



University of
St Andrews

Vacancy advertising – information for employers

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Scope (applies to)	Employers
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School / unit	Careers Centre
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Purpose	This document outlines the basis for the working relationship between the Careers Centre and employers/organisations and sets out the terms and conditions under which our vacancy advertising service is offered.

Version control

Version number	Purpose or changes	Document status	Author of changes, role and School or unit	Date
1.3	Additional Careers Centre responsibility added.	Published	Tracey Dall, Information Officer & CV Adviser	17/10/2025
1.2	Process for handling concerns	Published	Tracey Dall, Information	21/02/2025

The University of St Andrews is a charity registered in Scotland, No: SC013532

	raised about employers added		Officer & CV Adviser	
1.1	Update	Published	Tracey Dall, Information Officer & CV Adviser	23/02/2024
1.0	New document	Published	Tracey Dall, Information Officer	22/12/2022

- British Sign Language (BSL) users can contact us via the online BSL Video Relay Interpreting Service: <https://contactscotland-bsl.org>
- This document and forms associated with this document are available in an alternative format upon request.

Introduction

The Careers Centre works in partnership with employers to provide a high level of service and to help them connect with our student body and attract the best talent.

This document outlines the basis for the working relationship between the Careers Centre and employers/organisations and sets out the terms and conditions under which our vacancy advertising service is offered.

Registering your organisation is free and provides many benefits, including the ability to:

- advertise vacancies, internships and volunteering experiences to a large and engaged student community
- enhance your organisation's profile and visibility across the University
- register for the Careers Centre's Careers Fairs as soon as they open (see [employer-led events](#)).

Students and graduates on CareerConnect can opt to receive email alerts when new vacancies matching their interests have been posted. Once your vacancy goes live, it will be available for any student or recent graduate to find.

If you have any questions about advertising a vacancy, please email employers@st-andrews.ac.uk.

Terms and conditions

Vacancies submitted to CareerConnect must comply with our following terms and conditions:

Values

The Careers Centre is committed to:

- adhering to the highest professional standards, especially through our commitment to the policies, codes, and practices of our professional association AGCAS.
- providing a supportive and welcoming environment for all its users.
- treating users of the service and each other with fairness, respect, and consideration.
- providing client-focused, impartial, objective, transparent and confidential careers education, information, and guidance.
- promoting equality of opportunity.

- fostering innovation and continuous improvement in the range and quality of the services we provide.
- seeking customer feedback on the range and quality of the services we provide.
- pursuing excellence in all that we do.
- promoting enjoyment at work.

By registering on CareerConnect at the University of St Andrews you are agreeing to these terms and conditions and allowing us to share the information you have provided with matriculated students, graduates, and University staff.

You are responsible for ensuring that the information you provide is up-to-date, accurate, relevant, and not misleading in any respect, and in doing so have met your legal obligations. This includes ensuring that any job/s advertised or promoted are non-discriminatory and comply with relevant employment, equality and other applicable legislation, including that relating to the National Minimum Wage.

Legislation guidance for the UK can be found as follows:

- [UK employment legislation](#)
- [Equality Act 2010](#)
- [Data Protection Act 2018](#)
- [General Data Protection Regulation \(GDPR\)](#)

(this is a non-exhaustive list of applicable legislation)

For international opportunities, recruiters are responsible for ensuring any vacancy complies with employment law (including any national minimum wage requirements) in the relevant jurisdiction.

We will respond to and process all service bookings or job advertisement requests within three working days in normal circumstances. We reserve the right to edit your text to maximise impact. However, we do not guarantee that CareerConnect, or any content on it, will be free from errors or omissions. We reserve the right to refuse these services at our discretion, and to alter these terms of service at any time.

We have a responsibility to our students which means that we are unable to advertise or promote:

- Unpaid internships or work experience in the UK lasting 10 days/70 hours or more, unless being offered by a charity as a voluntary worker position.
- Adverts or promotions from Recruitment Agencies that do not include a named employer, and specific job details and the salary offered in any job advertisement.
- Commission only jobs.

- Jobs for current students that require a commitment of more than 20 hours per week during semester.
- Jobs, placements or other opportunities that we deem to be inappropriate or unsuitable for promotion to our students and graduates.
- Opportunities for which remuneration is in-kind or a benefit, for example, a gift card or goods. All roles must be paid in legal tender such as by way of cash, cheque or bank transfer.

Advertisements must not:

- Contain any material which is defamatory of any person.
- Contain any material which is obscene, offensive, hateful or inflammatory.
- Infringe any copyright, database right or trademark of any other person.
- Be likely to deceive any person.
- Be made in breach of any legal duty owed to a third party, such as a contractual duty or a duty of confidence.
- Be used to impersonate any person, or to misrepresent your identity or affiliation with any person.

To the extent permitted by law, we exclude all conditions, warranties, representations or other terms which may apply to CareerConnect or any content on it, whether express or implied and will not be liable to any user for any loss or damage arising under or in connection with the use of, or inability to use, CareerConnect or the use of or reliance on any content displayed on CareerConnect.

We do not guarantee that access to CareerConnect, or any content on it, will always be available or be uninterrupted. Access is permitted on a temporary basis. We may suspend, withdraw, discontinue, or change all or any part of CareerConnect without notice. We will not be liable to you if for any reason CareerConnect is unavailable at any time or for any period.

We will determine, in our discretion, whether there has been a breach of these Employer Terms and Conditions through your use of CareerConnect. When a breach of these Employer Terms and Conditions has occurred, we may take such action as we deem appropriate, which may include, without limitation, immediate, temporary, or permanent removal of any advertisement from CareerConnect.

Please note that these terms and conditions also apply to vacancies which are posted to CareerConnect via the vacancy sharing mechanism TARGETConnectLink. The University of St Andrews also scrutinises each vacancy posted through TARGETConnectLink prior to approval or rejection.

These terms and conditions and all disputes or claims arising out of or in connection with it or its subject matter (including non-contractual disputes or claims) shall be governed

by and construed in accordance with the laws of Scotland. The Parties hereby irrevocably agree that the Scottish courts shall have exclusive jurisdiction to settle all disputes or claims that arise out of or in connection with these terms and conditions or its subject matter (including non-contractual disputes or claims).

Process for handling concerns raised about employers

If we are made aware of any concerns concerning the recruitment and/or employment practices of your organisation, we will assess the information and take the following action.

- If this is the 1st or 2nd concern raised about your organisation we will note it on our internal systems. Subject to the following, we will not contact you and will continue to provide access to our services as normal.
- If we deem the concern raised about your organisation to be a suspected breach of our terms and conditions, we will contact you to make you aware of the concerns and invite you to discuss these with us to inform our investigation. We reserve the right to withhold our services whilst we are investigating, and until we are satisfied a similar concern is unlikely to arise again. We will notify you of the outcome of our investigation in writing. Such notification will confirm whether services are to be reinstated, if they have been withheld during the investigation. The University may choose to withdraw services from your organisation, based on the outcome of the investigation.
- If we receive a third concern within a 2-year period, we will note it on our system. We will also contact you to make you aware of the concerns that have been raised and invite you to discuss these with us to inform our investigation. We reserve the right to withhold our services whilst we are investigating, and until we are satisfied a similar concern is unlikely to arise again. We will notify you of the outcome of our investigation in writing. Such notification will confirm whether services are to be reinstated, if they have been withheld during the investigation. The University may choose to withdraw services from your organisation, based on the outcome of the investigation.
- If a concern raised relates to a scam or organisation impersonating your organisation and/or personnel, we will notify you immediately.

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