New Staff Handbook
2016 – 2017
# Table of Contents

1. Welcome .......................................................1

2. Important Contacts ................................. 1

3. Getting Started ...........................................2
   - Maps
   - Induction and New Staff Essentials
   - ID Cards
   - User Account / Email
   - International Staff Register and Handbook

4. Structure & Governance ...........................3
   - University Governance
   - Principal’s Office
   - Registry
   - Current Staff Web Page
   - Academic Schools
   - Administrative Units
   - Strategic Plans
   - Learning and Teaching

5. Important Dates .........................................3
   - The Academic Calendar
   - Events Calendar
   - Graduation
   - University Traditions

6. IT Services ....................................................6
   - IT Service Desk
   - Email
   - Home Drive and Shared Drives
   - Wi-Fi (Eduroam)
   - VPN
   - Service Status
   - PC Clinic
   - Password Self Service
   - Printing
   - Telephony

7. IT Training ...................................................5
   - Standard Classes
   - MOS
   - Microsoft IT Academy

8. Information Security .................................6
   - Information Governance
   - Data Protection
   - Information Security
   - Accessing Information

9. Corporate Communications .........................7
   - Print & Design
   - Stationery
   - Publications
   - House Style
   - Corporate Identity / University Logos
   - Memos
   - Photographs
   - Press Office
   - *In the Loop* (weekly e-newsletter)

10. The Library ..................................................9
    - Support for Research and Teaching
    - Digital Research
    - Special Collections

11. MUSA .............................................................10
    - Support for Research and Teaching
    - Venues and Facilities Hire

12. Support and Development .........................10
    - CAPOD
    - Career Support

13. Mentoring Schemes & Coaching Academy .........................12

14. Wellbeing ...................................................12
    - The Chaplaincy
    - Sports Centre
    - Childcare Vouchers
    - Cafés
    - Music Centre
    - Volunteering

15. Lifelong & Flexible Learning .....................14

16. Health and Safety .......................................14
    - The Occupational Health Unit
    - Emergency Procedures
    - Smoking Policy
    - Health and Safety Training
    - Accident / Near Miss / Dangerous Occurrence Reporting

17. Environment and Sustainable Development .........................15
    - Car Parking
    - Car Share Scheme
    - Electric Cars
    - Bike to Work Scheme
    - Recycling
    - Energy
    - Environmental Facilitator
    - Transition University of St Andrews
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>18. Business Transformation</td>
<td>16</td>
</tr>
<tr>
<td>Portfolio Office</td>
<td></td>
</tr>
<tr>
<td>19. Unions</td>
<td>16</td>
</tr>
<tr>
<td>- Unison</td>
<td></td>
</tr>
<tr>
<td>- Unite</td>
<td></td>
</tr>
<tr>
<td>- UCU</td>
<td></td>
</tr>
<tr>
<td>20. Research Support and Policy</td>
<td>17</td>
</tr>
<tr>
<td>- Research Support</td>
<td></td>
</tr>
<tr>
<td>- Managing your Research Outputs</td>
<td></td>
</tr>
<tr>
<td>- Pure – Research Information System</td>
<td></td>
</tr>
<tr>
<td>- Policies and Procedures</td>
<td></td>
</tr>
<tr>
<td>- Information about Funding and Support</td>
<td></td>
</tr>
<tr>
<td>21. Knowledge Transfer Centre</td>
<td>17</td>
</tr>
<tr>
<td>22. Finance</td>
<td>18</td>
</tr>
<tr>
<td>- Financial Operating Procedures</td>
<td></td>
</tr>
<tr>
<td>- Finance Information</td>
<td></td>
</tr>
<tr>
<td>- Finance and Support Team</td>
<td></td>
</tr>
<tr>
<td>23. Procurement</td>
<td>18</td>
</tr>
<tr>
<td>24. Human Resources</td>
<td>18</td>
</tr>
<tr>
<td>- The Annual Leave Policy</td>
<td></td>
</tr>
<tr>
<td>- Pay Days</td>
<td></td>
</tr>
<tr>
<td>- Sickness Absence Policy</td>
<td></td>
</tr>
<tr>
<td>- Adverse Weather Policy</td>
<td></td>
</tr>
<tr>
<td>- HR Self Service</td>
<td></td>
</tr>
<tr>
<td>25. Review and Development Processes</td>
<td>20</td>
</tr>
<tr>
<td>- The Review and Development Scheme (RDS)</td>
<td></td>
</tr>
<tr>
<td>- The Academic Review and Development Scheme (ARDS)</td>
<td></td>
</tr>
<tr>
<td>26. Equality and Diversity</td>
<td>20</td>
</tr>
<tr>
<td>- Policy</td>
<td></td>
</tr>
<tr>
<td>- Training</td>
<td></td>
</tr>
<tr>
<td>27. Facilities and Bookings</td>
<td>20</td>
</tr>
<tr>
<td>- Conference &amp; Events</td>
<td></td>
</tr>
<tr>
<td>- Accommodation</td>
<td></td>
</tr>
<tr>
<td>- Booking a Room</td>
<td></td>
</tr>
<tr>
<td>- Mail Room</td>
<td></td>
</tr>
<tr>
<td>- Repairs</td>
<td></td>
</tr>
<tr>
<td>- Visitors</td>
<td></td>
</tr>
<tr>
<td>28. Help for Students</td>
<td>21</td>
</tr>
<tr>
<td>- Advice &amp; Support Centre (ASC)</td>
<td></td>
</tr>
<tr>
<td>- English Language Teaching (ELT)</td>
<td></td>
</tr>
<tr>
<td>29. Academic Matters</td>
<td>22</td>
</tr>
<tr>
<td>- Training in Good Academic Practice (TGAP)</td>
<td></td>
</tr>
<tr>
<td>Index of Abbreviations</td>
<td>23</td>
</tr>
<tr>
<td>A – Z Index</td>
<td>24</td>
</tr>
</tbody>
</table>
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 8,400, 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.standrews.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>(9) 999 (emergencies)</td>
<td><a href="mailto:teloff@st-andrews.ac.uk">teloff@st-andrews.ac.uk</a>;</td>
</tr>
<tr>
<td></td>
<td>(9) 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>Telephone</td>
<td>0</td>
<td><a href="mailto:teloff@st-andrews.ac.uk">teloff@st-andrews.ac.uk</a>;</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="http://www.st-andrews.ac.uk/telephone">www.st-andrews.ac.uk/telephone</a></td>
</tr>
<tr>
<td>NHS 24</td>
<td>111</td>
<td><a href="http://www.nhs24.com/contactus">www.nhs24.com/contactus</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></td>
<td></td>
<td><a href="http://www.st-andrews.ac.uk/capod">www.st-andrews.ac.uk/capod</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></td>
<td></td>
<td><a href="http://www.st-andrews.ac.uk/itsupport">www.st-andrews.ac.uk/itsupport</a></td>
</tr>
<tr>
<td>HR</td>
<td>3096</td>
<td><a href="mailto:humres@st-andrews.ac.uk">humres@st-andrews.ac.uk</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="http://www.st-andrews.ac.uk/hr">www.st-andrews.ac.uk/hr</a></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></td>
<td></td>
<td><a href="http://www.st-andrews.ac.uk/staff/money/salaries">www.st-andrews.ac.uk/staff/money/salaries</a></td>
</tr>
<tr>
<td>HR – Self Service</td>
<td></td>
<td><a href="https://selfservice.st-andrews.ac.uk/dashboard">https://selfservice.st-andrews.ac.uk/dashboard</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></td>
<td></td>
<td><a href="http://www.st-andrews.ac.uk/library">www.st-andrews.ac.uk/library</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>
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. The PDF can be found here: 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 from publications@st-andrews.ac.uk

Induction and New Staff Essentials
You are asked to attend an induction day (held twice a year). In addition, New Staff Essentials courses are held monthly. We need you to attend one of these monthly courses 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/ppd/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 the libraries; it is also required if you wish to take advantage of offers via the staff discount scheme. Employees can email their photo to ID Cards ahead of their start date and collect it from HR on the first day of employment, when providing right to work documents. Each School/Unit will still need to email ID Cards to request access to specific doors/buildings as required. Also, where a contract is extended or a new appointment made, an updated ID card will have to be requested via idcards@st-andrews.ac.uk (Ext 2532) once the paperwork has been processed.
www.st-andrews.ac.uk/staff/idcards
www.st-andrews.ac.uk/staff/money/staffdiscountscheme

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

International Staff Register and Handbook
To help you settle in, CAPOD has developed an International Staff Register which contains current members of staff who have, themselves, relocated to St Andrews from outside the UK. The Register was created with the aim of helping new international staff settle into their role and new surroundings.

An International Staff Handbook is also available to help you acclimatise to life in St Andrews.
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

Registry
Registry is one of the central academic administrative Units for the University. They manage all undergraduate and postgraduate student records from the point of application to graduation. This remit also encompasses:

- Curriculum management
- Examinations
- Module results
- Awards
- Academic transcripts
- Collaborations and study abroad
- Student fees
- Scholarships
- Student support

Registry are also responsible for student UKVI (UK Visas and Immigration) monitoring and reporting, matriculation, advising, consumer protection compliance, timetabling, statistics and benchmarking. Further information can be found online: www.st-andrews.ac.uk/registry

Current Staff Web Page
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

Strategic Plan
The University Strategic Plan for 2008-2018 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

Learning and Teaching – www.st-andrews.ac.uk/staff/teaching

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. Academic year 2016-17 sees the introduction of an Independence 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 use the online form: www.st-andrews.ac.uk/events/submit

Graduation ceremonies are held bi-annually in June and November. The Graduation Office is located in College Gate, and academic staff are invited to take part in the 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.

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

IT Service Desk
Front Desk Support: Main Library
IT Self Service: www.st-andrews.ac.uk/itsupport/help/itservicedesk/logacall
Ext. 3333
Email: itservicedesk@st-andrews.ac.uk

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’ll find details about a range of services, including a FAQ section 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

USEFUL TO KNOW…

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. Find out how to connect to Eduroam here: www.st-andrews.ac.uk/itsupport/mobile/eduroam

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/remoteaccess

Microsoft Office is free! Members of the University staff can install Microsoft Office on up to five of their home PCs or Macs 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/itsupport/help/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/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

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 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 queries regarding telephony, including mobile telephony, please contact the Telephone Office. www.st-andrews.ac.uk/staff/tech/telephones/telloff
7. 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. Courses on offer cover a wide range of hugely useful skills from introductory level to more advanced topics. 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](http://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 site.

[www.st-andrews.ac.uk/itsupport/help/training/mos](http://www.st-andrews.ac.uk/itsupport/help/training/mos)

**Microsoft Imagine Academy (formerly MS IT 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, immediate, 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](http://www.st-andrews.ac.uk/itsupport/help/training/itacademy)

Upcoming training will be highlighted in the Staff Memos (see page 8).

For questions, contact CAPOD IT Training
Ext. 2591
Email: it-training@st-andrews.ac.uk

8. Information Security

**Information Governance**
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 placed on the University which drive the University’s governance arrangements. This area of work is led by the Associate Chief Information Officer (Assurance and Governance) in IT Services supported by the University’s Freedom of Information Officer.

Ext 4010/2776
Email: foi@st-andrews.ac.uk

**Data Protection**
The collection and processing of personal data has to be in accordance with the Data Protection Act 1998 (DPA), so extra care needs to be taken when handling information of a personal nature. The University collects and processes personal data concerning its employees, students and other individuals. All new staff should familiarise themselves with the University Data Protection Codes for the collection and use of Staff and Student data which outline how personal and sensitive personal data held by the University should be handled. The Codes can be found along with other relevant guidance on the website at: [www.st-andrews.ac.uk/staff/policy/dataprotection](http://www.st-andrews.ac.uk/staff/policy/dataprotection)

The DPA also gives individuals the right of access to personal data held by the University about them. These types of enquiries are commonly referred to as a Subject Access Request. Guidance on how to deal with a Subject Access Request is available at: [www.st-andrews.ac.uk/staff/policy/dataprotection/dealingwithrequests](http://www.st-andrews.ac.uk/staff/policy/dataprotection/dealingwithrequests). For further support email: dataprot@st-andrews.ac.uk
Information Security
Keeping information safe and secure is of paramount importance. 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. In particular, you will find guidance on:

- Classes of information
- Backing up data
- Passwords
- Encrypting data

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 access the course is available at: www.st-andrews.ac.uk/itsupport/gettingstarted/newstaff

We also provide advice on technical security measures, with a dedicated Computer Incident Response Team (StACSIRT). Contact details are:

- stacsirt@st-andrews.ac.uk: to report incidents and compromises
- phishing@st-andrews.ac.uk: to forward phishing emails you would like us to look into

Accessing Information
The following pieces of information legislation promote greater openness and transparency providing a general right of access to all recorded information held by the University.

- Freedom of Information (Scotland) Act 2002
- Environmental Information (Scotland) Regulations 2004

Formal requests for information under the above pieces of legislation are processed centrally by the Information Governance section of IT Services. Further information and guidance on the handling of such requests can be found on the website at: www.st-andrews.ac.uk/staff/policy/freedomofinformationfoi

9. Corporate Communications

Print & Design Unit
We provide a full range of design, print and binding services (e.g. books, brochures, flyers, leaflets, menus, postcards, dissertations and theses, fine art prints, photographic prints, posters and banners). 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.

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

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:
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).

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

House Style
Please refer to the House Style when you are writing any web or print material.


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 and letterheads please see:

www.st-andrews.ac.uk/staff/policy/styleguides/corporateidentity
Please note that the University logos should be used exactly as described and not altered or amended in any way. Please contact Publications (see above) for any queries relating to 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 at the top of the e-newsletter In the Loop (see below). 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.

http://memos.wp.st-andrews.ac.uk/information

Photographs
We hold approximately 8,000 current images of the University and town. An online image bank of all photographs taken since 2007 is available at: www.st-andrews.ac.uk/imagebank
All photographs are available for use by staff in any University publicity material, for example in prospectuses, leaflets, magazines, posters, and on web pages. Please enquire about commercial requests for photos.

www.st-andrews.ac.uk/printanddesign/photographic
Ext. 3020
Email: images@st-andrews.ac.uk
For earlier photographs of the University see:

www.st-andrews.ac.uk/library/specialcollections

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 either at the end of the University’s home page or a News link at the end of the Current Staff web page.

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

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
10. 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

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

The Museum of the University of St Andrews (MUSA) displays to the public some of the treasures from the University’s collection of over 112,000 artefacts. The museum is free to visit and has four galleries, a ‘Learning Loft’, a gift shop and a viewing terrace with panoramic views over St Andrews Bay.

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

Venue and Facilities Hire
MUSA can make a fantastic and unusual venue for a Reception or event. The galleries downstairs can host events for up to 150 people, out-with normal public opening times, with catering provided by the University’s Catering Services. Museum staff can provide guided tours for smaller numbers of guests.
The Learning Loft is a flexible educational space linked to the museum and contains a full range of AV equipment including projector, screen, PC, Visualiser, speakers and induction loop in addition to a flipchart and pens.

Ext. 1660
Email: museumenquiries@st-andrews.ac.uk
www.st-andrews.ac.uk/musa
www.facebook.com/museumoftheuniversityofstandrews
https://twitter.com/musa_standrews

12. Support and Development

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

Leaflets are available to further explain each of the opportunities noted below.

www.st-andrews.ac.uk/capod

<table>
<thead>
<tr>
<th>Staff</th>
<th>Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Staff Development Programme</td>
<td>Study Skills Support</td>
</tr>
<tr>
<td>IT Training</td>
<td>Maths &amp; Statistics Support</td>
</tr>
<tr>
<td>Passport to Excellence schemes (Professional Staff)</td>
<td>Work and Career Skills</td>
</tr>
<tr>
<td>Quality Monitoring for Learning &amp; Teaching</td>
<td>Generic skills for postgraduate (GRADskills)</td>
</tr>
<tr>
<td>Module Evaluation Questionnaire Service</td>
<td>M-Skills programme tailored for taught postgraduates</td>
</tr>
<tr>
<td>Learning Technology Support (e.g. Moodle)</td>
<td>Professional Skills Curriculum (PSC)</td>
</tr>
<tr>
<td>Organisational Development</td>
<td>Academic Study Skills Workshops</td>
</tr>
<tr>
<td>Mentoring and Coaching Schemes</td>
<td>Core Skills programme for research staff</td>
</tr>
<tr>
<td>Open programme of courses</td>
<td>Awaydays</td>
</tr>
</tbody>
</table>

Passports to Excellence
(Staff Development Programmes)

- Passport to Administrative Excellence
- Passport to Health and Wellbeing
- Passport to Management Excellence
- Passport to Estates Cleaning

Information on these passport programmes are often included in the weekly staff/student memos and regular newsletters for different staff cohorts. Passport programmes can be viewed at:

www.st-andrews.ac.uk/capod/staff/passportstoexcellence

All courses, events, and workshops are booked through Personal Development Management System (PDMS). www.st-andrews.ac.uk/pdms
Ext. 2241
Email: capod@st-andrews.ac.uk
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 strains:

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

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

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

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

Additional Funding Opportunities

Enhancement Theme Fund:
Funding up to £1000 is available to staff for new events, initiatives and projects that aim to support and enhance student transitions into, during and out of university.
www.st-andrews.ac.uk/staff/teaching/funding/enhancement/funding

Later Life Pre-Retirement Fund:
Staff can apply for funding to attend the Later Life Pre-Retirement workshop organised and run by Age Scotland. This one day workshop aims to provide pre-retirement training and information which supports people as they move from their working life to later life and retirement.
www.st-andrews.ac.uk/capod/funding/lovelaterlifepre-retirement

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.

Technology Enhanced Learning
As a new member of staff you will be expected to use the University’s Learning Management System (LMS). This consists of 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 for a wide range of institutional learning technologies, including Plagiarism Detection (URKUND) and Clickers (TurningPoint). We also train and advise on every aspect of using technology in your teaching, whether online or in the classroom.

Workshops
We provide regular Moodle beginner and advanced courses. These 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.
Ext. 7174
Email: learningtechnology@st-andrews.ac.uk

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

13. Mentoring and Coaching
The University has several options for both mentoring and coaching for both academic and professional staff at: www.st-andrews.ac.uk/staff/teaching/teacherstalk/mentoring

14. Wellbeing
We are committed to the wellbeing of all our staff. The University holds the Healthy Working Lives Bronze Award and is working towards the Silver Award.

The University Wellbeing and Engagement Group coordinates activities and promotes health and wellbeing initiatives.

Visit our Wellbeing website 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 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 is an Islamic Prayer Room. Agnes Blackadder Hall has a Multi-faith space. The Chaplain and Honorary Chaplains 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.
www.st-andrews.ac.uk/chaplaincy
Ext 2866 or 2492
Email: chaplaincy@st-andrews.ac.uk
www.facebook.com/mansefield
Sports Centre
The Sport Centre at University Park is home to a wide range of athletic opportunities and is managed by Saints Sport, the collaboration between the Department of Sport & Exercise and the Athletic Union. A huge redevelopment of the indoor facilities is nearing completion, and will see a refurbished 130-station Fitness Suite and dedicated Strength & Conditioning Suite added to the recently opened 8-court Sports Arena and new reception area. The Saints Fitness programme offers over 40 weekly health & fitness classes, including Tai-chi, Zumba, Yoga, HIIT, and much more. Our team of personal trainers are also on hand to help you achieve your fitness goals at all levels. We also hold recreational football and hockey leagues, which are open to all members of the St Andrews community.

Staff receive a discounted price for Fitness+ memberships, which provides unlimited access to the Fitness Suite, access to fitness classes free of charge, the option to book facilities for personal or group use, and access to any AU club training sessions.

www.st-andrews.ac.uk/sport
Ext 2190
Email: sport@st-andrews.ac.uk

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
There are cafés in the Gateway, Medical & Biological Sciences, School of Physics & Astronomy and The Byre Theatre

• 1413 Cafe in the Main Library
• Old Union Diner Café, 79 North Street (next door to the ASC)
• Rector’s Café in the Students’ Association
• Byre Theatre Café in the Byre Theatre

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

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
15. Lifelong & Flexible Learning

Lifelong & Flexible Learning is a specifically designed programme which takes mature students, who may not have engaged with study recently, through a number of arts, science, and social science modules to a Master of Arts (General) degree. For those who wish to specialise in the range of Science modules on offer, a BSc (General Science) degree is also available. This is a flexible programme, which enables students to study and achieve some level of specialisation in areas of particular interest to them and to progress at their preferred pace. There are reduced fees for staff members.

www.st-andrews.ac.uk/study/lifelong-flexible
Ext. 2346
Email: lifelonglearning@st-andrews.ac.uk

16. Health and Safety

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. www.st-andrews.ac.uk/staff/wellbeing/health/occupational
Ext. 2750
Email: occhealth@st-andrews.ac.uk

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 (9)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 web page: 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/smokingatworkpolicy

Health and Safety Training
CAPOD offers regular Health & 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
17. 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.

www.st-andrews.ac.uk/environment
Ext. 3999
Email: environment@st-andrews.ac.uk

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

Car Share Scheme
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.

www.st-andrews.ac.uk/environment/sustainabletravel/travelingbycar/carshare

Electric Cars
Facilities to charge electric cars are improving rapidly. At present there are six publically available charge points in ST Andrews at David Russel Halls (2), Agnes Blackadder Hall, Bute Annex, Petheram Bridge(Rapid) and Argyle Street. More are expected to be coming on line soon.

In partnership with the University, E-Car Club now operate a fleet of ten all-electric vehicles in St Andrews for use by 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/travelingbycar/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/uosa
www.st-andrews.ac.uk/environment/sustainabletravel/cycling/biketowork

Recycling
The University of St Andrews is aiming to achieve zero waste by 2020. In 2013/2014, we reached an impressive recycling and reuse rate of 75%.

www.st-andrews.ac.uk/environment/recycling
Energy
The University tracks carbon emissions from electricity and gas in its buildings and aims to be carbon neutral for energy by 2016/2017. It has invested over £3.9m in energy efficiency refurbishments and has large scale renewable projects of biomass heating at Guardbridge and wind generated electricity at Kenly. 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
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.
www.st-andrews.ac.uk/environment/importantinfo/environmentalfacilitators
Ext. 7179
Email: eahl@st-andrews.ac.uk

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 re-thinking things we don’t use, so they re-live 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.
www.st-andrews.ac.uk/transition
Ext. 4000
Email: transition@st-andrews.ac.uk
www.facebook.com/TransitionUStA

18. 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

19. 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
Local Unison news, branch contacts and links to the national Unison website and campaigns can be found on their website.
http://unisonlocal.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.
http://unisonlocal.wp.st-andrews.ac.uk

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.
http://standrewsunions.org/ucu

20. Research Support and Policy

Information about Research Funding Support
Research funding opportunities and support in developing grant applications can be found at:
www.st-andrews.ac.uk/researchsupport

Research Information and Support
A wide range of research-related information can be found on the University website on topics such as: research policies; good research conduct; Research Excellence Framework exercises; impact; open access; and research data management.
www.st-andrews.ac.uk/staff/research

Pure – Research Information System
Pure is the University’s Current Research Information System and all researchers automatically have a publicly available profile fed from Pure to the University’s research portal:
www.st-andrews.ac.uk/staff/research/pure

If you are unsure of who to contact for a particular research-related query please contact the Research Policy Office.
Ext. 2015
Email: rpo@st-andrews.ac.uk

21. Knowledge Transfer Centre

The Knowledge Transfer Centre (KTC) plays a substantial role in assisting researchers exploit opportunities for the transfer of know-how, data, results and IP to business and industry (and in the University achieving economic impact from its research activities). Find the best support for developing practical applications for your research outcomes at:
www.st-andrews.ac.uk/staff/research/knowledgetransfer
Ext. 2163
Email: ktcdesk@st-andrews.ac.uk
22. Finance

Financial Operating Procedures
Heads of Schools and Units and all budget holders should be aware of the University Financial Operating Procedures – [www.st-andrews.ac.uk/staff/policy/financialoperatingprocedures](http://www.st-andrews.ac.uk/staff/policy/financialoperatingprocedures)
In particular, Heads of Schools/Units and budget holders should refer to Standing Financial Instructions and the Scheme of Delegation, which are accessible from the above webpage.

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](http://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 enquires.
[www.st-andrews.ac.uk/finance/financialadviceandsupportteams](http://www.st-andrews.ac.uk/finance/financialadviceandsupportteams)
[www.st-andrews.ac.uk/researchfundingsupport](http://www.st-andrews.ac.uk/researchfundingsupport)

23. 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?
- How do I know if I am an authorised buyer?
- University Financial Operating Procedures
- Compliance, Collaborative Agreements and Tendering
- Purchase2Pay processes
- What tools are available and Web support

[www.st-andrews.ac.uk/staff/money/procurement](http://www.st-andrews.ac.uk/staff/money/procurement)
Ext. 2523
Email: procurement@st-andrews.ac.uk

24. 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](http://www.st-andrews.ac.uk/hr/supportandadvice)
- **Recruitment & Selection** – [www.st-andrews.ac.uk/hr/recruitment](http://www.st-andrews.ac.uk/hr/recruitment)
- **Data & Systems** – [www.st-andrews.ac.uk/hr/hrstaff](http://www.st-andrews.ac.uk/hr/hrstaff)
- **Salaries & Pensions** – [www.st-andrews.ac.uk/hr/salariesandpensions](http://www.st-andrews.ac.uk/hr/salariesandpensions)
- **Equality & Diversity** – [www.st-andrews.ac.uk/hr/edi](http://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](http://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](http://www.st-andrews.ac.uk/staff/policy/hr/annualleaveguidance)
Ext. 2644.
Email: humres@st-andrews.ac.uk

**Pay days**
You can find the schedule of pay days here: [www.st-andrews.ac.uk/staff/money/salaries/dates](http://www.st-andrews.ac.uk/staff/money/salaries/dates)
You can view your payslips at Self Service: [www.st-andrews.ac.uk/selfservice](http://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 policy at: [www.st-andrews.ac.uk/staff/policy/hr/sicknessabsencepolicy](http://www.st-andrews.ac.uk/staff/policy/hr/sicknessabsencepolicy)

**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](http://www.st-andrews.ac.uk/staff/policy/hr/adverseweatherguide)
[www.st-andrews.ac.uk/hr](http://www.st-andrews.ac.uk/hr)
Ext 3096
Email: humres@st-andrews.ac.uk

**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 with your userID (without@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.

In addition to those listed above, key HR policies can be found at: [www.st-andrews.ac.uk/staff/policy/hr](http://www.st-andrews.ac.uk/staff/policy/hr)
25. 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: [www.st-andrews.ac.uk/staff/policy/hr](http://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](http://www.st-andrews.ac.uk/staff/policy/hr/academicreviewfornewstartsallacademicstaff)

26. Equality and Diversity

HR is responsible for ensuring compliance with equalities law including: ensuring policies and services are compliant meet legal equalities funding expectations, inclusion for people of different backgrounds, signposting to services, developing an inclusive curriculum, and progress on diversity through Athena SWAN, Race Charter, LGBT Charter and Stonewall accreditation [www.st-andrews.ac.uk/hr/edi/diversityawards](http://www.st-andrews.ac.uk/hr/edi/diversityawards)

Championed by Vice-Principal: [www.st-andrews.ac.uk/hr/edi/structure/vp-eq-champions](http://www.st-andrews.ac.uk/hr/edi/structure/vp-eq-champions)

**Equality and Diversity Policy**

The University of St Andrews 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](http://www.st-andrews.ac.uk/hr/edi/equalityschemeandpolicies)

Diversity and Unconscious Bias training mawareness sessions are available: [www.st-andrews.ac.uk/hr/edi/training](http://www.st-andrews.ac.uk/hr/edi/training)

Email: diversity@st-andrews.ac.uk

27. Facilities and Bookings

**Conferences & Events**

Arrange a conference with us and you will have over 90 meeting rooms to choose from, ranging from impressive historic venues which overlook St Salvator’s Quad to The Gateway, a landmark contemporary building in St Andrews.

Our team of professional caterers deliver the excellence you would expect from the University of St Andrews. Whether your function is a continental breakfast for twelve people, a gala dinner for two hundred, or anything in between, the Hospitality Team will provide the calibre of food and distinction of service appropriate to the University. Our chefs and hospitality specialists will design a menu and setting specific of your tastes and goals. Explore some of the menus we developed or gather ideas from our standard menus.

Your order must be placed 48 hours prior to the event with a minimum order value of £15.00.
Accommodation
We offer groups a wide choice of en-suite or standard accommodation and special discounted rates. Both David Russell Apartments and Agnes Blackadder Hall have en-suite facilities while McIntosh Hall is one of our residences offering standard rooms.

Our accommodation is open for groups during the summer months and provides the perfect base for exploring the historic town of St Andrews, its stunning white beaches and world famous golf courses. We offer excellent value and groups of 20 or more are eligible for special discounted rates. For larger numbers we may be able to open a residence for your exclusive use.

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

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

28. Help for Students
If you have a student that 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 to 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 that 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.

The Advice and Support Centre (ASC) gives information on any student matter and can arrange an appointment for Student Services.
Ext.2020
Email: theasc@st-andrews.ac.uk
www.st-andrews.ac.uk/students/advice

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

29. Academic Matters

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. Urkund 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
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 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
QAA: 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
SER: Senate Efficiency Preview
SFC: 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
### A-Z Index

<table>
<thead>
<tr>
<th>A</th>
<th>Page number</th>
<th>F</th>
<th>Page number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Liaison Librarians</td>
<td>9</td>
<td>Facilities and Bookings</td>
<td>21</td>
</tr>
<tr>
<td>Academic Matters</td>
<td>22</td>
<td>Finance</td>
<td>18</td>
</tr>
<tr>
<td>Academic Review and Development Scheme</td>
<td>20</td>
<td>Freedom of Information Act</td>
<td>6, 7</td>
</tr>
<tr>
<td>Academic Schools</td>
<td>3</td>
<td>G</td>
<td>3, 6</td>
</tr>
<tr>
<td>Administrative Units</td>
<td>3</td>
<td>Governance</td>
<td>3</td>
</tr>
<tr>
<td>Adverse Weather</td>
<td>19</td>
<td>Graduation (see Registry)</td>
<td>3</td>
</tr>
<tr>
<td>Advice &amp; Support Centre (ASC)</td>
<td>1, 21</td>
<td>H</td>
<td>14</td>
</tr>
<tr>
<td>Advising (see Registry)</td>
<td>3</td>
<td>Help for Students</td>
<td>21</td>
</tr>
<tr>
<td>Annual Leave</td>
<td>19</td>
<td>Holiday Entitlements (see Annual Leave)</td>
<td>19</td>
</tr>
<tr>
<td>B</td>
<td>18</td>
<td>Human Resources</td>
<td>1, 18, 19</td>
</tr>
<tr>
<td>Bike to Work Scheme</td>
<td>15</td>
<td>I</td>
<td>2</td>
</tr>
<tr>
<td>Booking a Room</td>
<td>21</td>
<td>ID Cards</td>
<td>2</td>
</tr>
<tr>
<td>Business Cards (see Stationery)</td>
<td>7</td>
<td>Induction</td>
<td>2</td>
</tr>
<tr>
<td>Business Transformation Portfolio Office</td>
<td>16</td>
<td>Information Security</td>
<td>7</td>
</tr>
<tr>
<td>Buying</td>
<td>18</td>
<td>International Staff Handbook</td>
<td>2</td>
</tr>
<tr>
<td>C</td>
<td>13</td>
<td>International Staff Register</td>
<td>2</td>
</tr>
<tr>
<td>Cafés</td>
<td>13</td>
<td>In the Loop</td>
<td>8</td>
</tr>
<tr>
<td>CAPOD</td>
<td>1, 2, 10, 11, 12, 14</td>
<td>IT Services</td>
<td>1, 4</td>
</tr>
<tr>
<td>Calendar (Academic Year)</td>
<td>3</td>
<td>IT Training</td>
<td>5, 6</td>
</tr>
<tr>
<td>Candlemas Semester</td>
<td>3</td>
<td>K</td>
<td>17</td>
</tr>
<tr>
<td>Car Parking</td>
<td>15</td>
<td>Knowledge Transfer Centre</td>
<td>17</td>
</tr>
<tr>
<td>Car Share Scheme</td>
<td>15</td>
<td>L</td>
<td>3</td>
</tr>
<tr>
<td>Catering</td>
<td>20</td>
<td>Learning and Teaching</td>
<td>3</td>
</tr>
<tr>
<td>Chaplaincy</td>
<td>12</td>
<td>Letterheads (see Stationery)</td>
<td>7</td>
</tr>
<tr>
<td>Childcare Vouchers</td>
<td>13</td>
<td>Library</td>
<td>1, 9</td>
</tr>
<tr>
<td>Compliment Slips (see Stationery)</td>
<td>7</td>
<td>Lifelong &amp; Flexible Learning</td>
<td>14</td>
</tr>
<tr>
<td>Computers</td>
<td>4, 5</td>
<td>Logos</td>
<td>8</td>
</tr>
<tr>
<td>Contacts</td>
<td>1</td>
<td>M</td>
<td>2</td>
</tr>
<tr>
<td>Corporate Identity (see University Logos)</td>
<td>8</td>
<td>Mail Room</td>
<td>21</td>
</tr>
<tr>
<td>Current Staff Web Page</td>
<td>3</td>
<td>Maps</td>
<td>2</td>
</tr>
<tr>
<td>Curriculum (see Registry)</td>
<td>3</td>
<td>Martinmas Semester</td>
<td>3</td>
</tr>
<tr>
<td>D</td>
<td>6</td>
<td>Matriculation (see Registry)</td>
<td>3</td>
</tr>
<tr>
<td>Data Protection</td>
<td>6</td>
<td>Memos</td>
<td>6, 8, 10</td>
</tr>
<tr>
<td>Deans’ Office (see Academic Matters)</td>
<td>22</td>
<td>Mentoring and Coaching</td>
<td>12</td>
</tr>
<tr>
<td>Design</td>
<td>7</td>
<td>Microsoft Office Certification (MOS)</td>
<td>6</td>
</tr>
<tr>
<td>E</td>
<td>4</td>
<td>Moodle</td>
<td>11, 12</td>
</tr>
<tr>
<td>Eduroam</td>
<td>4</td>
<td>MUSA</td>
<td>9, 10</td>
</tr>
<tr>
<td>Email Accounts</td>
<td>2</td>
<td>Music Centre</td>
<td>13</td>
</tr>
<tr>
<td>Emergency Procedures</td>
<td>14</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Energy</td>
<td>15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>English Language Teaching (ELT)</td>
<td>21, 22</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Environment Team</td>
<td>15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Environmental Facilitator</td>
<td>16</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Equality and Diversity</td>
<td>20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Events Calendar</td>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Examinations (see Registry)</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Letter</td>
<td>Category</td>
<td>Page(s)</td>
<td></td>
</tr>
<tr>
<td>--------</td>
<td>----------</td>
<td>---------</td>
<td></td>
</tr>
<tr>
<td>N</td>
<td>Newsletter (see In the Loop)</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td></td>
<td>New Staff Essentials</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td></td>
<td>NHS 24</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>P</td>
<td>Parking Permits (see Car Parking)</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Passports to Excellence</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Pay (see Human Resources)</td>
<td>18, 19</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PC Clinic</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PDMS</td>
<td>10, 12</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Pensions</td>
<td>18</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Photographs</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Plagiarism</td>
<td>22</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Press Office</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Principal's Office</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Print &amp; Design</td>
<td>7</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Procurement</td>
<td>18</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Publications</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Pure - Research (Information) System</td>
<td>17</td>
<td></td>
</tr>
<tr>
<td>R</td>
<td>Recycling</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Repairs</td>
<td>21</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Research Support and Policy</td>
<td>17</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Registry</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Review and Development Scheme</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Room Booking</td>
<td>21</td>
<td></td>
</tr>
<tr>
<td>S</td>
<td>Safety Tips</td>
<td>7</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Salaries (see Human Resources)</td>
<td>18</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Schools</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Semester Dates</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sickness Absence</td>
<td>19</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Smoking Policy</td>
<td>14</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sports Centre</td>
<td>13</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Spring Vacation</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(cont.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Staff Clubs</td>
<td>13</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Staff Development</td>
<td>10, 11, 12</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Staff Discount Scheme</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Staff Newsletter (see In the Loop)</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Stationery</td>
<td>7</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Strategic Plan</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Structure and Governance</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Student Records (see Registry)</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Student Services</td>
<td>21</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Support and Development</td>
<td>10, 11, 12</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sustainable Development</td>
<td>15, 16</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Switchboard</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>T</td>
<td>Telephones</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Traditions</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Training Courses</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(see CAPOD, IT Training)</td>
<td>6, 10, 11, 12, 14</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Training in Good Academic Practice (TGAP)</td>
<td>29</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Transition University of St Andrews</td>
<td>16</td>
<td></td>
</tr>
<tr>
<td>U</td>
<td>Unions</td>
<td>16, 17</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Units (See Academic Units)</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>University Government</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>University Logos</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>V</td>
<td>Visas (see Registry)</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Visitors</td>
<td>21</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Volunteering</td>
<td>13</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Vouchers (see Childcare)</td>
<td>13</td>
<td></td>
</tr>
<tr>
<td>W</td>
<td>Wellbeing</td>
<td>12</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Wi-Fi (see Eduroam)</td>
<td>4</td>
<td></td>
</tr>
</tbody>
</table>
Notes