



University of
St Andrews

Information for international staff

Document type	Guidance
Scope (applies to)	All staff
Applicability date	18/03/2019
Review / Expiry date	29/04/2021
Approved date	22/11/2019
Approver	Deputy Director
Document owner	Human Resources Officer
School / unit	Human Resources
Document status	Published
Information classification	Public
Equality impact assessment	None
Key terms	Staff/Recruitment
Purpose	General/useful information for new joiners of University of St Andrews.

Version number	Purpose / changes	Document status	Author of changes, role and school / unit	Date

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1. Introduction

- 1.1 This guide has been designed to give you some essential information which we hope will ensure that your arrival to the UK and the University goes as smoothly as possible. It includes information about accommodation, banking, transport, school and other useful pieces of information.
- 1.2 The University website can be found at <http://www.st-andrews.ac.uk/>. A lot of information which will be of use to you can be found here. You could always make a start by looking at the [Human Resources](#) pages and those of the School/Unit you will be joining – hopefully this will give you a better feel for the University.

2. Induction

- 2.1 Within the first few months of your employment you will be invited to attend the University Staff Induction organised by colleagues in [CAPOD](#) (Centre for Academic, Professional and Organisational Development). The main aim of the day is to provide new employees with an overview of the University's strategic objectives as well as an understanding of how the University functions. There is usually a short presentation by the Principal of the University as well as short presentations by several Service Units including HR, Library and Sports Centre.
- 2.2 CAPOD also have some valuable information that can be found at the following web link that may assist you with your move to St Andrews:
<https://www.st-andrews.ac.uk/capod/staff/inductionresources/>

3. Employee services within the University library

- 3.1 The [main library](#) on North Street is the primary University library. In addition, the University of St Andrews Library administers and staffs several [departmental libraries](#) throughout the University. Some of the Schools also have small libraries administered by the School/Department in which they sit.

3.2 IT Services

- 3.2.1 [IT Services](#) provides the University's central computing and email services.

3.3 Human Resources

- 3.3.1 The [HR website](#) gives you the contact details for the [HR Business Partner](#) who works with the School/Unit you will be joining. In addition, you will be able to find information on employment policies and guidance, recruitment and selection and the support and advice administration teams.
- 3.3.2 The [Salaries office](#) falls within Human Resources and its web pages can give you information on salary scales, removal expenses and pensions.

3.4 Finance

- 3.4.1 The [Finance office](#) can provide you with a wide range of services from transferring grants, grant application and management to setting up accounts, payment of invoices and corporate credit cards.

3.5 Sports Centre

3.5.1 The [University Sports Centre](#) is open to employees as well as students. A wide range of activities are on offer from personal fitness services to a variety of classes.

4. Where to live and how to find a home

4.1 St Andrews and the surrounding areas within Fife and Tayside offer a wide variety of housing, the majority of which are served by good public transport links. Popular areas apart from St Andrews are:

- East Neuk Villages – traditional fishing villages found along the northeast coast of Fife from Crail to Earlsferry
- Wormit, Newport and Tayport – villages looking over the Tay estuary towards Dundee
- Leuchars and Balmullo – small villages a short distance from St Andrews and serviced with good public transport links to St Andrews, the rest of Fife and Dundee. Leuchars train station is the station to disembark at for St Andrews.
- Cupar – a busy farm town
- Dundee – is the nearest city and is found just across the Tay estuary. It has a wide range of housing and good public transport links to St Andrews
- South Fife – a range of villages and towns from Upper Largo through to Kirkcaldy

4.2 The property centres within Tayside and Fife can be found at

- <http://www.tspc.co.uk>
- <http://www.f-kspc.co.uk>

4.3 A list of Letting Agents and Estate Agents in Fife can be found at <http://www.ukpropertyshop.co.uk/s/Fife/lettingagentsStAndrews.shtml>. The house buying system in Scotland differs to that in the rest of the UK. The Scottish Government has produced a [fact sheet about house-buying in Scotland](#).

4.4 University Accommodation

4.4.1 The University has a limited amount of accommodation available to employees but may be able to offer some accommodation depending on availability and length of stay. For more information, you should contact the [University Accommodation Office](#).

4.5 What you will need to Rent

4.5.1 If you are a European Union (EU) resident, you will need to provide the following documentation to the letting agents:

- Confirmation of employment (this can be provided by HR on request)
- Passport
- Bank statement for a credit reference
- Proof of where you have lived for the past 3 years e.g. utility bills

4.5.2 If you are not an EU resident, you will need to provide the above documentation along with your visa.

4.5.3 Should you wish to buy a property you will need to contact the mortgage lenders direct to find out what documentation you will need. If this is your intention, it would be in your interest to

join an international bank in your country of origin which has a branch in Scotland e.g. HSBC as this may make the process easier.

4.6 Council Tax and Local Authorities

- 4.6.1 Whether you rent or buy a property in Scotland, you have to pay [Council Tax](#). Council Tax is a system of local taxation used to fund the services provided by the local government such as the police service, fire service, refuse collection etc.
- 4.6.2 The amount that you need to pay depends on where you live and the band your property has been given. The full list of Council Tax charges is available on your local authority website.
- 4.6.3 The total amount of Council Tax due will be shown on a bill that is sent to you, and you can usually pay by direct debit in 10 monthly instalments. The Local Authorities where you live will be able to assist you with any queries regarding Council Tax.

5. Banking

- 5.1 When arriving in St Andrews you may wish to set up a new bank account, you may choose any bank or building society to which your salary can be paid. You should be aware that the University will only pay your salary into a UK bank account. Some staff coming from abroad have found it helpful and less time consuming to open up a bank account with an international bank with a presence in Scotland in their country of origin eg HSBC, Lloyds, Santander. Otherwise, there are a number of local banks with branches in St Andrews and most high streets in Scotland:

Bank of Scotland	10 Queen's Gardens, St Andrews, KY16 9TD 01334 410302 http://www.bankofscotland.co.uk/
Clydesdale Bank PLC	76 South Street, St Andrews, KY16 9JZ 0845 7240024 http://www.cbonline.co.uk/
Lloyds TSB (Scotland) PLC	12 Church Street, St Andrews, KY16 9NW 0845 300 0000 http://lloydstsb.com/
Santander	145 Market Street, St Andrews, KY16 9PZ 0845 765 4321 http://www.santander.co.uk/
The Royal Bank of Scotland PLC	113-115 South Street, St Andrews, KY16 9QB 01334 472181 http://www.rbs.co.uk/
Dunfermline Building Society	151 Market Street, St Andrews, KY16 9PF 01334 476000 http://www.dunfermline.com/

- 5.2 To open an account, you should contact the [Support and Advice](#) in Human Resources and request a New Employee letter which will provide confirmation of your employment with the University and your new UK address.

5.3 What you will need to set up a new bank account

- 5.3.1 Normally when applying for a new bank account you will be asked to provide the following documents:

- Your passport or your European Union National Identity Card
- Letter from Human Resources (mentioned above)
- An original bank/credit card statement from your existing bank. This must be addressed to you at your residential address and be no more than 3 months old. Your residential address can be where you lived prior to moving to the United Kingdom

5.3.2 Please note, by law, the University is not able to give you financial advice.

6. Benefits, tax and National Insurance

6.1 Overseas individuals may be able to claim some social security benefits however, it is a complex system and eligibility is dependent on various circumstances. The [Department for Work and Pensions \(DWP\)](#) website offers further and more detailed information for people coming from abroad:

6.2 Some benefits are dependent on whether you have paid National Insurance (NI) contributions and others are not. National Insurance is a system of taxes, and its related social security benefits. National Insurance contributions are deducted at source from your salary. If you have not lived in the UK before, you will not normally have paid NI contributions and would therefore not be entitled to benefits that are based on NI contributions.

6.3 If, however, you have paid the equivalent of NI contributions in another country (countries in the European Economic Area (EEA) that have a social security agreement with the UK), this can sometimes help you to qualify for benefits in the UK (please note that this will only apply to some benefits). If you hold a Visa issued by the UK Border Agency then you will be unable to claim certain public state benefits (e.g. income support, housing benefit, council tax benefit or working tax credit). If you are in any doubt about your eligibility to claim benefits, then you should contact the Department for Work and Pensions.

6.4 National Insurance Number

6.4.1 Children born and resident in the UK are assigned a National Insurance Number (NINO) which allows for NI contributions to be tracked. Every employee at the University of St Andrews needs a NINO.

6.4.2 If you are new to the UK you will need to apply for a National Insurance Number so that any contributions that you make to the UK National Insurance Scheme can be recorded. Human Resources will be able to provide an application form for a NINO or alternatively you can apply for a NINO through the Department for Work and Pensions.

6.5 The UK Tax System

6.5.1 Generally, the UK charges tax on:

- Income arising in the UK, whether or not the person to whom it belongs is resident in the UK
- Income arising outside the UK which belongs to people resident in the UK
- Gains accruing on the disposal of assets anywhere in the world which belong to people resident or ordinarily resident in the UK

- 6.5.2 Special rules apply in some circumstances, but generally the amount of income tax and capital gains tax you have to pay depends on whether you are resident and/or ordinarily resident in the UK, and in some cases your domicile.
- 6.5.3 For further information regarding the UK tax system please refer to the [Inland Revenue's website](#).
- 6.5.4 The tax office in Fife is situated in Kirkcaldy – approximately 40 minutes by car from St Andrews. The address is 26 Victoria Road, Kirkcaldy, KY1 1DS (Tel 0845 600 0643). There is also a tax office in Dundee – approximately 25 minutes by car from St Andrews. The address is Caledonian House, Greenmarket, Dundee, DD1 4QX (Tel 0844 474 0101).

6.6 PAYE (Pay As You Earn)

- 6.6.1 PAYE is a scheme for the collection of income tax due from earnings of an individual. In this scheme, tax is deducted by the employer (i.e. the University) before salary is paid to the employee.

7. Laws and Rules in the United Kingdom

- 7.1 Police Scotland was formally established on 1 April 2013 and is responsible for policing across the length and breadth of Scotland, some 28,168 square miles. Police Scotland is the second largest force in the UK after the Metropolitan Police.

- 7.2 The heart of policing is the work done by police constables, who are in constant contact with the public. They patrol the streets on foot or in cars, give advice and deal with disturbances.

7.3 Alcohol

- 7.3.1 Alcohol is classed as a drug in the UK and there are laws controlling the sale of it to people over a certain age. It is illegal to give an alcoholic drink to a child under five except under medical supervision in an emergency.

- 7.3.2 Children under 16 can enter a pub as long as they are supervised by an adult but cannot have any alcoholic drinks. In Scotland, 16- and 17-year olds can buy beer, wine or cider so long as it is served with a meal and consumed in an area used solely for eating meals.

- 7.3.3 Some towns and cities have local by-laws banning drinking alcohol in public.

7.4 Knives

- 7.4.1 It is an offence to carry around with you a knife which has a blade or is sharply pointed. This includes a pocket knife with a cutting edge of more than 7.62 cm or 3 inches. If you are found to be carrying a knife in a public place you will be arrested.

7.5 Public Order Hate Crimes

- 7.5.1 A hate crime is a serious criminal offence committed against a person or property due to hatred of that person's gender, race, religion, colour, ethnicity, disability or sexual orientation. People who do these sorts of things can be prosecuted in the courts.

7.5.2 Authorities such as the police, local authorities and schools have a duty to protect you. There are practical steps that agencies can take to help challenge harassment and support the victims.

7.6 Tobacco

7.6.1 Children under the age of 18 cannot buy any form of tobacco.

7.7 Drugs

7.7.1 The Urban 75 website has more information on drug laws in the UK:

<http://www.urban75.com/Drugs/>

8. Health and Wellbeing

8.1 The National Health Service (NHS)

8.1.1 The [NHS](#) is a publicly-funded healthcare system in the UK. The NHS usually pays for the majority of health expenses.

8.2 Registering with a Doctor

8.2.1 On arrival in the UK it is important that you register with a local doctor, who we call a GP (General Practitioner). In St Andrews, there are several GP Practices (each Practice has more than 1 GP working in them) located in the St Andrews Community Hospital on Largo Road. It is approximately a 20minute walk from the centre of town.

8.2.2 Each town/village will have designated GP Practices and you should register with the one in the town/village you choose to live in. Information on how to register with a [GP Practice](#) can be obtained in the hyperlink above.

8.2.3 In the event of an emergency or if you have not yet registered with a GP and need medical advice, the NHS provides a 24hour telephone service, the number to call is 0845 24 24 24.

8.3 Registering with a Dentist

8.3.1 If you wish to register with a dentist while you are based in Scotland, you will be able to find a local dental practice in the majority towns in Fife. There are several practices in St Andrews:

Inchcape Dental Practice	St Andrews Community Hospital Tel: 01334 473237
St Andrews Dental Care and Implant Clinic	2 Lockhart Place, KY16 9XB Tel : 01334 473363
Gentle Dental Care	85 South Street, KY16 9QW Tel: 01334 475433

8.3.2 If you need emergency dental care and you are either not registered with a practice or it is out with your practice opening hours the following website will give the relevant information to make an emergency appointment:

<https://www.nhsfife.org/nhs/index.cfm?fuseaction=nhs.pagedisplay&p2sid=86A93D51-F81A-C0E6-38E28247BED8F221&themeid=3B984BF2-65BF-00F7-D42941481355468F>

9. Immigration Information

9.1 The UK immigration system is regulated by the [Points Based System](#) and any contract of employment with the University is conditional upon the employee providing evidence of their eligibility to work in the UK.

9.2 Further information regarding immigration requirements in the UK can be found at:

- <http://www.ukba.homeoffice.gov.uk>
- <http://ukvisas.gov.uk/en/doineedvisa>

9.3 Registering with Police

9.3.1 The Immigration Act 1971 requires that foreign nationals from the following countries must register with the Police within 7 days of arrival in the UK:

- Afghanistan, Algeria, Argentina, Armenia, Azerbaijan, Bahrain, Belarus, Bolivia, Brazil, China, Colombia, Cuba, Egypt, Georgia, Iran, Iraq, Israel, Jordan, Kazakhstan, Kyrgyzstan, Kuwait, Lebanon, Libya, Morocco, Moldova, North Korea, Oman, Palestine, Peru, Qatar, Russia, Saudi Arabia, Sudan, Syria, Tajikistan, Tunisia, Turkey, Turkmenistan, United Arab Emirates, Ukraine, Uzbekistan, Yemen.

9.3.2 Please note: If the words “The holder is required to register at once with the Police” are stamped in your passport when you arrive in the UK then you must do so within 7 days. Failure to register is a criminal offence and could result in your removal from the UK.

9.3.3 To register you will need:

- Your passport/travel document
- Two passport sized photographs
- To pay any registration
- Your contract of employment from the University

9.3.4 The Police Station in St Andrews can be found at 68 Pipeland Road and the telephone number is 01334 418900.

10. Driving in the UK

10.1 Anyone driving a vehicle in the UK must:

- Have a valid, current licence to drive that type of vehicle.
- Be covered by insurance to drive that specific vehicle.
- Ensure that the vehicle is registered in the owner’s name.
- Have valid road tax.
- Register the car if they are going to drive in the UK for 6 months or more.
- Have a valid MOT certificate for the vehicle.

10.2 Please note that if you bring your car from outside the UK into the UK for more than 6 months you will have to register the vehicle. This can be costly and it may be cheaper in the long run to consider buying a second-hand car in the UK when you arrive in the UK.

10.3 Driving licences

10.3.1 You must have a licence that allows you to drive in the UK. If you wish to drive in the UK, you must first find out whether or not you can use your existing licence and, if so, how long for. This will depend on where your licence was issued. You may be able to:

- Drive in the UK using your current licence.
- Apply to exchange your existing licence for a UK licence.

10.4 Learning to drive

10.4.1 If you wish to drive a car in the UK but do not currently hold a valid licence to do so, you will need to apply for a provisional licence and take a driving test in order to obtain a full licence. You will also need to understand the Highway Code.

10.5 Car insurance

10.5.1 If you drive in the UK, it is a legal requirement to be insured. There are different types of insurance based on the level of cover you want. You should check out as many different companies as possible before making your choice.

10.6 Road tax

10.6.1 You must ensure that road tax is paid for your car before you drive it. You can obtain a tax disc by completing an application form (V10) that is available from the Post Office or online via the [DVLA website](#).

11. Finding a school

11.1 A list of local state (free) schools in the Fife and Tayside areas can be found on the following websites:

- **Fife Council** <http://www.fife-education.org.uk/index.htm>
- **Dundee City Council** <http://www.dundee.gov.uk/education>

11.2 If you choose to live out with these areas, then you should contact your local authority for a list of schools.

11.3 There are also some private (fee-paying) schools in the area and the costs can vary considerably. In St Andrews the private independent school is [St Leonards](#) and information can be found on its website.

11.4 We would recommend that you do research and make enquiries regarding which schools you would like to apply to, but you should also be aware that applications for state schools are considered on where you decide to live. It is sometimes possible for children to attend schools out with their catchment area but for information on how to do this you should approach the school of your choice directly.

11.5 The Scottish Education system is generally divided up as follows:

- Primary School – 4 to 11 years
- Secondary School – 11 to 18 years (compulsory 4 years with additional 2 years being optional)

- Further Education College – 16 years +
- University – 17 years +

11.6 Special educational needs

11.6.1 A pupil is defined as having Special Educational Needs if he or she has a learning difficulty that requires special educational provision to be made for him or her. Most schools should include information about their provision in their prospectus. Again, you can find more information on the local authority website.

11.7 Nursery schools

11.7.1 In Scotland, children from the age of 3 until they start school are entitled to a free nursery place (2.5 hours per week day). Information on state run nursery schools can be found via the local authority website detailed under schools. In St Andrews there are also several private nurseries which take babies as young as 6 weeks up to pre-school age. The costs will vary dependent on how many days/hours you wish your child to attend. Here are some details of the private nurseries:

- **Acorn Nursery** <http://www.acorndaynursery.co.uk/>
- **Rainbow Nursery** <http://www.rainbowchildcarefife.co.uk/>

11.7.2 If a formal nursery is not for you there are also numerous independent childminders that offer a similar service except that they operate from their own homes. A list of child care providers can be found at the following site:

<http://www.fifedirect.org.uk/topics/index.cfm?fuseaction=page.display&p2sid=6D298EDD-C897-4BB3-FA80AF0E56C2FC96&themeid=2B4D39FB-1CC4-E06A-5201AAA15FE8C653>

12. Childcare

12.1 The University of St Andrews currently participates in the Childcare Voucher Scheme operated by Computershare Voucher Services. Childcare vouchers can be a more flexible way to meet the costs of your childcare expenses. Under the scheme, part of your salary can be used to pay for Childcare Vouchers and the vouchers you receive can then be exchanged, in whole or in part, for the childcare services that you use. Further information regarding the scheme can be obtained from Computershare Voucher Services, <http://computersharevoucherservices.com> or from Human Resources.

13. Religion

13.1 Everyone in the UK has the right to religious freedom and there are many faiths practised within the UK.

13.2 The University has a [chaplaincy](#) and while the foundation of the University was Christian and this perspective has pervaded the University's life for centuries, it does not occur at the expense of other faiths, who are also warmly welcomed at the University. While the Chaplain is Christian, he is also the creative link with many of other faiths, in particular the major ones, supporting and assisting them in their various activities

13.3 The Chaplaincy is a place where people of different religions and belief backgrounds regularly come into contact with each other, opening the way for dialogue and friendship.

13.4 Places of worship for a variety of faiths can be found at this link
<https://www.st-andrews.ac.uk/chaplaincy/chaplaincyandfaiths/faithandreligion/>

13.5 Details of local churches in St Andrews can be found at
<https://www.st-andrews.ac.uk/chaplaincy/chaplaincyandfaiths/localchurches/>

14. Holidays and Celebrations

14.1 The University recognises 5 public holidays (25 and 26 December, 1 and 2 January and May Day which falls on the first Monday in May). However, there are other public holidays, normally referred to as Bank Holidays, recognised in other parts of the United Kingdom (Easter, Spring, Summer). You should note that on these Bank Holidays, most offices, banks and shops are closed, and public transport may run a reduced service.

14.2 In Scotland we have two other celebrations, Burns Night (25 January) and St Andrews Day (30 November). While the University does not close on these days, they are normally celebrated. Burns Night is the celebration of the life of the famous Scottish poet, Robert Burns and is celebrated on or around his birthday. It is an occasion to eat haggis, read his poetry and drink some whiskey! St Andrews Day is usually marked with a day of celebration of Scottish culture, with traditional music, food and dance.

14.3 In Scotland, New Year's Eve is called Hogmanay and is generally one of its larger celebrations. While there are formal street parties held in Edinburgh, Glasgow and the major cities, many Scots have their own celebrations. Traditionally, you would visit your friends and family just after midnight on 31 December, taking a piece of coal and some shortbread – to ensure their house has food and warmth for the next year. You would also take a bottle of your favourite drink and you exchange drinks with your host.

15. Local Services

15.1 St Andrews is a busy town with a variety of shops and businesses catering to the needs of local people, students, golfers and tourists. There are several supermarkets; the major ones are listed below:

Tesco Stores 138-140 Market Street

Sainsburys 71 Market Street

Aldi Tom Stewart Lane

Morrisons 45 Largo Road

15.2 The Post Office, situated in the shop WH Smith on South Street (next to the Bank of Scotland), has a wide range of services you may find useful.

15.3 St Andrews Bus Station is situated on Station Road, St Andrews. It offers a good bus service locally and further afield to e.g. to Edinburgh, Glasgow and Dundee.

15.4 St Andrews' nearest train station is Leuchars. There is a regular bus service from Leuchars to St Andrews/St Andrews to Leuchars.

15.5 There is a Community Hospital in St Andrews, situated on Largo Road. The other nearest major hospitals are Ninewells in Dundee and the Victoria Hospital in Kirkcaldy.

15.6 There are three Chemists (pharmacies) in St Andrews, Boots the Chemist on Market Street, Lloyds Pharmacy at the St Andrews Community Hospital and Morrisons Chemist at Morrisons Supermarket.

15.7 Local Newspapers

15.7.1 Local newspapers are often a good source on what is happening in your area, from information on clubs and societies to join to adverts for properties for sale or rent. The local newspaper for St Andrews is called the St Andrews Citizen which is published weekly on a Friday. In the East Neuk and along to Leven it is the East Fife Mail which is published on a Wednesday.

15.7.2 The local newspaper in Dundee is the Courier which is a daily paper.

16. Staff discount scheme

16.1 Local business and some internet companies have agreed to give discount to University staff if they show their Staff Card ID or quote a reference number provided. A list of all business involved can be found at the following link <http://www.st-andrews.ac.uk/staff/money/staffdiscountscheme/> with information on how to claim your discount.

Version number	Purpose / changes	Document status	Author of changes, role and school / unit	Date
1.0	Migration of policy to the Governance Zone	Published	Cameron Little HR Business Partner	01/07/2019
1.1	Classification change from internal to public.	Published	Lisa Stewart HR	21/11/2019