gardens of St Andrews for Byre in the Botanics, a month-long festival of performances, concerts, films and family events.

The Byre Café Bar serves a varied selection of food for lunch every day, including snacks, hot and cold beverages and take away lunches. The seasonal menu changes regularly in order to make the best of local produce. Staff and student discounts are available as well. On evenings when there are theatre productions, evening dinners are available (subject to availability and demand).

The Byre is a leading centre for the arts in North East Fife.

Hire the Byre
The Byre has a 216 seat auditorium, a 100 seat studio theatre and has full cinematic, theatrical and conference capabilities. State of the art facilities, friendly staff and a beautiful bar and restaurant make The Byre the natural choice for business meetings, conferences, product launches, and private screenings.

Our bespoke planning service carries all tabling, covers and support services. The Byre’s onsite catering team from the bar and restaurant will be happy to discuss catering and drinks to complement your event. You may also want to make use of the Byre Café Bar for a special event or function.

www.byretheatre.com

Box Office
Ext: 5000
Email: byrebouffice@st-andrews.ac.uk

www.byretheatre.com
www.facebook.com/byretheatre
Twitter @byretheatre

Index of Abbreviations

ARDS:...........Academic Review and Development Scheme
ASC:............Advice & Support Centre
CAG:............Curriculum Advisor Group
CAPOD:.............Centre for Academic, Professional & Organisational Development
CSA:............Collaborations & Study Abroad
DL:..............Distance Learning
DoRep:...........Director of Representation, Students’ Association
DoT:.............Director of Teaching
DoSDA:.........Director of Student Development and Activities, Students’ Association
ELT:.............English Language Teaching
FEG:.............Faculty Executive Group
FE:..............Further Education
HE:..............Higher Education
HEAR:.............Higher Education Achievement Report
HESA:.............Higher Education Statistics Agency
HoS:...........Head of School
ID:.............Interdisciplinary
ILA:.............Individual Learning Account
ITS:............IT Services
JANET:.........Joint Academic Network
JH:.............Junior Honours
KPI:.............Key Performance Indicator
MLE:............Managed Learning Environment
MMS:............Module Management System
MOS:............Microsoft Office Specialist
MUSA:.............Museum of the University of St Andrews
NSS:............National Student Survey
PARC:.........Planning and Resources Committee
PDMS:...........Personal Development Management System
PDP:.............Personal Development Planning
PG:...............Postgraduate
PGR:.............Postgraduate Research Students
PGT:.............Postgraduate Taught Students
QAQA:...........Quality Assurance Agency
RAE:.............Research Assessment Exercise
RBS:.............Residential and Business Services
RDS:............Review and Development Scheme
REF:.............Research Excellence Framework
RPL:.............Recognition of Prior Learning
SAULCAT:....St Andrews University Library Catalogue
SD:.............Sustainable Development
SCQF:.........Scottish Credit and Qualifications Framework
SF:............Scottish Funding Council
SH:...........Senior Honours
SITS:.............Strategic Information Technology Services
SRC:...........Student Representative Council
TEFL:............Teaching English as a Foreign Language
TGAP:.........Training in Good Academic Practice
TLAC:.............Teaching Learning & Assessment Committee
UCAS:...........Universities & Colleges Admissions Service
UG:.............Undergraduate
URIP:.........Undergraduate Research Internship Programme
UTREC:.............University Teaching and Research Ethics Committee
VLE:.............Virtual Learning Environment
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