



University of
St Andrews | FOUNDED
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New Staff Handbook

2023-2024

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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 10,000, 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. To make a business call to a number outside the University, dial 9, followed by the required number, including the international/national dialling code if required. A staff directory can be found online: www.st-andrews.ac.uk/contacts

Contact	Phone	Email/Web
Police, Fire & Rescue, Ambulance and Coastguard	(9) 999 (emergencies) (9) 101 (non-emergencies) Mobile Phones – use 112 as the emergency number	
Security and Response Team	8999 (incident reporting and emergency support 24/7)	security@st-andrews.ac.uk www.st-andrews.ac.uk/staff/policy/safety/security
Switchboard	0	teloff@st-andrews.ac.uk www.st-andrews.ac.uk/telephones/teloff
NHS 24	111	www.nhs24.scot
OSDS	7198	osds@st-andrews.ac.uk www.st-andrews.ac.uk/osds
CEED	2141	ceed@st-andrews.ac.uk www.st-andrews.ac.uk/ceed
Careers Centre	2688	careers@st-andrews.ac.uk www.st-andrews.ac.uk/careers
IT Services	3333	itservicedesk@st-andrews.ac.uk www.st-andrews.ac.uk/it-support
Human Resources (HR)	3096	hr.general@st-andrews.ac.uk www.st-andrews.ac.uk/hr
Equality, Diversity and Inclusion	1649	diversity@st-andrews.ac.uk www.st-andrews.ac.uk/hr/edi
HR Self Service		hrselfservice@st-andrews.ac.uk www.st-andrews.ac.uk/staff/self-service
Pay and Pensions	4221	monthly-ns@st-andrews.ac.uk www.st-andrews.ac.uk/staff/money/salaries
Library	2331	library@st-andrews.ac.uk www.st-andrews.ac.uk/library
ASC	2020	theasc@st-andrews.ac.uk www.st-andrews.ac.uk/students/advice/

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



Induction and New Staff Essentials

You are asked to attend an 'all staff' induction event where you will have the opportunity to meet senior members of the University. In addition, you should also enrol on New Staff Essentials. This eLearning module provides information on the University, what our priorities are, our strategy, policies and what services we provide. All new staff are encouraged to participate in both Induction For All New Staff and New Staff Essentials as soon as possible after taking up employment.

To register for the event: 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

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

Email Account

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 Main Library or Walter Bower House 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 before the end of your probation period. These courses cover important aspects of compliance with external regulations or law, or are important parts of the University's governance processes and policies. To view the list of mandatory training: www.st-andrews.ac.uk/osds/essentials/mandatory-training-for-employees/

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/principal/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. The Faculties of Arts and Divinity are led by the AVP Dean of Arts and Divinity, the Faculty of Science is led by the AVP Dean of Science and the Faculty of Medicine is led by the Dean of Medicine. In addition there are two additional AVP Deans; the AVP Dean of Learning and Teaching who is supported by a number of Associate Deans and the AVP (Provost), who is the head of St Leonard's College (the collective name for the University's postgraduate community). The AVP Deans work as part of a team to support the Principal's Office in implementing strategic goals and managing the academic business of the University.

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 2022-2027 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

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, key performance indicators, timetabling, risk management, business continuity and insurance: www.st-andrews.ac.uk/about/professional-services/planning



Business Transformation Portfolio Office

The Business Transformation Portfolio Office provides services to support the identification, prioritisation and delivery of the University's transformation 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

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:

- Visa compliance
- Student journey
- Curriculum
- Statutory reporting
- Assessments and awards
- Scholarships
- Student conduct
- Student records
- Data infrastructure
- 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

Professional Service Units

A list of all professional service units can be found online:

www.st-andrews.ac.uk/about/professional-services

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 April/early May. There is a one week Vacation, which falls in February.

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 late November/early 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. New staff will be offered an IT induction in the first two weeks of their employment.

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 Main Library or Walter Bower House 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 Microsoft 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/it-support/services/wifi/connect-to-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.

Telephone: ext. 3333

Email: itservicedesk@st-andrews.ac.uk

IT Self Service: www.st-andrews.ac.uk/itselfservice

IT Support at the IT Help Point:

Main Library, Monday-Friday 0900-1800 and weekends 1000-1700.

Walter Bower House, Monday-Friday 0830-1700 and closed at weekends.

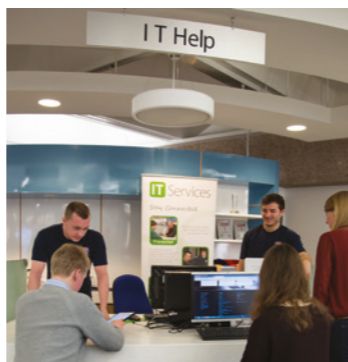
You will find details about a range of services here: www.st-andrews.ac.uk/it-support

Updates and IT tips are available on the IT Services blog: <https://itservices.wp.st-andrews.ac.uk>

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/wifi/vpn



Microsoft 365: Microsoft Office (Word, Excel and PowerPoint) is installed on all University supplied devices, as well as Microsoft Teams which your department may use to communicate with you. Further information can be found at www.st-andrews.ac.uk/it-support/services/microsoft-365

Multi-factor authentication: All University staff are 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/it-support/security

Service Status: The status of different University systems is 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/it-support/services/facilities/pc-clinic

Password Self Service: Register for this service so if ever forget your password, you can use this facility to reset it. 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, Teams calling plan 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.

www.st-andrews.ac.uk/about/professional-services/data-governance-office

8. Technology Enhanced Learning and IT Training

Technology Enhanced Learning

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. We also provide training and support for a wide range of institutional educational technologies, including Lecture Capture (Panopto), Plagiarism Detection (Turnitin) and Microsoft Teams.

System	Access	Support
Moodle	http://moody.st-andrews.ac.uk	http://telsta.dropmark.com
MMS	https://mms.st-andrews.ac.uk	www.st-andrews.ac.uk/mms-guides
My Saint	https://mysaint.st-andrews.ac.uk	
Panopto	On teaching PC desktop	http://telsta.dropmark.com
Turnitin	Activated through MMS or Moodle	www.st-andrews.ac.uk/mms-guides and http://telsta.dropmark.com

Our team will have been in touch with a welcome email pointing you to our resources and letting you know how to book support sessions with us. We train and advise on every aspect of using technology in your teaching, whether online, in the classroom or hybrid delivery. 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.

Accessing Support

Our bookable workshops can be located through the University's Personal Development Management System (PDMS) under the Technology Enhanced Learning category. We also run drop-in support and training events through our 'Live from the Hive' channel in the Hive MS Team. We are also happy to provide bespoke sessions for Schools or teaching teams, and one-to-one support through our Bookings page.

Contact us

You can keep up to date with what's happening in TEL on the education blog: <https://education.wp.st-andrews.ac.uk/category/tel-team>

Or contact us in person via the Hive Teams site or at hive@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

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

Microsoft Training Workbooks

A comprehensive list of Office application training workbooks for self-led learning is available for download and covers not just the standard Office applications, but also *Visio*, *Microsoft Project* and more.

www.st-andrews.ac.uk/it-training/workbooks

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. The University Information Classification Policy and the supporting implementation guide set how information should be protected and managed, please take time to familiarise yourself with those. The policy and supporting guidance is available in the Governance Zone: [Policies, procedures and guidance](#) – University of St Andrews (st-andrews.ac.uk)

Data Governance and Data Management

The University of St Andrews needs high-quality data to manage its activities, sustain its ambitions for future growth, drive innovation and meet its obligations to demonstrate accountability through accurate reporting and evidence-led decision-making. As a member of staff you have a role to play in how effectively data are managed.

Individuals and functions within the University rely on shared data so data governance requires management activities that treat corporate data as an asset owned by the institution rather than by organisational structures. To treat corporate data as an asset it is essential that everyone who works for the University understands their role in relation to the data they create or use throughout the information life cycle.

The University [Data Governance Policy](#) and supporting guidance describe the University's data governance framework and the roles and responsibilities of all staff who handle data. Data owners and data stewards will find details of their specific responsibilities in the policy. Please take time to familiarise yourself with the policy and supporting guidance which are available in [Policies, procedures and guidance](#).

As an evidence-led institution the University is committed to creating a culture and an accountability framework that share understanding of and sensitivity for the value of the institution's data assets. The [Data Governance Office \(DGO\) team](#) offers support such as training and diagnostic analysis to all staff as well as providing forums for the University's data stewardship community to trouble-shoot common issues and share good practice.

Staff can request support from the DGO by using the relevant [form](#) available through the IT Service Desk.

Data Protection

The protection of privacy and providing for individual's rights in the collection and use of their personal data is established through UK law i.e. the UK 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 – we are happy to work with colleagues to understand how they may wish to use personal data in teaching, learning, research and service delivery and to identify how that can be achieved.

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 to follow best practices and guidelines while remaining vigilant 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/it-support/security

For example:

- Create strong passwords using the 'three-word passphrase method' as recommended by the National Cyber Security Centre (NCSC, UK Government). Your password should be unique, difficult to guess but memorable to you. You should never share your password with anyone! See the example below, with further information available on our website.
- Three random words: Walter Conditional Certified
Three random words as a password: "Walter1Conditional3Certified10!"
www.st-andrews.ac.uk/it-support/security/password
- Implement Multi-Factor authentication. Multi-Factor authentication adds a second layer of security to your account, protecting your account even if your password becomes known. To verify who you are you will be asked for your username, and password in addition to a number-matching challenge. Further information, and how to report problems can be found here.
www.st-andrews.ac.uk/it-support/security/multi-factor-authentication
- 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. Staff may be required to take refresher training at regular intervals thereafter. Further details are available at: www.st-andrews.ac.uk/it-support/security/training
- Some schools and departments also run 'simulated phishing exercises' which might have a short training section connected to this. We ask that you follow these Instructions if you get them.

Other helpful online resources:

- IT Security blog posts, including how to spot phishing emails and other security tips (All posts – IT Services blog (<https://itservices.wp.st-andrews.ac.uk>); and
- IT Services Twitter @StAITServices

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 right of access to information held by Scottish public bodies, provided by the provisions of the:

- Freedom of Information (Scotland) Act 2002 (FOI); and
- Environmental Information (Scotland) Regulations 2004 (EIR).

The above legislation was introduced to promote greater openness and transparency in public life. 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. You should be aware however, that any written request for recorded information, can be an FOI request. A request for environmental information under the EIRs can be made verbally as well as in writing.

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. Setting its priorities in line with the University's strategy, the team promotes University news, events, research and achievements across a range of platforms and channels and handles all incoming media enquiries. The team works with colleagues across the University to share stories about our world-leading, impactful research, and provides media training.

Corporate Communications covers news and media; public affairs, community engagement; visual communications (photography and videography); internal communications; print and design; publications; and branding. The team also manages the University's main social media accounts.

When to contact the Communications Team

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.
- 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 (CESR) 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.co.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 contact for any video commissioning ideas.

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 Public Affairs Team

The Public Affairs team works with elected members, policy-makers and organisations locally, nationally and internationally, taking forward the University's strategic priorities at an institutional level, as well as highlighting our world-leading, diverse, sustainable, entrepreneurial and socially responsible stories to decision-makers in both the UK and Scottish parliaments and a local authority level.

You should contact the team if you are inviting a guest to the University who might be considered a key stakeholder, for example government ministers. The team can also advise on protocol around visits and act as a contact point for arrangements.

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) for print.
- A full graphics and design service by skilled in-house graphic designers.

- A wide range of printing and binding options including posters A4-A0 size, flyers, leaflets, books, magazines, academic material, student dissertations and theses, interior and exterior banners, conference material, photographic prints, fine art printing (giclée).

Print and Design are found at two separate locations. The Design and Publications Units at St Katharine's West, 16 The Scores (Ext: 3020) and the Print Unit at 65 North Street (Ext: 3030).

Email: printanddesign@st-andrews.ac.uk

www.st-andrews.ac.uk/printanddesign

11. Libraries and Museums

The University Libraries and Museums supports teaching and research by providing digital, print and physical resources as well as managing study spaces. Custodians of the University Collections, comprising rare books, manuscripts, photography and museum objects, the Libraries and Museums draw inspiration from this 600-year history and the pursuit of knowledge for the common good, engaging staff, students and the wider community through curiosity and conversation.

The Libraries and Museums teams are committed to providing excellent customer service in everything they do.

Academic support

Specialist librarians can help with finding the best resources and with using reading lists to support teaching. Much of the Library, and in particular the reading list work is done with a keen eye on accessibility. We provide as much digital content on reading lists as we are able, often digitising chapters or audio-visual materials if no other option is available. Library staff work to support research in a number of ways, including database and access maintenance, taking book requests, and providing access to an inter-library loan service. Museums staff collaborate with academic Schools and the other cultural units at the University to contribute to teaching and conduct research. Museums staff have particular expertise in achieving impact through events, exhibitions and digital outputs, and are able to work with researchers to identify the best format for their research.

Resources and collections:

The University Collections reflect the traditions and foundation of the University but also contain items that represent a range of narratives and perspectives in the pursuit of knowledge and enquiry. We hold the St Augustine of Hippo Opera from 1165-1200, transcribed in St Andrews Priory on parchment made in the town; rare books debating who invented printing, with accompanying marginalia; photographs which show the early chemical process of photography by scholars in St Andrews taught by the first amateur photographer in Scotland. The University Collections include three named Recognised Collections of National Significance: The Chemistry, Heritage (including art and archaeology) and Scientific Instrument collections. If you would like to use the University Collections for research or teaching, you can search the collections database online or contact Libraries and Museums for more information about a particular collection area:

www.st-andrews.ac.uk/collections

Alongside the University Collections, Library Collections hold materials for a wide breadth of research interests and teaching needs. This dynamic collection is developed in partnership with academic staff and comprises over one million print volumes, as well as an extensive collection of digital resources which are available both on and off campus. Our digital access covers thousands of journals and e-books, as well as theses, newspapers, music, film and television, and theatre performances. The Libraries and Museums teams manage digital access and work with Schools to make sure resources are acquired and made available which reflect the teaching and research profile of the institution. Use Library search to discover more about what is held in the Library Collections: www.st-andrews.ac.uk/library

Study and research facilities

Space is a very important element of effective working and study. The University's libraries offer quality study and research environments, with the facilities people want and need. From what is considered the oldest library reading room in Scotland, within the historic King James Library dating back to the 1600s, to a newly refurbished flagship Main Library, a hub of serious study as well as community and collaboration, you can find diverse and flexible space.

There are also two main museum 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.

The Wardlaw Museum takes visitors inside the University, with four new thematic galleries on its ground-breaking 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 is a major new cultural space for St Andrews. www.st-andrews.ac.uk/museums/visit-us/wardlaw

The Bell Pettigrew Museum is the first University museum in St Andrews. It was founded in 1838, and 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.

Working with us

Everything the Museums of the University of St Andrews does is in collaboration with staff and students. Some of our exhibition spaces are planned two to three years in advance, but we have other spaces that are designed to be more flexible. To work with us, submit a note of interest as early as possible, even if the idea is not fully formed. Museums staff will work with you to identify the best approach, space and output for your project. You can find the Note of Interest form at www.st-andrews.ac.uk/museums/research

Leisure and wellbeing

The Museums of the University of St Andrews have an exciting programme of events, workshops and talks for all ages. You can find details of our programmes on our What's On page: www.st-andrews.ac.uk/museums/whats-on.

Email the Museums to receive weekly updates of events and museum news.

Libraries and Museums also offer a range of specific wellbeing resources and events, including a programme of Cultural Prescription, a book group, mindful activities and a downloadable resource called Take Notice.

Libraries

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>

Museums

Email: museumlearning@st-andrews.ac.uk
www.st-andrews.ac.uk/museums
<https://twitter.com/MuseumsUniStA>
www.instagram.com/MuseumsUniStA
www.facebook.com/MuseumsUniStA

12. 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)

The Organisational and Staff Development Services team (OSDS) support the delivery of the University Strategy and the aspirations of staff throughout the University.

OSDS is the University's central provider of professional development for all University staff. The OSDS team drive organisational progress and change through supporting University wide initiatives and the delivery of five core employee centric services: learning, coaching and mentoring, talent and leadership development, organisational design and employee experience and engagement.

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.

OSDS offer a wide range of 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

The full range of opportunities available can be viewed at the OSDS webpages: 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

LinkedIn Learning – free for All Staff

All staff at the University of St Andrews have access to LinkedIn Learning, a robust online learning platform that helps you discover and develop business, technology-related, and creative skills through expert-led course videos. You do not need to have or create a LinkedIn profile to use this resource. For more information including how to activate your access: [LinkedIn Learning](#)

Ext. 7198

Email: osds@st-andrews.ac.uk

www.st-andrews.ac.uk/osds

Centre for Educational Enhancement and Development (CEED)

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

To develop your skills in the design and delivery of teaching, CEED leads the University's Postgraduate Certificate in Academic Practice (PGCAP). There are two core modules (*Supporting Student Learning* and *Curriculum Design and Assessment*), a range of electives and a final Capstone Project. All modules are 15 credits. These Masters-level modules emphasise reflection on practice to enhance learning and teaching skills.

www.st-andrews.ac.uk/ceed/education-focused-staff/pgcap

As an alternative to the PGCAP, the *Academic Staff Development Programme* provides a suite of short, focused workshops on different teaching topics (eg Effective Lecturing, Assessment and Feedback) that staff can access each semester. www.st-andrews.ac.uk/ceed/education-focused-staff/asdp-teaching

Researcher postgraduate students who teach

CEED provides compulsory courses for postgraduate research students who wish to teach as well as access to ongoing support. The Teaching at St Andrews, Assessment & Academic Misconduct and Student Services 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 processes, and grounding in the basic skills needed to teach and mark student work effectively.

www.st-andrews.ac.uk/ceed/research-postgraduates-teach

Advance HE Fellowship

If you wish to apply for a category of HEA fellowship, there is a self-study Moodle course with advice and guidance, and CEED run workshops on applying for each category of Fellowship for all staff each semester.

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 tailored information resources, seminars and one-to-one support to staff members who are either contract research staff, or University of St Andrews graduates of the last three years. We offer support for all aspects of career planning and management, including career choice, career development and application feedback and advice.

Dedicated careers advisers offer specialist advice to early career research staff. Early career contract research staff have the option of booking a 45-minute Research Staff Careers Appointment, to discuss a variety of career-related issues. www.st-andrews.ac.uk/careers/appointments/research-staff

The Careers Centre also supplies employability data and supports the training and development of staff who have careers and employability as part of their portfolio of work, which may include School Careers Links, DoTs, DoPGs and School Managers.

Ext. 2688

Email: careers@st-andrews.ac.uk

Research Staff Community

Search for us on Facebook at: <https://www.facebook.com/groups/1090492904417082>

Community of Evidence Led Practice in Education (CELPiE)

The St Andrews Community for Evidence-Led Practice in Education (CELPiE) is a partnership initiative established by the Proctor's Office and the Centre for Educational Enhancement and Development (CEED), reflecting their synergistic and overlapping interests and expertise in learning and teaching development and education enhancement.

CELPiE aims to promote evidence-led practice across the University, with a specific focus on education. To achieve this aim, it will support the development of skills in evidence-led practice, promote the sharing of good learning and teaching practice; enhance the scholarship of learning and teaching; and create a thriving and supportive community of evidence-led practitioners.

All staff are welcome to join CELPiE. There is a website, and a lively community of practice housed on MS Teams: <https://celpie.wp.st-andrews.ac.uk>. Current themes in the community of practice include sustainability in the curriculum, data analytics, wellbeing in the curriculum, interdisciplinary education, entrepreneurial education, and assessment.

13. Lifelong and Flexible Learning

The Lifelong and Flexible Learning team within Admissions offers an MA Combined Studies degree which takes place on a part-time basis. Students attend classes delivered entirely in the evening and are 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, Psychology, IT, Maths, Geography and Geology, English, History, Philosophy, Social Anthropology and Art History.

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

Ext. 2132

Email: lifelonglearning@st-andrews.ac.uk

www.st-andrews.ac.uk/subjects/combined-studies-ma

14. 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

OSDS offer a Coaching Service for all staff, which provides access to a workplace coach who is able to support your professional development through a tailored coaching programme.

OSDS also administer, or are involved in a number of mentoring schemes, which is another route to support and personal development through a mentoring relationship:

The Professional Staff Mentoring Scheme is for all University professional/support staff from schools & units. The aim of this scheme is to support staff and help them to achieve (and develop) specific objectives that they set for themselves. In the majority of matches it is envisaged that mentors & mentees will be from different schools/units. This helps to promote cross-school/unit working and has proved to be successful.

The Teaching, Research & Academic Mentoring Scheme developed through collaboration between the University of St Andrews and the University of Dundee. For over 15 years, this unique, now 7-way cross-institutional scheme, has successfully paired experienced individuals involved in Teaching or Research (Mentors) with colleagues at an earlier career stage (Mentees), to provide career guidance and structured support. Dual role participants and senior level peer-to-peer participants are also welcome.

The mentoring aspect of **Aurora** is also supported by OSDS, in collaboration with the Equality, Diversity and Inclusion team. Aurora is Advance, HE's leadership development initiative for women and those who identify as a woman, up to senior lecturer or professional services equivalent. It is a unique initiative bringing together leadership experts and higher education institutions to take positive action to address the under-representation of women in leadership positions in the sector. Information on Aurora is at www.st-andrews.ac.uk/hr/edi/sex_gender/aurora

The Elizabeth Garrett Mentoring Programme has been specifically created for women and those who identify as a woman, in senior levels in academia at the University. The programme is sponsored by the Principal, Professor Sally Mapstone.

Unlike the schemes above, the **Academic Probationers Mentoring Scheme** is managed locally within Academic Schools. The aim of this scheme is to provide support for newly appointed academics on the research and/or teaching track

15. Wellbeing

The University has made a commitment to supporting the wellbeing of the whole University community, which is encapsulated in the University People Strategy and the Mental Health Strategy. Services such as Occupational Health, the Chaplaincy, the Sports Centre, Student Services, the Museum and Library Services, and Human Resources all play an important part in the University's holistic approach to wellbeing.

To support academic colleagues and students on a day-to-day basis, each Academic School has a Director of Wellbeing or Wellbeing Officer. For professional staff, there is a Wellbeing Champion within each Service Unit. These non-clinical roles are valuable points-of-contact for locating and accessing the University's numerous wellbeing services.

Wellbeing & Engagement Group organises wellbeing initiatives, campaigns, activities, and resources aligned to different themes throughout the year, ranging from mental and physical health to financial and societal wellbeing. www.st-andrews.ac.uk/staff/wellbeing/

Visit the Wellbeing webpage for further details on:

- Current wellbeing initiatives, campaigns, events, and activities
- List of all Wellbeing Champions, Wellbeing Officers and Directors of Wellbeing
- University's Suicide Prevention and Awareness Strategy and training course
- Well Now Newsletter
- Wellbeing resources for employees across a wide range of topics

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

Occupational Health

The Occupational Health Team, consisting of the Occupational Health Manager, Wellbeing Adviser, Occupational Health Technician and Cognitive Behavioural Psychotherapist offer confidential wellbeing advice and support for 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 2771

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 Revd Dr Donald MacEwan, Assistant Chaplains Revd Samantha Ferguson and Bill Shackman 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 – in person and online. Staff and religious 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
www.instagram.com/usta.chaplaincy

Saints Sport

Saints Sport is the overarching title and brand that encompasses all of the facilities, services and activities of the University of St Andrews sports department, and provides a welcoming environment and opportunities for the whole University community to get involved.

The indoor sports facilities at University Park have recently undergone a major multi-million pound refurbishment and the University now provides some of the best sports facilities in Scotland. The facilities 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. All University staff also have access to the Saints Sport gym at Walter Bower House. 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 around 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 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 including weekly classes for pre-school aged children (2-5 years old) and after school sport classes for P1- P7 (5-11 years old). Saints Sport also runs sports camps during the Easter, Summer and October school holidays and to coincide with school in-service-days.

University staff can take advantage of reduced prices for their Saints Sport 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 facilities are 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

<https://sport.wp.st-andrews.ac.uk/membership/staff>

Facebook: @SaintsSport / Twitter: @SaintsSport

Cafés

Residential and Business Services operate five cafes across the University campus, with customer wellbeing, quality service, and sustainability remaining our highest priorities.

RBS operate cafes at the following locations:

The Library Cafe, Main Library, North Street

The Medical and Biological Sciences Building Cafe, North Haugh

The School of Physics and Astronomy Cafe, North Haugh

Tindal's Cafe, Walter Bower House, Guardbridge

Our **Mobile Food Trailer** will be positioned at various locations within St Andrews throughout the year and is also available to book for private events.

The latest information on opening hours can be found on the University website:

www.st-andrews.ac.uk/community/cafes

All the cafes produce a varied offering. This includes healthy breakfast options, breakfast rolls, soup, baked potatoes, sandwiches, home baking, confectionery, and hot and cold drinks. Visitors can choose to sit in for a quick lunch or grab a drink to enjoy elsewhere.

Sustainability and Wellbeing

- Through all the cafes, we continually strive to ensure we are making the most of local suppliers. We are committed to buying and using fresh, seasonal produce.
- All our tea and coffee products are Fairtrade, supporting farmers and workers in the developing world through better prices, decent working conditions, local sustainability, and fair terms of trade.
- The nature of our hospitality is that all our food and drink must be fully packaged to ensure it is kept safe from contamination. However, we do everything possible to ensure that we minimise the environmental impact. For example, all our disposable cups, napkins, cutlery, and boxes are compostable.
- Our BRITA/Vivreau water system is helping save the environment. We will provide the best quality water from the most local source, eliminating the need for costly and polluting transportation and packaging.

Loyalty scheme

- Join the scheme and for every hot beverage you buy you will get a stamp on your loyalty card; collect nine stamps and get your 10th hot beverage free.

16. 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. 2771

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 Smoke free 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/policy/staff-health-and-well-being-physical-health/smoke-free-policy.pdf

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: www.st-andrews.ac.uk/policy/staff-health-and-well-being-controlled-substances/alcohol-drug-and-substance-misuse-policy.pdf

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

CHASE offers a range of NEBOSH-accredited health and safety qualifications. The courses are charged at cost to the candidate's School or Unit, and can be booked at: www.st-andrews.ac.uk/pdms
Enquiries can be sent to to: chase@st-andrews.ac.uk.

Most University health and safety training is delivered through the Essential Skillz online platform, allowing staff to complete almost all of their health and safety training at times convenient to them. You will receive enrolment emails and automatic reminders for courses appropriate to your role in the University, and may also choose to take other courses from the wide range available. Courses can be tailored to suit the needs of Individual Schools and Units, and enquiries are welcome. Enquiries can be sent to: ehss-training@st-andrews.ac.uk.

First Aid Training

CHASE provides virtually all first aid training for University staff, including:

Emergency First Aid at Work (1 day)

First Aid at Work (3 days)

First Aid at Work refresher (2 days)

Enquiries can be sent to: chase@st-andrews.ac.uk.

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/osds/essentials/mandatory-training-for-employees

17. 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.

Please note on the extremely rare occasion that a member of staff discovers a student death in St Andrews, they should immediately contact the emergency services (if they have not already been contacted) by calling 999 and asking for an ambulance, and then alert the Security and Response team. If a staff member learns of a student death outside of St Andrews, please call the Security and Response team.

18. Environment and Sustainable Development

The University has committed towards 2035 target to become net zero for all greenhouse gas emissions, to be sustainability positive (our response on tackling the nature emergency) and to become climate adaptive.

The University of St Andrews has the ambitious aim to become Net Zero by 2035. To drive this agenda forward it established an Environmental Sustainability Board (ESB) in 2020 to lead our approach. This structure is now being adapted for the start of the 2023-2024 academic year to make our sustainability network even more accessible and integrated with wider university operations.

www.st-andrews.ac.uk/sustainability/about

www.st-andrews.ac.uk/sustainability/vision

The University's Environment Team are responsible for reducing the environmental impacts associated with the day-to-day activities and long term plans of the University, including circular economy, consumption of energy and water, and sustainable travel.

Email: environment@st-andrews.ac.uk

www.st-andrews.ac.uk/sustainability

Social Media Tag: @UStASustainable

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 – Community Food Growing across 12 University locations

Bike Pool – low cost bike rental, cycle training and weekly free bike maintenance sessions

Skillshare – Weekly social learning and skill sharing sessions

Toolshare – a library of tools available to borrow for 2 weeks

St And Reuse – household goods reuse project offering free and low cost items

The Tree food coop – Local, organic food coop run by students for everyone

Get involved by joining their newsletter. 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.transitionsta.org

Social Media Tag: TransitionStAndrews

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 2022 the University achieved 200 points for its commitment to Fairtrade, as part of the Fairtrade University and College Award. The Fairtrade Mark provides an independent guarantee to consumers that farmers in developing countries get a fair deal for their products. The simplest way to engage with this topic is by looking out for, and buying items with a Fairtrade Mark, and supporting businesses that have a focus on ethical and social responsibility. Our small and daily actions have important and large impacts across the world. Both the University and the Students' Association have adopted Fairtrade Policies, and the University has an active staff- student Fairtrade steering group.

Go E-Bike

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

Details from <https://transitionsta.org/travel/other-projects/go-e-bike>

Bike to Work Scheme

You can purchase a new bicycle via local bike shops 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 Green Commute Initiative.

www.st-andrews.ac.uk/assets/university/sustainability/documents/policy_cycle_to_work.pdf

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://transitionsta.org/travel/lift-share/>

Electric Cars

Facilities to charge electric cars are improving rapidly. At present University offers free, publicly available charge points in St Andrews at David Russell Apartments (2), 101 North Street, Castlecliffe, Agnes Blackadder Hall, Observatory Workshop, Music Centre, and Eden Campus (6). More are expected to be coming online soon along with changes to charging and access. Join the University Electric Vehicle Forum on MS Teams for updates. 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 <https://chargeplacescotland.org>



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/sustainability/circular-economy

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/sustainability/energy

Net Zero at St Andrews

In addition to energy, the University measures and records all carbon emissions associated with its operations and activities, including all kinds of environmental degradation, defining the challenge required to be a net zero carbon institution by 2035.



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/sustainability/vision

19. 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.

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. www.st-andrews.ac.uk/staff/wellbeing/workplace-wellbeing/#tradeunions

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

<https://unison-scotland.org/>

Unite the Union

Unite represents technical and professional services staff in Schools and service Units, catering, housekeeping and managers in residential and business services and cleaning, janitorial, support services and trades in estates of any grade.

Email: unitemail@st-andrews.ac.uk

<https://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>

20. 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/online-learning-teaching/online-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/students/rules/academicpractice

21. 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 four 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, Open Research and the Library. These are: Research Information and Policy, Research Impact and Research Integrity, Ethics and Governance and Engagement with Research. RIS also co-ordinates the preparations for Research Excellence Framework (REF) submissions. www.st-andrews.ac.uk/about/professional-services/research

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 under our auspices. 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 using the contact points on the relevant webpages:

www.st-andrews.ac.uk/research/environment/committees/sec

www.st-andrews.ac.uk/research/environment/committees/awerb

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 reviews and approvals are required for:

- receiving research grant funding (that is, funding for carrying out research and not for standalone events or training) from funders that are not already on our approved list;
- all research involving the NHS, health and social care services or the Ministry of Defence
- some international research.

The latter may require:

- due diligence of overseas partner organisations (when the University transfers the partner funds that the partner then controls) and/or
- approvals related to export control laws (when there is physical or electronic transfer of certain 'controlled' goods, software or information over national borders) and/or
- approvals related to Nagoya protocol laws (when there is movement of certain non-human genetic material over national borders for research-related purposes).

Obtaining such approvals can take between weeks and months, and in many cases research activity cannot begin until the approvals have been obtained. It is therefore crucial to, as early as possible, check whether any such approvals are needed by visiting the webpage and, if directed by the webpage to do so, getting in contact with our research governance staff.

Email: researchgovernance@st-andrews.ac.uk

www.st-andrews.ac.uk/research/integrity-ethics/governance

Research Impact

Government and funding organisations generally expect researchers to be aware of the potential difference their research could make to society, to be able to articulate how impacts could be generated, to consider ways of accelerating such change, and to take account of benefits resulting from their research. The Research Impact Team supports researchers by providing advice and training on impact idea generation, planning, execution, evidencing and reporting.

The Research Impact Team manages UKRI-funded Impact Acceleration Accounts, and the University's Internal Impact & Innovation funds and other impact 'block' funding (<https://impact.wp.st-andrews.ac.uk/impact-funding>) These Impact funding streams support activities that strengthen relationships with strategic external partners and maximise the potential for research impact in any sector with 'non-academic' users of research.

The Research Impact Team also supports the Directors of Impact & Innovation, coordinates the University's Impact REF preparations, provides Research Impact training (both internal and external), and bolsters the University's impact work via our Impact and Research blogs (<https://research.wp.st-andrews.ac.uk/category/impact>) and the team's Twitter account (@UStAResearch).

Impact team

Email: impact@st-andrews.ac.uk

<https://impact.wp.st-andrews.ac.uk>

<https://impact.wp.st-andrews.ac.uk/impact-funding>

Engagement with Research

The University of St Andrews encourages high quality engagement with our research, reaching out to 3 main non-academic audiences: professionals, policy practitioners, and the general public.

- Engagement with professionals can range from engaging with professionals or professional associations (e.g., bus drivers, nurses, police), to special interest groups (e.g., Dementia care), NGOs (e.g., Human Rights organisations), or businesses, including social enterprise.
- Engagement with policy practitioners involves, e.g., providing expert advice by responding to Government calls for evidence, working with Parliamentary committees or cross-party groups, writing policy briefs, organising workshops with policymakers and civil servants, or getting engaged via policy fellowships.
- Public engagement comprises working with community groups, organising exhibitions, developing activities and teaching materials for schools, engaging with the public via live and online events, broadcasting or social media.

Such engagement is part of the University's social and societal responsibility; it also has strong benefits to research, allowing fresh insights and new perspectives that can lead to innovative ideas, and it provides a pathway to impact. We provide support (e.g., one-to-one and group advisory sessions, workshops, training) at any stage, aiming to identify and maximise engagement opportunities throughout the life cycle of a research project, and beyond.

Ext: 4325

Email: hor-engagement@st-andrews.ac.uk

Open Research

Open Research is part of Libraries & Museums and consists of Open Access, Research Data Management and Bibliometrics teams.

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/support/open-research/open-access

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, writing data access statements 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/support/open-research/research-data-management

The Bibliometrics team provides analysis of publication profiles for Schools and Departments, including collaboration, topics and citation trends, and training in the responsible use of metrics in supporting management and assessment of research.

Email: bibliometrics@st-andrews.ac.uk

Further Information: www.st-andrews.ac.uk/research/support/open-research/bibliometrics-service

Research Information and Policy team

The research information and policy team is the central contact for general research queries. In addition, they

also provide services such as: management of submissions to the Research Excellence Framework, including REF 2021, coordination of demand managed funding calls, coordination of research leave approvals, support and training to research staff and postgraduate research students on Pure, reporting and responses to external research reporting and consultation requests. The team provides support to the VP Research and Innovation and the Research Excellence Board.

Email: ris@st-andrews.ac.uk

www.st-andrews.ac.uk/research/environment/ref-2021

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. We provide support and training on: maintaining research profiles, including Pure and ORCID, pure user training, including the REF 2021 module, enabling visibility of research centres and groups via pure and submission to Researchfish, the UKRI collection system for research outcomes. 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>

Email: purelive@st-andrews.ac.uk

22. Finance

Financial Operating Procedures

Heads of Schools and Units and all budget holders should be aware of the University Financial Operating Procedures, standing Financial Instructions and the Scheme of Delegation.

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

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

23. Procurement

Procurement's primary objective is to ensure the University is obtaining best value for money whilst supporting the extensive and wide ranging requirements of all our teaching and research activities within the University. The Procurement Strategy is to efficiently support Decentralised Buying throughout the Schools, Units and Residences of the University. Procurement is also a key driver in the University's strategic aim to become Net Zero for Carbon by 2035.

- **Where do I start?** There are persons within each School/Unit who are authorised to buy and raise purchase orders and submit requests for new suppliers - these persons are determined by the Head of School/Director of Unit. There are named buyers within your School/Unit 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 for your School/Unit this will be an agreed part of your role. A valid Oracle Fusion login account must be requested and training undertaken. www.st-andrews.ac.uk/finance-procurement/oracle-fusion-system-training-access
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/policy/ Compliance, Collaborative Agreements and Tendering](http://www.st-andrews.ac.uk/policy/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 the Regulated Procurement Threshold of £50,000 excluding VAT.

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 Purchase-2-Pay 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 – Oracle Fusion is the University's finance 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

24. Human Resources

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

- **Support & Advice (including management information)** – www.st-andrews.ac.uk/hr/supportandadvice
- **Recruitment & Selection** – www.st-andrews.ac.uk/hr/recruitment
- **Data & Systems** – www.st-andrews.ac.uk/hr/hrstaff
- **Pay and Pensions** – www.st-andrews.ac.uk/hr/payandpensions

Each School/Unit has a dedicated HR Business Partner who can be contacted for advice and support.

www.st-andrews.ac.uk/hr/businesspartner

Key/Important HR Policies:

The Annual Leave Policy

The annual leave year runs from 1 August to 31 July each year. Any annual leave carried forward from the previous annual leave year not used by the 31 December will be lost. The University has an annual closure period between 25 December and 2 January (or as published) during which only some services operate. Those employees who are not required to work during this closure period must use annual leave to cover this period. The specific dates and number of closure days will be agreed centrally within the University each year and communicated as far in advance as possible. Employees should check with their line manager regarding local arrangements during the December closure period. For more information contact Human Resources.

www.st-andrews.ac.uk/hr/annual-leave

Probation Policy

The probation period is a trial period for the new employee. It allows the employee and the line manager to assess the employee's suitability in the role and for the line manager to determine whether the employee is capable of fulfilling the requirements of the role. Probation should be monitored during regular review

meetings between the employee and their line manager. Further Information about the processes can be read in the policy:

For all staff: www.st-andrews.ac.uk/staff/policy/hr/probation

Payslips

You can view your payslips at Self Service: www.st-andrews.ac.uk/staff/self-service

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, you must follow the procedure below:

- Call your line manager or designated officer for absence within one hour of your normal start time on the first day of absence by telephone or agreed reporting mechanism. You must give an indication of the reason for non-attendance and the likely length of absence.
- Keep your line manager (or designated officer) informed on a daily basis unless otherwise agreed.
- If your absence lasts for 8 calendar days or more, you must obtain a Fit Note (medical certificate) from your GP.
- Complete a Return to Work Form (Part B) via Self Service upon returning to work.

For further details relating to long-term illness, you can view the full sickness policy at:

www.st-andrews.ac.uk/policy/staff-annual-leave-and-other-absence-ill-health/sickness-absence-policy.pdf

Special Leave

The University recognises that employees may experience circumstances in their personal lives which may require time off work for reasons that do not naturally fall within the scope of other University leave policies e.g. annual leave, family leave, flexible working. For further details on support available please access the Special Leave Policy:

www.st-andrews.ac.uk/policy/staff-annual-leave-and-other-absence-special-leave/special-leave.pdf

The Mediation Service

The Mediation Service is an additional service for all staff and students who want to resolve disagreement informally. The service is also available for groups or teams seeking a collaborative, inclusive framework for problem solving issues.

The University recognises that conflict and disagreements can arise in every part of the organisation and encourages colleagues to resolve issues in a manner that supports positive working relationships. Mediation provides space, time and support to people within the University community to transform difficult relationships. Mediation is informal, voluntary, confidential, and participants have control. Anyone is welcome to contact the service for a confidential conversation email mediation@st-andrews.ac.uk

More information is available at: www.st-andrews.ac.uk/mediation

The Mental Health Task Force

The Mental Health Task Force works to implement the Mental Health Strategy, the Suicide Prevention Strategy and fulfil actions from the Wellbeing Review. As such, it provides a forum for students and staff to learn from each other, to avoid duplication and to ensure actions support mental health, and those that support wellbeing, are distinct but synergistic and both align with the whole university approach.

www.st-andrews.ac.uk/policy/academic-policies-quality-and-standards/mental-health-strategy.pdf

Queries should be directed to Ruth Unsworth, Head of Mediation and Wellbeing
mediation@st-andrews.ac.uk

Equally Safe

Equally Safe is a University wide group that is committed to providing a safe environment that allows everyone 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. Any member of the community may be the recipient of a disclosure of unwanted and unacceptable conduct or behaviour. It is important that you understand the steps to take if a disclosure is reported to you. For further details relating to GBV and Sexual Misconduct, including what do to if a report of this nature is disclosed to you, please read the full policy at: www.st-andrews.ac.uk/policy/staff-employee-relations-dignity-and-respect/gender-based-violence.pdf. Any staff related queries on this matter should be directed, in confidence, to hrconfidential@st-andrews.ac.uk in the first instance. Employees are encouraged to report these matters through Report and Support.

Report and Support

Report and Support is an online tool for reporting anonymously or with contact details, any concerns for the safety of staff or students. Report and Support may also be used to report any form of bullying, harassment, discrimination and sexual violence. All employees, students, and members of the public can use Report and Support to report complaints or concerns to the University and access support information. To find out more about Report and Support, visit <https://reportandsupport.st-andrews.ac.uk> or email Reportandsupport@st-andrews.ac.uk

All HR policies can be found at: www.st-andrews.ac.uk/staff/policy/hr

Pay Days

You can find the schedule of pay days here: www.st-andrews.ac.uk/staff/money/salaries/dates

Ext 3096

Email: hr.general@st-andrews.ac.uk

www.st-andrews.ac.uk/hr

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 (no @st-andrews.ac.uk suffix should be entered) and the same password as your University account, you will be provided with paperless routes to:

- View and print payslips and P60s
- View and edit home address details
- View and add emergency contact details
- View and add emergency contact details
- View and edit bank account details
- Requesting annual leave (available only to some Schools and Units who have moved online)
- Reporting sickness absence
- 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/staff/self-service

Employee Benefits

www.st-andrews.ac.uk/hr/employeebenefits

www.st-andrews.ac.uk/staff/money/staffdiscountscheme

Peppy

Peppy is a health app that connects you to expert practitioners and personalised support on health matters. The University has partnered with Peppy to offer free support for staff and their partners on menopause and men's health. www.st-andrews.ac.uk/staff/peppy

25. Review and Development Processes

The University currently has two separate staff review processes:

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

www.st-andrews.ac.uk/staff/policy/hr/reviewanddevelopmentschemerdsforsupportst

The Academic Review and Development Scheme (ARDS) applies to academic staff only:

www.st-andrews.ac.uk/staff/policy/hr/academicreviewfornewstartsallacademicstaff

26. 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

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 Workplace Equality Index).

Email: diversity@st-andrews.ac.uk

Online Training – Staff are required to complete the Diversity in the Workplace and Unconscious Bias modules, and the Pronoun and Gender-inclusive Language Training, all can be accessed via:

www.st-andrews.ac.uk/hr/edi/training

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

Black, Asian or Minority Ethnic (BAME), LGBTIQ+, Parents & Carers, Staff with Disabilities and Women in Science. These networks play a vital role in supporting staff, signposting key resources as well as opportunities to create positive change. We value the input of our staff networks and encourage all staff to get involved.

Support for Staff – The EDI Team recognises that certain protected characteristics may require tailored and specific support. To provide the necessary expertise we partner with external organisations to ensure we can support you in an affirming and validating way. For example, the UK Government wide Access to Work scheme (www.gov.uk/access-to-work) supporting staff with disabilities.

Celebrating Diversity – The online Diversity Calendar promotes events across the University:

www.st-andrews.ac.uk/about/edi/celebrating-diversity. Key month-wide events include Black, Disability or LGBT+ History Months, Trans Awareness Month etc. If you wish for us to include others please reach out.

27. Accommodation, Conferences and Events

Accommodation

We offer a wide choice of en-suite and standard accommodation from end of May until the end of August. 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. The team can also assist with the management of virtual and hybrid conferences and events.

<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

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.

Ext. 3000

Email: aceteam@st-andrews.ac.uk

<https://ace.st-andrews.ac.uk>

Delivered Catering

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. 7005

Email: catering@st-andrews.ac.uk

<https://www.st-andrews.ac.uk/catering>

28. Student Services

Student Services provides support to students and also to staff working with students.

Core opening hours for appointments are between 9am and 5pm on weekdays. 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 and Response Team (01334 468999) and asking for the Student Services staff member 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 support
- advice on money and finances
- advice on academic issues
- support for students disclosing sexual assault
- A student experience programme and pastoral support for residents in university accommodation.
- Health Hub 24/7 crisis support

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

Staff in the Advice and Support Centre (ASC) can offer guidance on any student matter and can arrange an appointment with the wider Student Services team. Ext.2020 or email theasc@st-andrews.ac.uk

29. International Education Institute (IE)

The Academic English Service (AES) aims to help students develop their academic English skills, to facilitate success on their degree programmes. It is delivered by the International Education Institute (IE) and offers one-to-one tutorials focusing on speaking and writing skills, as well as workshops tailored to students' academic needs. The service also works with Schools directly to embed support activities within their provision.

AES activities are primarily targeted at users of English as an additional language, and are open to students engaging in study at both undergraduate and postgraduate level.

Ext. 2255

Email: ie@st-andrews.ac.uk

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

30. Development

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

Diversity and inclusivity are essential to a thriving society and to our success as a forward-looking, world-class university – which is why we launched the Kaleidoscope Alumni Network (KAN) at the end of 2022. KAN aims to celebrate the ethnic and cultural diversity of St Andrews graduates around the world and create a more inclusive, extended St Andrews community.

The recently refreshed *University of St Andrews Strategy 2022-2027* confirms our commitment to Diverse, World-leading and Entrepreneurial St Andrews, and introduces the themes of Sustainable and Digital St Andrews. Development will use these five themes as a focus for a new, comprehensive fundraising campaign with a financial target of £300 million.

The centrepiece of this campaign is the redevelopment of a 'New College' in St Andrews on the site on South Street formerly occupied by the town's state secondary school. This will become home to the School of International Relations and to a new Business School, comprising the Schools of Economics & Finance and of Management.

Other major initiatives include a new School of Mathematics and Statistics on the North Haugh; scholarships at both undergraduate and postgraduate level; the development of research at the Mackenzie Institute for Early Diagnosis; the implementation of Entrepreneurial St Andrews; the nurture of students' musical talent through new instruments, equipment and scholarships; the use of legacies to secure the University's future; and the St Andrews Prize for the Environment.

We raise funds for all our projects by:

- building a strong revenue pipeline through prospect management strategies and the cultivation of donors
- collaborating with the Principal, senior leadership and other University stakeholders to align the University's strategic priorities with campaign fundraising priorities
- encouraging a culture of philanthropy within the University
- developing partnerships with alumni and parents through volunteer and alumni engagement programmes
- publishing regular print and digital communications
- 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
- 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

31. 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 be:

- a hub where the University and private companies conduct innovative energy research. These include new battery technologies, hydrogen-based energy systems and conversion of CO2 into fuels.
- a living lab where low-carbon technology is demonstrated in real life.

Since 2018, Eden Campus has reduced 20% of the University's carbon footprint through solar energy and biomass heat. Eden Campus currently heats over 3000 student rooms and 50 University buildings.

Eden Campus is also home to Walter Bower House (WBH), which serves as the base for most of St Andrews' Professional Services teams. WBH is home to around 450 staff in total and offers 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 is also dedicated to storing roughly 15,000 lm of the University's library collections, browsable by University staff, students and members of the public.

Find out more about WBH at walterbowerhouse.wp.st-andrews.ac.uk and remember to check our digital noticeboard for the latest news and updates.

Email: wbhreception@st-andrews.ac.uk

32. 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/education/staff/timetabling/room-booking

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

33. 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://nursery.wp.st-andrews.ac.uk>

34. Byre Theatre

The Byre Theatre has been part of the fabric of St Andrews for 90 years and part of the University since 2014. It is an award-winning building, with a 216 seat auditorium, flexible studio theatre for up to 80 people and a 30 seat conference room.

The Byre is a vibrant arts hub, recognised as a valued part of the national cultural infrastructure, presenting a diverse range of professional touring performances of theatre, dance, opera and music for a broad range of audiences. The Byre also produces Sands: International Film Festival of St Andrews, leads the national St Andrews Playwriting Award and produces its renowned annual pantomime with Bard In The Botanics, featuring a local youth cast who work alongside the professional cast and creative team.

The Byre is proud to regularly host local and student performance groups. It also develops projects focusing on reaching out to sectors of the local community to engage with the arts and promote well-being, offering opportunities for learning, training and professional development. Recent initiatives include Memory Spinners Fife, providing a weekly arts project for people with dementia and their carers while offering Arts in the Community volunteer opportunities to students and Theatre For Wellbeing, giving young people a safe space to express themselves through arts activities.

As part of the University, the Byre supports teaching and research, develops skills and work experience for students and contributes to the student experience. The Cafe Bar is operated by St Andrews Brewing Company, welcoming people from all our communities to enjoy snacks, hot drinks and local brews. The Study Space on level 2 is a relaxed area which offers an informal, alternative place to study.

The Byre hosts the student run Barron Theatre's permanent residency within the Lawrence Levy Studio Theatre. In addition, the Byre provides the main auditorium, equipment and resources, technical team, marketing support and training opportunities in a high-level professional environment to student productions, which are enjoyed by fellow students and public audiences.

The Byre is a permanent home to the Playwriting and Screenwriting MLitt, led by award-winning playwrights Professor Zinnie Harris and Oliver Emanuel, and is a teaching base and collaborative partner with the University's Film Studies department.

The Byre works in partnership with academics, researchers, and colleagues to showcase some of the ground-breaking research at the University of St Andrews. This collaboration includes public engagement, enabling research to reach a public audience and contribute to the measurement Impact. Byre World is a regular strand of programming connected to the School of Modern Languages.

The Byre's priorities are focused on performing arts and screen culture. To make enquiries about potential collaborations and to call upon our expertise please get in touch.

Contact

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

35. Laidlaw Music Centre

The University Laidlaw 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 Laidlaw 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 practise, 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

36. Global Office

The Global Office is responsible for managing strategic, multi-dimensional partnerships; providing co-ordinated support for key Global activities which are cross-institution and which enhance student experience, academic reputation and research connectivity internationally; and supporting the alignment of Global services to ensure a consistent approach and a seamless service for academics, students and external stakeholders.

The Global Office supports our strategic partnerships with the University of Bonn, Charles University, Emory University, the University of Padua and the College of William & Mary. These partnerships span education, research and professional services. We also support colleagues with new international links and collaborations. Please email partnerships@st-andrews.ac.uk to engage with us.

The Global Office manages and supports a wide range of international activities, including:

- Study Abroad and collaborative programmes Global PhDs
- Global Fellowship Scheme
- International network and association memberships – e.g. Europaeum, UArctic, Talloires Network of Engaged Universities, Scotland Europa
- Student cohort experience – e.g. BA (International Honours); Sanctuary Scholars; Global PhDs; China Scholarship Council
- Partnership development that supports academic strategy International travel support
- University of Sanctuary status co-ordination
- Support for new international links

The Global Office brings together the university community to support our University of Sanctuary status. St Andrews was the second University of Sanctuary in Scotland, and is committed to ensuring a welcoming, safe and supportive environment for staff and students seeking sanctuary in the UK.

The Global Office also manages the business of the University's International Committee and takes forward projects and initiatives identified by the Committee in support of the University of St Andrews Strategy.

You can find out more about the work of the Global Office on:

Webpage: www.st-andrews.ac.uk/study-abroad
 Blog: <https://studyabroad.wp.st-andrews.ac.uk>
 Facebook: www.facebook.com/studyabroad.standrews
 Instagram: standrewsglobal
 Email: globaloffice@st-andrews.ac.uk
 Newsletter sign up: Email globaloffice@st-andrews.ac.uk

37. St Andrews Innovation

St Andrews Innovation provides commercialisation and innovation support to students, staff, academics, and industry partners. The team supports research collaborations, commercial licensing, and University spinouts to create real-world innovations and dynamic partnerships. Based at Eden Campus, St Andrews Innovation provide state-of-the art resources and strategic guidance to harness the best ideas and brightest minds to create a thriving entrepreneurial ecosystem.

What the team offers:

- Entrepreneurial training, programmes, and events
- Mentorship and investment networks
- Research and innovation funding
- Contract research
- Licensing and intellectual property support
- Tailor-made spinout and startup guidance
- Consultancy support
- Rapid Prototyping Centre

Find out more about St Andrews Innovation here <https://innovation.st-andrews.ac.uk> – or get in touch with the team innovation@st-andrews.ac.uk.

Twitter: https://twitter.com/St_AlInnovation
 Instagram: <https://www.instagram.com/standrewsinnovation>

Index of Abbreviations

ACE Accommodation, Conferences and Events	LFL Lifelong Learning
AES Academic English Service	LTC Learning and Teaching Committee
AMG Academic Monitoring Group	MLE Managed Learning Environment
ARDS Academic Review and Development Scheme	MMS Module Management System
ASC Advice & Support Centre	MOS Microsoft Office Specialist
ASDP Academic Staff Development Programme	
BTPO Business Transformation Portfolio Office	NEBOSH National Examination Board in Occupational Safety and Health
CAG Curriculum Approvals Group	OSDS Organisational and Staff Development Services
CEED Centre Educational Enhancement and Development	PARC Planning and Resources Committee
CELPiE Community of Evidence Led Practice In Education	PDMS Personal Development Management System
CHASE Centre for Health and Safety Excellence	PDP Personal Development Planning
CSA Collaborations & Study Abroad	PG Postgraduate
DC Delivered Catering	PGCAP Postgraduate Certificate In Academic Practice
DL Distance Learning	PGR Postgraduate Research Students
DoRep Director of Representation, Students' Association	PGRC Postgraduate Research Committee
DoT Director of Teaching	PGT Postgraduate Taught Students
DoPGR Director of Postgraduate Research	QAA Quality Assurance Agency
DoPGT Director of Postgraduate Taught	RBS Residential and Business Services
DoSDA Director of Student Development and Activities, Students' Association	RIS Research & Innovation Services
ESMG Education Strategic Management Group	RDS Review and Development Scheme
FAS Financial Advice & Support	REF Research Excellence Framework
FEG Faculty Executive Group	RPL Recognition of Prior Learning
FE Further Education	SD Sustainable Development
HE Higher Education	SCQF Scottish Credit and Qualifications Framework
HEA Higher Education Academy	SFC Scottish Funding Council
HEAR Higher Education Achievement Report	SH Senior Honours
HEPI Higher Education Policy Institute	SITS Strategic Information Technology Services
HESA Higher Education Statistics Agency	SRC Student Representative Council
HoS Head of School	TEF Teaching Excellence Framework
HR Human Resources	TEFL Teaching English as a Foreign Language
ID Interdisciplinary	TEL Technology Enhanced Learning
IE International Education Institute	TGAP Training in Good Academic Practice
ILA Individual Learning Account	TLAC Teaching Learning & Assessment Committee
ITS IT Services	UCAS Universities & Colleges Admissions Service
JANET Joint Academic Network	UG Undergraduate
JH Junior Honours	UKCGE UK Council for Graduate Education
KPI Key Performance Indicator	URIP Undergraduate Research Internship Programme
	UTREC University Teaching and Research Ethics Committee
	VLE Virtual Learning Environment
	WBH Walter Bower House

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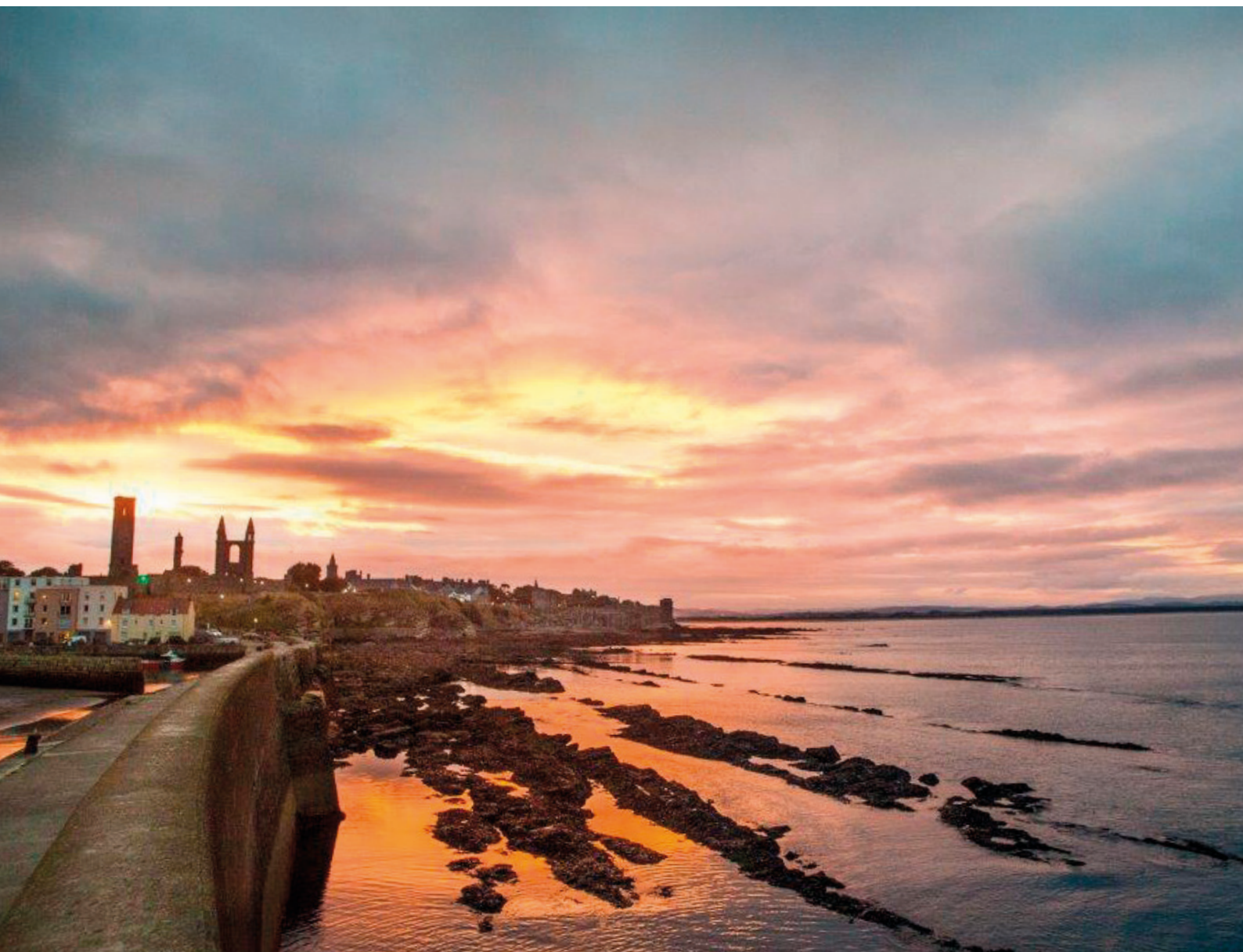
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University of
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OSDS

Organisational &
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Services



www.st-andrews.ac.uk/osds

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