New Staff Handbook
2020-2021
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This edition of the Staff Handbook was compiled while remote working and social distancing were in place. As it is anticipated that these measures will gradually be lifted, this handbook does not include any detailed information relating to access to and delivery of University services specific to these circumstances. Each section provides signposting to University webpages and resources where the most up to date and relevant information can be found.
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/osds/induction/staff_handbook.pdf

2. Important Contacts

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

<table>
<thead>
<tr>
<th>Contact</th>
<th>Phone</th>
<th>Email/Web</th>
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</thead>
<tbody>
<tr>
<td>Police, Fire &amp; Rescue, Ambulance and Coastguard</td>
<td>(9) 999 (emergencies) (9) 101 (non-emergencies) Mobile Phones – use 112 as the emergency number</td>
<td><a href="mailto:teleoff@st-andrews.ac.uk">teleoff@st-andrews.ac.uk</a> <a href="http://www.st-andrews.ac.uk/telephone">www.st-andrews.ac.uk/telephone</a></td>
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<tr>
<td>Switchboard</td>
<td>0</td>
<td><a href="mailto:teloff@st-andrews.ac.uk">teloff@st-andrews.ac.uk</a> <a href="http://www.st-andrews.ac.uk/telephone">www.st-andrews.ac.uk/telephone</a></td>
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<tr>
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<tr>
<td>OSDS</td>
<td>7198</td>
<td><a href="mailto:osds@st-andrews.ac.uk">osds@st-andrews.ac.uk</a> <a href="http://www.st-andrews.ac.uk/osds">www.st-andrews.ac.uk/osds</a></td>
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<tr>
<td>CEED</td>
<td>2141</td>
<td><a href="mailto:ceed@st-andrews.ac.uk">ceed@st-andrews.ac.uk</a> <a href="http://www.st-andrews.ac.uk/ceed">www.st-andrews.ac.uk/ceed</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> <a href="http://www.st-andrews.ac.uk/it-support">www.st-andrews.ac.uk/it-support</a></td>
</tr>
<tr>
<td>Human Resources (HR)</td>
<td>2589</td>
<td><a href="mailto:humres@st-andrews.ac.uk">humres@st-andrews.ac.uk</a> <a href="http://www.st-andrews.ac.uk/hr">www.st-andrews.ac.uk/hr</a></td>
</tr>
<tr>
<td>Equality, Diversity and Inclusion</td>
<td>1649</td>
<td><a href="mailto:diversity@st-andrews.ac.uk">diversity@st-andrews.ac.uk</a> <a href="http://www.st-andrews.ac.uk/hr/edi">www.st-andrews.ac.uk/hr/edi</a></td>
</tr>
<tr>
<td>HR Self Service</td>
<td></td>
<td><a href="mailto:selfservice@st-andrews.ac.uk">selfservice@st-andrews.ac.uk</a> <a href="http://www.st-andrews.ac.uk/selfservice">www.st-andrews.ac.uk/selfservice</a></td>
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<tr>
<td>Salaries</td>
<td>2569</td>
<td><a href="mailto:monthly-ns@st-andrews.ac.uk">monthly-ns@st-andrews.ac.uk</a> <a href="http://www.st-andrews.ac.uk/staff/money/salaries">www.st-andrews.ac.uk/staff/money/salaries</a></td>
</tr>
<tr>
<td>Library</td>
<td>2331</td>
<td><a href="mailto:library@st-andrews.ac.uk">library@st-andrews.ac.uk</a> <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> <a href="http://www.st-andrews.ac.uk/students/advice">www.st-andrews.ac.uk/students/advice</a></td>
</tr>
<tr>
<td>Security and Response Team</td>
<td>8999 (incident reporting and emergency support 24/7)</td>
<td><a href="mailto:security@st-andrews.ac.uk">security@st-andrews.ac.uk</a> <a href="http://www.st-andrews.ac.uk/staff/policy/safety/security">www.st-andrews.ac.uk/staff/policy/safety/security</a></td>
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3. Getting Started

Maps
Maps of the University buildings and the town can be found on:
www.st-andrews.ac.uk/maps
The link includes a map with an index of University/town buildings. 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 of the University from: publications@st-andrews.ac.uk or phone 3020.

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

To register for these courses: www.st-andrews.ac.uk/pdms
Induction event information: www.st-andrews.ac.uk/osds/essentials/induction-events
Essentials for new staff webpage: www.st-andrews.ac.uk/osds/essentials

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

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/it-support/id-cards

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, Microsoft 365, Printing and Library borrowing. Where this automated process is not possible, staff will need to attend the IT Service Desk in the Library to activate their user account, taking with them the staff ID Card for identification purposes.

For help with email set-up: www.st-andrews.ac.uk/it-support/services/email
Other IT help for new staff: www.st-andrews.ac.uk/it-support/new-staff

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

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

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

Faculties and Deans
The University has four Faculties; the Faculty of Arts, the Faculty of Divinity, the Faculty of Medicine and the Faculty of Science. The University’s academic Schools and Departments all belong to one of the four faculties. Each Faculty is led by a Dean, and supported by a number of Pro Deans. www.st-andrews.ac.uk/about/governance/faculties-deans

Governance Zone
All University policies, procedures and guidance can be found under www.st-andrews.ac.uk/policy.

All central policies associated with the University’s governance and supporting procedures are in this authorised, single-source repository, which is supported and proactively developed by IT Services with the policies being linked, as appropriate, to the relevant sections of the University website.

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

As mentioned, the Governance Zone is now the single authoritative source of policies – if you possess or know about any older versions of policies, please remove them. Likewise if you own a policy, guideline or a similar document that you believe should be in the Governance Zone, please email your request to govzonefeedback@st-andrews.ac.uk or contact the Executive Officer to the University Court & Senate via the Court office. The Executive Officer has administrative oversight of the Governance Zone and will field any questions or queries relating to it.

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

Planning Unit
The Planning Office ensures coherence and collaboration across the institution to inform and strengthen strategic decision making. We provide professional expertise for planning, external policy and data analysis, management information provision, timetabling, and key performance indicators risk management: www.st-andrews.ac.uk/about/professional-services/planning
Registry
Registry is a core professional Unit of the University. Registry staff manage student records from the point of application to graduation for all main student cohorts: undergraduate, postgraduate taught, postgraduate research, International Education Institute and Summer Schools and courses.

To provide a high level of support, the unit is split into the following specialist areas:
• Visas compliance
• Policy and regulatory compliance
• Student journey
• Curriculum
• Data and records
• Assessments and awards
• Scholarships
• Student conduct
• Projects

Registry are also responsible for the matriculation and advising events. 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

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

5. Important Dates

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

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

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

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

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

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

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

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

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

**Wifi (Eduroam)**
There is wireless access across more than 95% of University buildings.

www.st-andrews.ac.uk/eduroam

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

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

**Front Desk:** Main Library
Telephone: ext. 3333
Email: itservicedesk@st-andrews.ac.uk
IT Self Service: www.st-andrews.ac.uk/itselfservice

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/it-support
You can also follow IT Services on Twitter for the latest news and advice:
https://twitter.com/StAITServices

**VPN:** When you are away from the University, some resources will be restricted, but you can still access University resources by using the Virtual Private Network. Find out how to connect here:
www.st-andrews.ac.uk/it-support/services/internet/vpn

**Microsoft 365:** Microsoft Office (Word, Excel and PowerPoint) is installed on all University supplied devices, as well as Microsoft Teams and Skype for Business which your department may use to communicate with you. Further information can be found at www.st-andrews.ac.uk/office365
Multi-factor authentication: If you handle University data as part of your role, you may be required to sign up for multi-factor authentication. This means you will use your mobile phone to verify your identity when you log in to protected University systems. Set up guides can be found at www.st-andrews.ac.uk/it-support/security/multi-factor-authentication

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

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

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. www.st-andrews.ac.uk/it-support/security/password

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

Work telephones: If you have any queries about your office desk phone, Skype for Business telephony or work mobile phone, please contact the Telephone Office. www.st-andrews.ac.uk/it-support/services/staff-phones

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: www.st-andrews.ac.uk/registry/compliance-scholarships/compliance
8. Technology Enhanced Learning and IT Training

Technology Enhanced Learning (TELStA)
If you are a new member of teaching staff you will be expected to use the University’s TEL Environment. There are two main web-based systems – Moodle and Module Management System (MMS) which are integrated through MySaint the gateway to web based services. You can log in to MySaint (or MMS or Moodle individually) 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>
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<td>MMS</td>
<td><a href="https://mms.st-andrews.ac.uk">https://mms.st-andrews.ac.uk</a></td>
<td><a href="www.st-andrews.ac.uk/mms-guides">www.st-andrews.ac.uk/mms-guides</a></td>
</tr>
<tr>
<td>My Saint</td>
<td><a href="https://mysaint.st-andrews.ac.uk">https://mysaint.st-andrews.ac.uk</a></td>
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Educational Technologies
We provide training and support for a wide range of institutional educational technologies, including Lecture Capture (Panopto), Plagiarism Detection (Turnitin) and Audience Response (TurningPoint). We also train and advise on every aspect of using technology in your teaching, whether online or in the classroom. There is a supported, drop-in space in the Gateway Building (the Hive) where you can come and try out new technologies. We also have an online community in MS Teams called the Hive which all staff can join.

<table>
<thead>
<tr>
<th>System</th>
<th>Access</th>
<th>Support</th>
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<tbody>
<tr>
<td>Panopto</td>
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<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="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>
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<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](https://telsta.wp.st-andrews.ac.uk)
- Twitter – [https://twitter.com/tel_st_a](https://twitter.com/tel_st_a)
- Facebook – [www.facebook.com/TELStAndrews](www.facebook.com/TELStAndrews)
Or contact us in person on Ext. 7174 or learningtechnology@st-andrews.ac.uk

IT Training
Standard Classes
Throughout the year, CEED offers a wide range of essential IT training including courses on word processing, spreadsheets, presentation software, databases, and email efficiency based on the currently supported version of the productivity software, Microsoft Office. The courses aim to boost productivity through combining best practice tips with highly practical skills training. Training is also available on the industry standard Adobe digital media software, the typesetting software, LaTeX, and web-based presentation alternatives such as Prezi These courses are open to all University staff and research postgraduate students. [www.st-andrews.ac.uk/it-training](www.st-andrews.ac.uk/it-training)

Microsoft Office Specialist Certification (MOS)
MOS certification offers the opportunity to achieve a recognised industry standard IT qualification. The aim is to validate desktop computer skills based on the Microsoft Office suite of programmes. Certification exams are free of charge and are available in each of the Office applications at graduated levels.
For full details on the MOS programme including how to register, see our comprehensive MOS website. www.st-andrews.ac.uk/it-training/mos

Microsoft Imagine Academy
Our subscription to the Microsoft Imagine Academy enables self-directed learning through online courseware for the full Office suite of programmes and other technology curriculums. These resources are targeted at preparation for Microsoft Certification exams but can also be used for more general skills training. www.st-andrews.ac.uk/it-training/itacademy

Any queries contact IT Training, powered by CEED: it-training@st-andrews.ac.uk, ext: 2591

9. Information Governance and Security

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

Data Protection
The protection of privacy and providing for 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 and the Data Protection Act 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.

Staff are required to undertake and complete an online data protection module which gives an overview of the key data protection and privacy requirements that need to be adhered to. Details on how to access this training is available at: www.st-andrews.ac.uk/terms/data-protection/training

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:
• Creating and working with strong passwords – “123456” was the most commonly used password in 2020. It is essential 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
• You must also keep your passwords secure - only you should know and use your passwords; those must not be shared with anyone. Colleagues in IT Services will never ask you for your password: In a similar way that your bank would never ask for your PIN number.
• A computer based training package on Information Security Essentials is available for all staff to undertake which highlights information security threats and the steps that can be taken to combat these protecting yourself and the University. New members of staff are required to complete this online training within a month of their start date. Further details available at: www.st-andrews.ac.uk/it-support/security/training
• The University Information Classification Policy and supporting Implementation guide sets out the controls to be observed when managing information and how to protect information with varying degrees of sensitivity. The Policy and supporting guidance is available in the Governance Zone: www.st-andrews.ac.uk/policy

Computer Incident Response Team (StACSIRT)
The University has a team which provides assistance on technical cyber security matters, who can be reached via stacsirt@st-andrews.ac.uk
• If you have been sent an email which you think is trying to phish your University ID and password, please forward it onto phishing@st-andrews.ac.uk; and
• If you think you may have mistakenly given your password onto a phishing site, please let us know at stacsirt@st-andrews.ac.uk

Freedom of Information
There is a general entitlement which provides a right of access to information held by public bodies, which is provided by the:
• Freedom of Information (Scotland) Act 2002 (FOI); and
• Environmental Information (Scotland) Regulations 2004 (EIR).

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

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

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

Corporate Communications is one of the central administrative services for the University. It comprises six key teams – News Team, Community Relations, Visual Communications (photography and video production), Digital Communications, Public Engagement and the Print & Design Unit. Corporate Communications is responsible for managing and coordinating the University’s press and media relations, public affairs, community relations, public engagement, brand identity, web content, social media, photography, videography, print and design, and internal communications.

When to contact the News Team
Please contact the team if you have any news to share – the press office can promote research and activities via a range of channels including global news desks, social media, our internal e-newsletter for staff and students In the Loop, the University website, and specialist contacts. Any approaches from journalists or media should be directed to the news team in the first instance. Protocol also requires you to contact the News Team if you are inviting a guest to the University who might be expected to attract media attention, or who might be considered a key stakeholder (e.g. government ministers).
Examples of the sort of news to share with the team are:

- Research that’s pioneering – findings which shed new light on a topic for the first time
- Research that’s topical – anything that fits with what’s happening in the news
- Human interest – how does it affect people / are there social or economic implications.
- Quirky stories – if it’s a little bit unusual, then we definitely want to hear it
- And substantial research awards can attract media interest.

Ext: 2530
Email: proffice@st-andrews.ac.uk
https://news.st-andrews.ac.uk

When to contact Community Relations
The Community Engagement and Social Responsibility Officer is there to support the University’s relationship with the local community. Working closely with the News Team, the CESR Officer represents the University at a number of local groups and meetings, including the Community Council. This channel of communications allows for both a reactive and proactive relationship with local stakeholders.

Support provided by the CESR Officer includes:

- Issues relating to the local community
- Local messaging and information sharing – including activities which will have a local impact on the community
- Opportunities to strengthen town and gown relations
- Internal and external social responsibility developments and opportunities
- Administration of the University Community Fund

Email: community@st-andrews.ac.uk

Visual communications (photography and video production)
Please contact the team for advice and support on all creative University photography and video-related work. The team is developing a new brand of fresh visual imagery (still and moving) for the University, which will inform an important part of the modern view of its community and estate in the historic institutional archive.

The team’s remit includes supporting colleagues within Communications (news, internal communications, social media, publications and digital communications), Admissions, Development, School websites and major events such as Graduation. They are responsible for managing all photography and video production on University property; all requests for internal and external shoots must be approved in advance.
The University has for the first time its own in-house video resource, which should be the first port of contact for any video commissioning ideas. (NB commissioning of standard video recording and editing should continue to be directed to Media Services.)

The team has also launched a new Photo Gallery of current, free and easily downloadable University-related imagery for both corporate and external use.

Ext: 7323/4823
Email: visualcomms@st-andrews.ac.uk
www.st-andrews.ac.uk/photo-gallery

When to contact the Digital Communications Team
The digital communications team is a small start-up team, focused on improving digital strategy. This involves advising on different aspects of digital communications, from the website and mobile to social media and digital marketing. These are areas where technology and behaviour are rapidly evolving, and the team ensures flexibility by focusing on policies, priorities and people. Business includes supporting colleagues through the digital forum, blogging, managing an editorial calendar, producing documentation, and consultancy.

The digital communications team can help with:

- Digital standards
- Content management
- Training courses as part of the University’s ‘Digital Visa’
- Website support and maintenance
- Usability testing.

Ext: 2530
Email: digitalcommunications@st-andrews.ac.uk
https://digitalcommunications.wp.st-andrews.ac.uk/about

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

- Training
- Grant-writing consultations
- Impact surgeries
- Evaluation planning

Ext: 4809
Email: standengaged@st-andrews.ac.uk
www.st-andrews.ac.uk/research/support/public-engagement/about
When to contact the Print & Design Unit
The Unit provides a high-quality, professional design, print and publications service for staff, students and the public. Some of the services are listed below, however full details, including costs, can be found on the Print & Design webpages.

- University stationery (business cards, headed notepaper and compliment slips).
- University logos, corporate identity and house style guidelines, and University visual identity and branding guidance ([www.st-andrews.ac.uk/brand](http://www.st-andrews.ac.uk/brand)) for web and print.
- A full graphics and design service by skilled in-house graphic designers.
- A wide range of printing and binding options including posters, flyers, leaflets, books, magazines, academic material, student dissertations and theses, interior and exterior banners, conference material, photographic prints, fine art printing (giclée).
- Editorial and proofreading support for School/Department/Unit external publications, especially student recruitment.
- Co-ordination of Staff and Student Memos.

Ext: 3020
Email: printanddesign@st-andrews.ac.uk
[www.st-andrews.ac.uk/printanddesign](http://www.st-andrews.ac.uk/printanddesign)
11. Museums of the University of St Andrews

Like the University, its Museums are rooted in and draw inspiration from this 600-year history of research and teaching, and the pursuit of knowledge for the common good. Our vision is to reimagine university museums, through curiosity and conversation.

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

Wardlaw Museum
The Wardlaw Museum takes visitors inside the University, with four new thematic galleries on its groundbreaking research and global impact, showcasing its extraordinary art, history, science and natural history collections. Complemented by an exciting programme of temporary exhibitions, interactive experiences for all ages, and a beautiful sea view from the terrace and garden, the Museum will be a major new cultural space for St Andrews. [www.st-andrews.ac.uk/museums/visit-us/wardlaw](http://www.st-andrews.ac.uk/museums/visit-us/wardlaw)

Bell Pettigrew Museum
The first University museum in St Andrews was founded in 1838, and the Bell Pettigrew Museum opened in 1912, displaying natural history specimens alongside other collections. Today, the Bell Pettigrew Museum displays fossils and skeletons, taxidermy, and spirit collections, and is organised taxonomically, taking visitors on a journey through the animal kingdom.

The Museums team work to engage researchers through the Collections Centre and collaborate with academic Schools and with the other cultural units of the University to enrich university life through public art and displays across campus.

Support for Research and Teaching
Your collections
The Museums steward and share more than 115,000 objects, covering more than 600 years of academic enquiry, creativity and innovation. The collections include three named Recognised Collections of National Significance: the Chemistry, Heritage (including art and archaeology) and Scientific Instrument collections. Other collections cover Anatomy and Pathology, Ethnography, Geology, Psychology and Zoology. These are active collections, and if you would like to use them for research or teaching, you can search the collections database online or contact us for more information about a particular collection area. More information can be found at: [www.st-andrews.ac.uk/museums/collections](http://www.st-andrews.ac.uk/museums/collections). The collections can be searched online: [www.st-andrews.ac.uk/adlib/search/simple](http://www.st-andrews.ac.uk/adlib/search/simple)

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

The Museums of the University of St Andrews will be launching an exciting new programme of events, workshops and talks when the Wardlaw Museum reopens. You can find details of our programmes on our What’s On page: [www.st-andrews.ac.uk/museums/whats-on](http://www.st-andrews.ac.uk/museums/whats-on). To receive weekly updates of events and museum news:

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

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

Library services covers:

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

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

Study and research facilities: the University’s libraries offer quality study and research environments, with the facilities people want and need.

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

There are a number of Units within the University that provide professional development and support to staff.

Organisational and Staff Development Services (OSDS)
Organisational and Staff Development Services (OSDS) is the University’s central provider of professional development for all University staff, and is also responsible for a wide range of organisational development projects and initiatives.

OSDS works as a strategic partner with Human Resources to deliver the University People Strategy, to create greater efficiency and stronger synergies across each element of the employee journey, and to create the conditions where individuals and the organisation can achieve higher levels of performance.

Among the wide range of development activities on offer, OSDS provides structured development programmes in the form of ‘Passports to Excellence’: 

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

Information on these passport programmes is 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/osds/passport-programmes](http://www.st-andrews.ac.uk/osds/passport-programmes)

Specific information on the development activities available for different staff groups can be found in the ‘My Development’ section of the OSDS webpages: [www.st-andrews.ac.uk/osds/my-development](http://www.st-andrews.ac.uk/osds/my-development)

The full range of opportunities available can be viewed at the OSDS webpages: [www.st-andrews.ac.uk/osds](http://www.st-andrews.ac.uk/osds)

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

Ext. 7198
Email: osds@st-andrews.ac.uk
[www.st-andrews.ac.uk/osds](http://www.st-andrews.ac.uk/osds)

Centre for Educational Enhancement and Development
CEED is the University’s Centre for Educational Enhancement and Development. It provides joined-up learning and teaching support to staff and students, combining educational development, pedagogical workshops, technology enhanced learning and IT skills, and academic and study skills support.

Academic and education-focused staff
If you wish to develop your teaching, regardless of your career stage or contract type, CEED have a wealth of support available. You can find information on Technology Enhanced Learning here: [www.st-andrews.ac.uk/ceed/learning-technology](http://www.st-andrews.ac.uk/ceed/learning-technology)

To develop your skills on design and delivery of teaching, CEED offer two 10-credit Introduction to University Teaching modules on Supporting Student Learning (ID5101) and Curriculum Design and Assessment (ID5102). These Masters level taught postgraduate modules emphasise reflection on practice to enhance learning and teaching skills. [www.st-andrews.ac.uk/ceed/education-focused-staff/teaching-modules](http://www.st-andrews.ac.uk/ceed/education-focused-staff/teaching-modules)
Postgraduate researchers who teach
CEED provide mandatory courses for postgraduate research students who wish to teach as well as access to ongoing support. The Tutoring & Demonstrating and Assessment & Academic Misconduct workshops ensure that all postgraduate and other part-time teachers have a basic understanding of the Scottish Higher Education Environment, awareness of relevant St Andrews policies, and grounding in the basic skills needed to teach and mark student work effectively.  
www.st-andrews.ac.uk/ceed/research-postgraduates-teach

HEA fellowship
If you wish to apply for HEA fellowship, CEED run HEA Fellowship Application workshops each semester and can offer feedback on one draft of your submission. There is also a small fund which can be applied to in order to cover the cost of individual route applications.  
www.st-andrews.ac.uk/ceed/education-focused-staff/hea-fellowship

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

Ext. 2141
Email: ceed@st-andrews.ac.uk
www.st-andrews.ac.uk/ceed

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

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

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

Funding Opportunities
• Enhancement Theme Fund – Funding up to £1,000 is available to staff for new events, initiatives and projects that aim to enhance evidence-based practice in learning and teaching. Further information can be found at:  
www.st-andrews.ac.uk/staff/teaching/funding/enhancement/funding
14. Lifelong and Flexible Learning

The Lifelong and Flexible Learning team within Admissions offers a Master of Arts degree on a part-time basis attending classes delivered entirely in the evening and taught by some of our leading academic staff.

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

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

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

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

15. Mentoring and Coaching

The University offers a range of mentoring and coaching schemes for both academic and professional staff at: www.st-andrews.ac.uk/osds/my-development/mentoring-coaching

16. Wellbeing

The University recognises the importance of supporting wellbeing for the whole University community - staff and students. Many Units across the University contribute to wellbeing and are working together to make the University of St Andrews a place of work and study where the conditions exist for us all to experience high wellbeing in every way.

Many aspects of wellbeing will be addressed through the implementation of the University People Strategy and the Mental Health Strategy. Services such as Occupational Health, the Chaplaincy, the Sports Centre, Student Services, the Library, and Human Resources all play an important part in our approach to wellbeing.

In relation to staff wellbeing, all of these services and other stakeholders are represented on University Wellbeing & Engagement Group which is responsible for maintaining the University’s NHS Scotland’s Healthy Working Lives Award (Gold level).

The Wellbeing & Engagement Group also organises a calendar of wellbeing activities, with each month aligned to different wellbeing themes.

The monthly ‘opt-in’ wellbeing newsletter “Well Now” includes information on the themed wellbeing calendar activities, as well as information on events, courses and offers.

If you are interested in subscribing to Well Now, please email wellgrp@st-andrews.ac.uk with your request. To see back issues, please visit: www.st-andrews.ac.uk/staff/wellbeing/wellnownewsletter
Visit the Wellbeing webpage for further details on:
• Healthy Working Lives
• Current wellbeing events and activities
• Passport to Health & Wellbeing Excellence
• Well Now! Newsletter
• University wellbeing related policies
• Wellbeing resources, useful links and apps

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

Occupational Health
The Occupational Health Team, consisting of the Occupational Health Adviser, Wellbeing Adviser and Cognitive Behavioural Psychotherapist offer confidential wellbeing advice and support with physical and psychological issues that may be affecting your work or personal life. They have access to a range of external professional services and if necessary, are able to make onward referrals to ensure you are given the appropriate help and guidance.

Ext 2750
Email: occhealth@standrews.ac.uk

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, Assistant Chaplain and the Honorary Chaplaincy team of different faiths and humanism are available to all staff members to discuss any issue in confidence, work-related or not, regardless of faith or philosophy of life. Staff are welcome at all Chapel services. Staff may hold their wedding in one of the University Chapels. Chaplains are also available for hospital visiting to anyone in need.

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

The University Sports Centre has recently undergone a major £14 million refurbishment and now provides some of the best sports facilities in Scotland. The centre now includes a 120-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, HIIT and Spin, 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, as well as adult tennis and climbing lessons.

Our Junior Saints programme provides 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 include unlimited access to the gym, our full fitness class programme and the option to book facilities for personal or group use. The centre is a short walk/bike ride from most University buildings and car parking facilities are available on site.

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

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

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

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

17. Health and Safety

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

Details of the activities undertaken by EHSS can be found at: www.st-andrews.ac.uk/ehss

University health and safety policies and guidance can be found at the governance site: www.st-andrews.ac.uk/policy/index.php

with further guidance at the EHSS publications site: www.st-andrews.ac.uk/staff/policy/healthandsafety/publications

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

The Occupational Health Unit
The University of St Andrews Occupational Health Service provides comprehensive specialist advice to support all staff in the working environment. We are a multidisciplinary team, consisting of an Occupational Health Adviser, Wellbeing Adviser, Cognitive Behavioural Psychotherapist and Administration staff.
We aim to improve staff wellbeing by having a proactive approach supporting all physical and psychological wellbeing. If you are concerned that work is affecting your health or that your health is affecting your ability to undertake your role, please contact us for advice. Occupational Health supports the Universities overall strategy including the people and wellbeing strategy.

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.

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

Where there is a serious emergency then contact Police, Ambulance or Fire through (9)999 or 112 on some mobile phones.

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

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

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

Guidance and information is contained within the Policy and Guidance on the use of Alcohol, Drug or Substances.

Fire Safety  
If you discover a fire:
- Raise the alarm by operating the nearest red fire alarm call point
- Leave the building by the nearest available exit. Do not stop to collect belongings
- Call the fire service on 999 and give any information that you can

If you hear the fire alarm:
- Leave the building by the nearest available exit. Do not stop to collect belongings
- Do not re-enter the building until advised that it is safe to do so

Keeping yourself safe from fire:
- Find out where the fire exits are – ensure that they are not obstructed
- Read the fire action notices and any other fire safety information for the building
- Listen for the fire alarm test and remember the sound of the alarm
- If you will require assistance to evacuate you must advise your tutor/manager in advance
- Do not tamper with fire safety equipment. Report any defects to your tutor/manager
Health and Safety Training
The Centre for Health and Safety Excellence (https://chase.wp.st-andrews.ac.uk) offers Health and Safety courses on a range of topics, accredited by the National Examining Board of Safety and Health. They can be booked at: www.st-andrews.ac.uk/pdms. The Centre also develops short Simple Show videos for use in Health and Safety training, and welcomes enquiries about this. A range of other services, such as drone use, is also in development.

A wide range of online health and safety courses will soon be available through Essential Skillz, allowing staff to complete almost all of their health and safety training at times convenient to them. The courses are being adapted for the University by EHSS in consultation with School and Unit safety coordinators. You will be automatically enrolled onto appropriate courses.

Accident/Near Miss/Dangerous Occurrence Reporting
All accidents/Incidents/Near Misses should be reported to the Director of EHSS at ehss@st-andrews.ac.uk. This will include all accidents, near misses, fire alarm activations, injuries on University property outside buildings, floods etc.

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

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

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

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

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

It may also be necessary to ensure the Police, Ambulance or Fire Service are alerted by dialling (9)999 or 112 on mobile phones.
19. Environment and Sustainable Development

The University established an Environmental Sustainability Board (ESB) in 2020 to lead our approach to becoming net zero for carbon by 2045. Dedicated working groups under the ESB forward the development of activities in our core areas including education and the student experience, research, the estate, and our business operations.

The ESB and respective working groups are recruited from staff and students across the entire University.

Email: esb-info@st-andrews.ac.uk  
www.st-andrews.ac.uk/esb

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

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

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

Ext. 4000
Email: transition@st-andrews.ac.uk  
www.st-andrews.ac.uk/transition
www.transitionsta.org
Social Media Tag: TransitionUStA

Fairtrade
The University has held its Fairtrade University Status since 2006, demonstrating its commitment to the goals set out by the Fairtrade Foundation and in 2020 the University achieved a two-star rating for its commitment to Fairtrade. The Fairtrade Mark provides an independent guarantee to consumers that farmers in developing countries get a fair deal for their products. Both the University and the Students’ Association have adopted Fairtrade Policies, and the University has an active staff-student Fairtrade steering group.
www.st-andrews.ac.uk/fairtrade
www.facebook.com/FairtradeInStAndrews

Go E-Bike
Go E-Bike offers staff access to a fleet of electric bikes available from 5 sites including Eden Campus, Old Burgh School, College Gate, Woodburn Place (Estates), and the Gateway Building.

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

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

Electric Cars
Facilities to charge electric cars are improving rapidly. At present there are eight free, publicly available charge points in St Andrews at David Russell Apartments (2), 101 North Street, Castlecliffe, Agnes Blackadder Hall, Observatory Workshop, Petheram Bridge (Rapid) and Argyle Street. More are expected to be coming online soon. EV owners are asked to consider others by removing their car from charging once their cycle is complete. Live details of the charging points can be seen at www.zap-map.com/live

Car Parking
We encourage staff to walk, cycle or use public transport where possible. If you have to bring a car, then you need a permit to park on University property.

Ext. 3999
Parking Permit Form: www.st-andrews.ac.uk/staff/tech/estates/carparking
Resources
The University of St Andrews is aiming to achieve zero waste status and move to a circular economy model. In order to achieve these goals, we need everyone in the University to take initiative and avoid producing waste in the first place. Whilst recycling is good, it does not go far enough in achieving our goals of stopping waste. By thinking whether it is necessary to buy new items and instead reusing existing materials, we can reduce our ecological footprint and prevent unnecessary waste which ultimately ends up in landfill. This requires all staff to think differently and tackle business as usual, which currently regards landfill as the easiest option. It is all our responsibility to tackle the ‘throwaway’ culture and to move towards valuing each item as a resource rather than a waste product. This includes preventing the need for skips when cleaning out rooms or buildings of unwanted but still functional items and move to a model that keeps these items in use through remanufacturing, reupholstering or reusing materials for an alternative use.
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, gas and water use in its buildings and aims to be carbon neutral for energy by 2025. It has invested over £25m in an ongoing programme of energy efficiency refurbishments and has committed to large scale renewable projects in the biomass heating at Eden Campus and has more ambitious plans afoot. We all play a part in energy reduction by our actions, so follow the tips at:
www.st-andrews.ac.uk/environment/energy&water

Net Zero at St Andrews
In addition to energy, the University measures and records all carbon emissions associated with its operations and activities, defining the challenge required to be a net zero carbon institution by 2045.

Active staff and student involvement are essential to ensure ownership on environmental issues and help us collectively drive down our carbon footprint. If you are keen to improve environmental behaviours at the University, please get in touch and follow the link at: www.st-andrews.ac.uk/esb

20. Business Transformation Portfolio Office

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

Ext. 1700
Email: businessstransformation@st-andrews.ac.uk
www.st-andrews.ac.uk/business-transformation
21. Trade 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: unisonmail@st-andrews.ac.uk
http://unisonlocal.wp.st-andrews.ac.uk

**Unite the Union**
Unite represents technical and support staff in Schools and service Units, managers in Residential & Business Services, and craftsmen and trades in Estates.

Email: unitemail@st-andrews.ac.uk
www.unitetheunion.org

**University and College Union (UCU)**
UCU represents academic staff including lecturers, researchers and postgraduate tutors and academic-related staff including IT staff, senior administrators, managers and librarians.

Email: ucu@st-andrews.ac.uk
http://standrewsunions.org/ucu

22. Learning and Teaching

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

**Training in Good Academic Practice (TGAP) – for students**
All students are required to complete an online Training in Good Academic Practice Moodle course as a condition of matriculation. Allegations of academic misconduct are dealt with by a School’s Academic Misconduct Officer in the first instance. Turnitin is the online plagiarism detection service used by the University.

www.st-andrews.ac.uk/staff/teaching
www.st-andrews.ac.uk/students/rules/academicpractice
23. Research Support and Policy

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

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

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

Research Policy, Integrity & Governance

Research Conduct (Research Integrity)
RIS supports our researchers to fulfil their responsibility to undertake their research in accordance with the University’s ‘Principles of Good Research Conduct’ and ‘Research Misconduct Policy’. These documents and our webpages provide guidelines on good research practice, a definition of research misconduct and a description of the essential steps taken by the University in handling allegations of research misconduct. All researchers are expected to undertake the first of our online research integrity training modules and are strongly encouraged to undertake the other modules available. RIS actively encourages researchers to raise questions, concerns and allegations using the contact points on our webpage, including our confidential contact point that is only seen by our research integrity staff, and not any other researchers anywhere in the University.

Email: researchintegrity@st-andrews.ac.uk
www.st-andrews.ac.uk/research/integrity-ethics/research-integrity
www.st-andrews.ac.uk/research/integrity-ethics/research-integrity/training
www.st-andrews.ac.uk/research/integrity-ethics/research-integrity/contact

Research Ethics
RIS supports researchers to undertake research involving humans or animals, their tissue or data, (including observational work) through our ethical guidance and ethical review processes. Such approvals must be obtained before research begins. Check the webpages and contact your School Ethics Committee for guidance and information on the ethical review processes. Research involving protected animals is regulated by law. Please check the requirement for approvals or licences prior to the start of research by contacting the Home Office Liaison Officer at:

Email: holo@st-andrews.ac.uk
www.st-andrews.ac.uk/research/integrity-ethics
www.st-andrews.ac.uk/research/environment/committees/sec

Research Governance
RIS supports our researchers to undertake research in a legally compliant manner by providing guidance, processes and support for obtaining relevant approvals or licences. Before research can begin, specific approvals are required for all research involving the NHS, and for some international research. The latter may require due diligence of overseas partner organisations (when the University transfers the partner funds that they then control), or obtaining approvals related to export control laws (the physical or electronic transfer of ‘controlled’ goods, software or information over national borders) or the Nagoya protocol laws (the removal of certain non-human genetic material from its country of origin for subsequent research). Please check the requirement for approvals and/or licences prior to the start of research by visiting the webpages and getting in contact with our research governance staff.
Research Impact
Government and funding organisations generally expect researchers to be aware of the potential difference their research could make, and to be able to articulate how impacts could be generated. The Research Impact Team supports researchers by providing impact advice on idea generation, planning, execution, evidencing and reporting (such as the REF 2021). The Research Impact Team manages the EPSRC-funded and STFC-funded Impact Acceleration Accounts, the University’s Knowledge Exchange and Impact Fund and the SFC Global Challenges Research Fund; these funding streams support activities that strengthen relationships with strategic external partners and maximise the potential for research impact in any sector with ‘real world’ users of research.  
http://impact.wp.st-andrews.ac.uk

When to contact the Public Engagement with Research Team
The Public Engagement with Research team support high quality engagement through training, consulting on engagement strategies, development of researchers’ activities and programmes of engagement, and delivering opportunities to engage for our communities and researchers. Support includes:
• Training
• Grant-writing consultations
• Engagement strategy development
• Evaluation planning
Ext: 4809
Email: standengaged@st-andrews.ac.uk

The Technology Transfer Centre
The Technology Transfer Centre (TTC) supports the University Strategy through the translation of knowledge and intellectual property. It aims to enhance the impact of our research portfolio through engagement with industry and non-industry partners.

The TTC assists staff with the protection and management of intellectual property, translational funding bids with the aim of developing early stage technology thereby reducing the risk for potential partners, commercialisation and post deal management. For further information and support please contact ttcadmin@st-andrews.ac.uk

Digital Research
Digital Research consists of the Open Access team and Research Data Management team.

The Open Access team provide services, support and training to research staff and students on Open Access publishing, recording publications in Pure, payment of Article Processing Charges; depositing research in the institutional repository, the REF and funder open access requirements and policies. The team also manages a journal hosting platform.

Email: openaccess@st-andrews.ac.uk
Further information: www.st-andrews.ac.uk/research/digitalresearch/openaccess

The Research Data Management team provide support and training on making research data publicly available, creating dataset records in Pure, understanding funder requirements on open data, and storing research data. The team also provide a consultation service to help write data management plans.
Email: research-data@st-andrews.ac.uk

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

24. Finance

Financial Operating Procedures
Heads of Schools and Units and all budget holders should be aware of the University Financial Operating Procedures, standing Financial Instructions and the Scheme of Delegation. www.st-andrews.ac.uk/staff/policy/financialoperatingprocedures

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

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

25. Procurement

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

- **Where do I start?** There are persons within each School/Unit who are authorised to buy and raise purchase orders – these persons are determined by the Head of School/Director of Unit. There are key buyers within these teams and information can be found via the Buyer Network. www.st-andrews.ac.uk/staff/money/procurement/buyernetwork
- **How do I know if I am an authorised buyer?** If your role requires you to have buying responsibilities then a valid Aptos login account must be requested. www.st-andrews.ac.uk/staff/money/aptossystem
- **University Financial Operating Procedures** – buyers are supported in their role by the Procurement Buyer Network together with guidance from these procedures. www.st-andrews.ac.uk/staff/policy/financialoperatingprocedures
- **Compliance, Collaborative Agreements and Tendering** – the Procurement Strategy and Financial Operating Procedures dictate that Budget Holders use National, Regional and Institutionally tendered contracts. As a body which receives funding from the Public Sector, the University is obliged to undertake a competitive tender process for the supply of goods and services where the value exceeds £25,000. www.st-andrews.ac.uk/staff/money/procurement/tendering
- **Purchase2Pay processes** – Procurement are responsible for the University’s non-pay spend. Procurement staff through key activities such as P2P processes, collaboration and compliance, policy and legislation, efficiency measurements and capital project procurement and work with the Buyer
Network and colleagues across the University to meet these objectives. We are happy to meet with Schools, Units and Residences on any of these areas.

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

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

### 26. Human Resources

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

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

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. Please note that some staff are contractually required to work over the Christmas closure and different arrangements may apply in these circumstances. 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)

**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 so they may report your absence (Part A) via Self Service.
- Give the reason for your absence.
- Keep your Head of School/Unit/Designated Officer informed on a daily basis during the first seven days of absence unless otherwise agreed.
- Provide medical certificates to cover absence over seven calendar days.
- Complete a Return to Work Form (Part B) via Self Service upon returning to work.

In addition to those listed above, key HR policies can be found at:
www.st-andrews.ac.uk/staff/policy/hr

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

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

- View and print payslips and P60s
- View and edit home address details
- View and add emergency contact details
- View and edit bank account details
- Requesting annual leave and reporting sickness absence
- Expenses
- Log a salary query via Ask HR

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

www.st-andrews.ac.uk/selfservice

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

The Review and Development Scheme (RDS) applies to all professional and support staff in Schools and Units, including research staff. Details of the RDS can be found from here:

The Academic Review and Development Scheme (ARDs) applies to academic staff only:
www.st-andrews.ac.uk/staff/policy/hr/academicreviewfornewstartsallacademicstaff
28. Equality, Diversity & Inclusion (EDI)

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, including people of different protected characteristics (Age, Disability, Gender Reassignment, Marriage and Civil partnership, Pregnancy and Maternity including Paternity), Race, Religion or Belief (including non-belief), Sex/Gender, or Sexual Orientation): [www.st-andrews.ac.uk/hr/edi/equalityschemeandpolicies](http://www.st-andrews.ac.uk/hr/edi/equalityschemeandpolicies)

The central EDI Team support includes: policies and services compliance with equality law and meeting funding expectations; inclusion for people of different backgrounds; signposting to services; equalities training; inclusive recruitment and curriculums; and progress on diversity accreditation (Athena SWAN, Carers Positive; Race Charters, LGBT Charter and Stonewall) – Email: diversity@st-andrews.ac.uk

Online Training – Staff are required to complete the Diversity in the Workplace module, and encouraged to complete the Unconscious Bias module, both are accessed via: [www.st-andrews.ac.uk/hr/edi/training](http://www.st-andrews.ac.uk/hr/edi/training)

The following diversity staff networks can be accessed via [www.st-andrews.ac.uk/hr/edi](http://www.st-andrews.ac.uk/hr/edi):

29. Accommodation, Conferences and Events

Accommodation
We offer a wide choice of en-suite and standard accommodation from June until the beginning 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 with shared facilities.

Our accommodation offers a great value for money stay in St Andrews. Rooms are available to leisure, conference and group guests, providing the perfect base to explore the historic town, its stunning beaches and world famous golf courses.

We offer special discounted rates for conference, groups and sports groups over 20 people.

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

The conference team are on hand to assist members of the academic community planning to host conferences to raise the profile of departments, the relevant associations and the University, including bid proposal support. As Professional Conference Organisers, the team can remove the stress and strain of planning a conference allowing hosts to focus on the academic content. Support can range from website design, registration, abstract or budget management, social programmes or the entire project. The aim is to ensure all details are arranged to your requirements and budget. [https://ace.st-andrews.ac.uk](https://ace.st-andrews.ac.uk)

Staff and visitors
The following link gives an overview of the information you may require in relation to both the University and town of St Andrews including facts and figures, history, travel, maps and accommodation. [www.st-andrews.ac.uk/about](http://www.st-andrews.ac.uk/about)
Events
The University of St Andrews offers a range of impressive venues for those looking to host wedding receptions, ceremonies, exclusive breakfasts, lunches, dinners, presentations and drinks receptions.

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

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

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

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

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

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

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

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

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

We offer modules and programmes designed to develop students’ knowledge of English in a range of academic contexts. We also deliver MSc and PG Certificates in the field of TESOL, taught both in St Andrews and by distance learning. We liaise with Schools to provide integrated, discipline-specific teaching, and we are also a source of expertise.

Our Pre-sessional courses which run just before the start of Semester 1, offer a useful orientation and acculturation for international students, see www.st-andrews.ac.uk/international-education/short-courses/pre-sessional

Attendance may be a condition of an offer for a Master’s programme.

The Academic English Service (AES) – offers free English language and language-related support to students of the University 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 understanding of the expectations their lecturers may have of them. As part of its remit, AES teaches argument, communications, academic study skills and English language through one-to-one tutorials, workshop programmes and online independent study resources.

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

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

Ext. 2255
Email: ie@st-andrews.ac.uk

www.st-andrews.ac.uk/international-education/aes
32. Development

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

This year has certainly been an unusual one because of the Covid-19 pandemic, but we have adapted successfully to the new circumstances and are finding creative new ways to engage with our University community.

It is testament to the commitment, loyalty and generosity of this community that our Covid-19 Appeal received over £500,000 in the first month – an overwhelming response.

Three inspiring projects – the Scottish Oceans Institute, the Laidlaw Music Centre and the Wardlaw Museum - recently came to fruition thanks to the support of our alumni, donors and friends.

Looking ahead, we are also excited about the completion of refurbishing works to the Younger Hall and to Increasing our Scholarship provision.

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 digital communications and running the Family Programme, so that parents of undergraduates are included in the University community.

Ext: 7194
Email: alumni@st-andrews.ac.uk / develop@st-andrews.ac.uk
www.st-andrews.ac.uk/development
33. Eden Campus and Walter Bower House

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

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

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

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

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

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

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

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

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

35. Nursery

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

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

The nursery opens at 7.45am and closes at 6pm. We run a bookable service after 6pm until 6.30pm. Should you require the service after 6pm, please pre-book by email 7 days in advance.

Open Mon-Fri 7:45am-6:30pm
Tel: 01334 460606
Email: nursery@st-andrews.ac.uk
https://ace.st-andrews.ac.uk/nursery
The Byre Theatre

The Byre Theatre is part of the University of St Andrews. It hosts a varied and vibrant programme of University performances, events and activities, as well as conferences, exhibitions, social and engagement activities. It also presents professional touring productions of theatre, dance, musicals, music, opera and family performances, and popular local amateur productions.

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

The original Byre Theatre was founded in 1933 by the actor Charles Marford and Alexander B Paterson, a local journalist and playwright. The current building (the third to have that name) was opened by Sir Sean Connery in 2001.

The Byre has been part of the University of St Andrews since 2014 and works towards delivering a diverse and balanced programme of events that reach a broad range of audiences. The Byre maximises opportunities to play a leading role in public engagement and research impact activity for the University through the creation and presentation of high-quality arts activity. It engages diverse audiences from a range of backgrounds and offers opportunities for learning, training and professional development.

The Byre contributes to the teaching ecology, providing a permanent home and resources to the Playwriting and Screenwriting MLitt, led by award-winning playwrights Professor Zinnie Harris and Oliver Emanuel. The University’s Film Studies department uses The Byre as a hub for teaching, and Byre World is a regular strand of programming connected to the School of Modern Languages.

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

Contact
Internally: ext 5000, externally: 01334 475 000
Email: byreboxoffice@st-andrews.ac.uk
www.byretheatre.com
Facebook @byretheatre
Twitter @byretheatre
37. Music Centre

The University Music Centre particularly welcomes all members of staff to join our activities. We offer an exceptional array of opportunities including weekly one-to-one vocal and instrumental lessons, no matter whether you are a complete beginner or an advanced player. There are also numerous ensembles, many un-auditioned and open to all. These include the St Andrews and Fife Community Orchestra, run in collaboration with our Orchestra in Residence, the Scottish Chamber Orchestra, and community flute, clarinet, saxophone and guitar ensembles. Many of these groups benefit enormously from the participation of both academic and non-academic staff. In addition, there are ensembles for children including a youth orchestra and choirs.

The Music Centre is housed in a state-of-the-art facility, completed during 2020. The Laidlaw Music Centre incorporates spaces designed to accommodate individual teaching and practice, ensemble and orchestral rehearsals and amplified and electronic music. It also houses the McPherson Recital Room; a combined orchestral rehearsal studio and chamber/vocal performance space with a reverberation chamber enabling astounding acoustical flexibility and a fully mechanised floor.

Membership includes access to practice rooms, the opportunity to sign up for lessons, participate in ensembles, borrow instruments and attend numerous concerts at a discounted rate, or for free!

Contact: ext 2226
Email: music@st-andrews.ac.uk
Facebook: www.facebook.com/UniversityofStAndrewsMusicCentre
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