The conferral of the status of St Leonard’s Associate is subject to acceptance of the following terms and conditions. The University reserves the right to amend these terms and conditions at any time.

Conferral of Associateship and Associateship Term

1. Associateship will be conferred subject to the eligibility of the candidate, the endorsement of the relevant Director of Postgraduate Research, and the approval of the Assistant Vice-Principal (Provost).

2. Candidates will be given written notice of the outcome of their application for associateship. Associateship, if conferred, will commence as of the date of that notice.

3. The associateship term will not exceed twelve months from the date of commencement. Applications to extend the associateship term or for a second associateship term will not be considered.

4. Associates may resign from associateship prior to the end of the associateship term by giving written notice to the Assistant Vice-Principal (Provost). Please email stlc@st-andrews.ac.uk

5. Associates will be deemed to have resigned from associateship if, prior to the end of the associateship term, they take up a substantive remunerated appointment within the University.

6. Associates must not engage in activities or actions likely to bring the University into disrepute.

7. Associates must not represent associateship as the holding of an academic appointment within the University nor use associateship for commercial purposes.

8. Associates must inform the University (i) if they have any relevant, unspent criminal convictions in any country; or (ii) if they are under investigation by the Police; or (iii) if they are the subject of criminal proceedings.
This information will be used to undertake a risk assessment to understand if any mitigating measures need to be put in place during the associateship term. This will also allow the University to put appropriate support in place. Where appropriate support cannot be put in place the University may terminate the associateship.

9. Cases of misconduct involving associates will be considered under the Non-Academic Misconduct Policy. In cases of misconduct the University, in addition to those outcomes described in the Non-Academic Misconduct Policy, may terminate the associateship.

10. Associates must notify the University of any change in their personal details – such as a change of name or change of contact information. Please email reg-support-pgr@st-andrews.ac.uk

11. A list of current associates will be published to the St Leonard's Postgraduate College website. The Postgraduate Research Committee will annually receive a report on associateships conferred in the previous academic year.

Access to University Services and Facilities

12. Associates are not members of the University and associateship does not constitute a contract of employment or matriculation as a student. Associates will not receive remuneration for associateship.

13. Associateship carries no specific rights or privileges. Associates will have access to the following University services and facilities:
   a. University Library – including access to specified library facilities and resources, and
   b. University information and communication technologies (ICT) facilities – including a personal University account and access to specified ICT facilities, and
   c. Centre for Educational Enhancement and Development workshops and other events for doctoral students – subject to availability and agreement, and
   d. University Sports Centre – subject to taking up community membership and paying the applicable subscription or paying the applicable per visit fee.

14. Associates will not have an automatic right of access to school premises. Access to school premises may be approved at the discretion of the relevant Head of School.

15. Associates will not be eligible to:
   a. attend events open only to University staff and/or students without the prior agreement of the event organiser(s), or
   b. apply for funding or other forms of support open only to University staff and/or students, or
   c. apply for exemption from or reduction in local authority council tax assessment, or
   d. join the membership of the Students’ Association.
Other Relevant Policies

16. The University is fully committed to respect and fair treatment for everyone, the elimination of discrimination, the active promotion of equality of opportunity, and delivering fairness to all. The [Equality, Diversity, and Inclusion Policy](#) outlines the responsibility for promoting inclusive environments, which are free from discrimination for our staff, students, and anyone associated with the University. Associates should familiarise themselves with the Equality, Diversity, and Inclusion Policy.

17. The University has a [Health and Safety Policy](#) in compliance with good working practice and the requirements of legislation governing work activities. Associates should familiarise themselves with the Health and Safety Policy. It is the duty of staff, students, and anyone associated with the University to comply with the policy and to:

   a. familiarise themselves with any local health and safety requirements for their school,
   b. take reasonable care for the health and safety of themselves and others,
   c. not interfere with or misuse anything provided in the interests of health and safety, and
   d. cooperate with the University in complying with statutory health and safety requirements or duties.

18. Associate access to University Library facilities and resources is subject to the [Library Regulations](#). The Library Regulations include guidelines on acceptable use and restrictions on the use of Library facilities and resources for commercial purposes. Associates should familiarise themselves with the Library Regulations.

19. Associate access to information and communication technologies (ICT) facilities is subject to [ICT Regulations](#). The ICT Regulations include guidelines on acceptable use and restrictions on the use of ICT facilities for commercial purposes. Associates should familiarise themselves with the ICT Regulations.

20. Associate access to University sports facilities is subject to the [Sports Centre Terms and Conditions](#).

21. Associates will, unless informed otherwise, be subject to other [regulations and policies governing the University community](#). This will include, but not be limited to, the Harassment and Bullying Policy; Social Media Guidelines; and the Intellectual Property Rights Policy. Associates should seek advice from the relevant unit should they have any questions as to how these regulations and policies might apply in their case.

22. Complaints regarding any aspect of the St Leonard’s Associates scheme will be handled in accordance with the [Complaints Handling Policy](#).

St Leonard’s Postgraduate College  
August 2020