SCHOOL OF PHILOSOPHICAL, ANTHROPOLOGICAL & FILM STUDIES

SCHOOL HANDBOOK 2022/23

Contents

Introduction from Head of School

Dear Colleagues,

First, let me offer a warm welcome on behalf of the whole School to the new colleagues who are starting with us this academic year. Whether you are joining us on a permanent basis or on a fixed-term contract, and whatever your role in the School, I hope you will find the working environment supportive, inclusive, and rewarding.

Our big challenge this coming year is to refamiliarize ourselves with a world in which the norm is that teaching, research events, and meetings happen in person rather than online. Of course we do not want to dispense with every new practice developed in response to Covid, and there will be times when we will want to continue with and refine new ways of working. In general, though, the expectation of both the University and our students will be that we are present in St Andrews in the way we were before the pandemic.

The Heads of Department this year are Melissa Demian (Social Anthropology), Lucy Donaldson (Film), and Simon Prosser (Philosophy). The School Manager is Graeme Hawes.

This is my first year as Head of School, and as I said in the email I sent to you all on my first day in the job, I am very conscious that I have a lot to learn about how things work -- and about how they might work better. I will always be glad to hear from you if you think there are things I should know, or if there is something you want to discuss -- please contact me at philhos@st-andrews.ac.uk to make an appointment.

This handbook contains important information about the administration of the School, and I encourage you to read it through. If you have any suggestions about how future editions can be improved, please contact pafs@st-andrews.ac.uk.

With my best wishes for 2022-23,

James Harris

Section 1: Staff and Departmental Contact Information

1.   Head of School

The Head of School is Professor James Harris. His office is located in Edgecliffe and he can be contacted on extension 2472 or via email at philhos@st-andrews.ac.uk.

The Deputy Head of School is Professor Glyn Davis (gpd1@st-andrews.ac.uk).

2.   Departments

The School of Philosophical Anthropological & Film Studies (https://www.st-andrews.ac.uk/philosophical-anthropological-film-studies/) consists of three departments:

Department of Film Studies   99/101A North Street
Office Telephone: (46) 2486 (no Dept office – please use SocAnth or Philosophy)
Departmental Webpage: https://www.st-andrews.ac.uk/film-studies/

Department of Philosophy   Edgecliffe, The Scores
Office Telephone: (46) 2486
Departmental Webpage: http://www.st-andrews.ac.uk/philosophy/

Dept of Social Anthropology   71 North Street
Office Telephone: (46) 2977
Departmental Webpage: https://www.st-andrews.ac.uk/social-anthropology/

3.   School Research Centres and Institutes

School
STAIGS – St Andrews Institute for Gender Studies
Website: https://staigs.wp.st-andrews.ac.uk/
Email: staigs@st-andrews.ac.uk
Contact: Dr Ana Gutierrez Garza, Dr Zoe Shacklock, Dr Jade Fletcher, Lynn Hynd

Film Studies
Centre for Screen Studies
Website: - https://screenculture.wp.st-andrews.ac.uk/
Email: researchpafs@st-andrews.ac.uk
Contact: Lynn Hynd, Dr Lucy Fife Donaldson and Dr Philippa Lovatt

Philosophy
ARCHE - Philosophical Research Centre for Logic, Language, Metaphysics and Epistemology
Website: https://www.st-andrews.ac.uk/arche/
Email: researchpafs@st-andrews.ac.uk
Contact: Prof Franz Berto, Lynn Hynd

CEEPA – Centre for Ethics, Philosophy & Public Affairs
Website: https://ceppa.wp.st-andrews.ac.uk/
Email: cppa@st-andrews.ac.uk
Contact: Dr Theron Plummer, Lynn Hynd

Social Anthropology
Centre for Energy Ethics
Website: https://energyethics.ac.uk/
Email: energyethics@st-andrews.ac.uk
Contact: Dr Mette High, Dr Emilka Skrzypek, Lisa Neilson

CAS – Centre for Amerindian, Latin American & Caribbean Studies
Website: https://calacs.wp.st-andrews.ac.uk/
Email: amerindian@st-andrews.ac.uk
Contact: Dr Ana Gutierrez Garza, Dr Patrick O'Hare, Lynn Hynd

CCS – Centre for Cosmopolitan Studies
Website: https://ccs.wp.st-andrews.ac.uk/
Email: dmk3@st-andrews.ac.uk
Contact: Dr Daniel M. Knight, Lynn Hynd

CMR - Centre for Minorities Research
Website: https://cmr.wp.st-andrews.ac.uk/
Email: cemire@st-andrews.ac.uk
Contact: Dr Stavroula Pipyrou, Lynn Hynd

CPS – Centre for Pacific Studies
Website: https://cps.wp.st-andrews.ac.uk/
Email: TBC
Contact: Dr Tony Crook, Lynn Hynd

4. Professional Services Team (PSS)

The School Professional Services Team is split into four teams, School Operations, Undergraduate, Postgraduate and Research. Teams can be contacted Monday – Friday 9am – 5pm on their generic emails address and via Teams. PSS can be contacted by phone via the two main offices – Edgecliffe ex. 2486 and Social Anthropology ex. 2977.

School Wide Roles (pafs@st-andrews.ac.uk)
Responsible for all operations across the School including HR, Finance, Estates, Planning and IT.
Graeme Hawes (pafsmanager@)   School Manager
Lucie Randal (lew10/pafs@)   School and Teaching Coordinator
Michael Arrowsmith (mga10)   Computing Officer (Tues – Thurs)

Undergraduate Team (ugpafsadmin@st-andrews.ac.uk)
Responsible for all activities relating to undergraduate teaching from application to graduation.
Rhona Paterson (rjs17)   Undergraduate Administrator
Linda Jeffery (lj80)   Undergraduate Administrator
Sarah Frankowski   Undergraduate Administrator

Postgraduate Team (pgpafs@st-andrews.ac.uk)
Responsible for all activities relating to postgraduate teaching from application to graduation.
Karen Drysdale (kd31)   Senior Postgraduate Administrator
Kirstin McCarle (ksm20)   Postgraduate Administrator

Research Team (researchpafs@st-andrews.ac.uk)
Responsible for all activities relating to the administration of research activities, centres, grants and research finance.

Lisa Neilson (ls40)   Energy Ethics Administrator & Research Coordinator
Lynn Hynd (lhhp)   Senior Research Administrator

5. School and Departmental Academic Role Holders

School-wide roles

Head of School	Professor James Harris	philhos@
Equality and Diversity Officer	Prof Greg Restall	gr69
Equality and Diversity Officer	Dr Emilka Skrzypek	ees7
Academic Misconduct Officer	Dr Bradley Hillier-Smith	
Ethics Co-ordinator	Dr Paloma Gay y Blasco	pgyb
Disabilities Officer	Graeme Hawes	gh30
Wellbeing Officers	Lucy Donaldson (lfd2), Melissa Demian (md240), Simon Prosser (sjp7)	

Please note that the lists below are the roles that are recurring in all departments. For a fully comprehensive list of the administrative roles, please liaise with the HoD.

Department of Film Studies		*email*
Head of Department	Dr Lucy Donaldson	filmhod@
Director of Teaching	Dr Paul Flaig	filmdot@
Director of Research	Prof Glyn Davies	filmdor@
Director of Postgraduate Studies	Dr Zoe Shacklock	filmdopg@
Director of Impact	Dr Kirsty Dootson	filmdoi@
Examinations Officer	Dr Tyler Parks	filmexoff@
Honours Advisor	Dr Philippa Lovatt	pcl2@
Sub Honours Advisor	Dr Tyler Parks	tp36@
Library Representative	Dr Viviane Saglier	vmcs1@
Admissions Officer	Dr Viviane Saglier	vmcs1@

Department of Philosophy		*Email*
Head of Department	Dr Simon Prosser	philhod@
Director of Teaching	Dr Derek Ball	phildot@
Deputy Director of Teaching	Dr Tom Baker	phildepdot@
Director of Tutoring	Dr Clotilde Torregrossa	phildotut@
Director of Research	Dr Kevin Scharp	phildor@
Director of PGR	Dr Justin Snedegar	phildopg@
Director of PGT	Dr Alex Douglas	philmlitt@
Director of Impact	Prof Berys Gaut	phildoi@
Examinations Officer	Prof Jens Timmermann	philexoff@
Honours Coordinator & Advisor	Dr Berys Gaut	philhons@
Sub-Honours Advisor	Dr Joe Millum	jrm39@
Sub-Honours Advisor	Dr Patrick Greenough	pmg2@
Sub-Honours Advisor	Dr Clotilde Torregrossa	ct65@
Library Representative	Dr Edgar Philips	
Admissions Officer	Dr Margaret Hampson / Dr Elizabeth Ashford	mrh8@/ea10@

Department of Social Anthropology		*email*
Head of Department	Dr Melissa Demian	socanthhod@
Director of Teaching	Dr Richard Irvine	socanthdot@
Deputy Director of Teaching	Dr Vindhya Buthpitiya	socanthdepdot@
Director of Research	Dr Mette High	socandor@
Director of PGR	Dr Mattia Fumanti	socanthdopg@
Director of PGT	Dr Aimee Joyce	socanthdopgt@
Director of Impact	Dr Tony Crook	socanthdoi@
Examinations Officer	Dr Daniel Knight/Dr Stan Frankland	socanthexoff@
Honours Advisor	Dr Ana Gutierrez Garza	apgg1@
Sub-Honours Advisor	Dr Paloma Gay y Blasco/Dr Huon Wardle	pgyb@/hobw@
Admissions Officer	Dr Bridget Bradley	bb203@

6. Staff on leave

For the academic year 2022/23 the following staff will be on research/parental leave:

	Semester 1	**Semester 2**
Philosophy	Elizabeth Ashford	Margaret Hampson
	Ben Sachs	Jessica Brown
	Theron Plummer	Theron Plummer
	Jessica Brown	Ben Sachs (Jan-April)
	Mara van der Lugt	Adam Etinson (Dec-April)
Film Studies	Tom Rice	Tom Rice
	Leshu Torchin	Leshu Torchin
Social Anthropology	Mark Harris	Mark Harris
	Tony Crook	Daniel Knight
	Stavroula Pipyrou	Christos Lynteris
	Christos Lynteris	Adam Reed

7. School Presidents

The School President represents students and his/her role is to make representations on behalf of the students within their School to the University. The School President will act as a link between the student sabbatical officers of the Students' Association and the class representatives. The School President is the chair of the Departmental Staff-Student Consultative Committee, will attend all President Forums, and regularly communicate issues to the Director of Teaching on behalf of students. Further information can be found at: https://www.yourunion.net/voice/academicreps/schoolpresidents/

2022/23 School Presidents:
Film Studies: Iona Thorburn   filmpresident@st-andrews.ac.uk
Philosophy: Nigel Mika   philosophypresident@st-andrews.ac.uk
Social Anthropology: Taylor Bonnes   socanthpresident@st-andrews.ac.uk

8. External Examiners

The External Examining system is a crucial element of the University's quality assurance structure, providing a means to ensure the quality and standards of awards, the standards of student performance and the validity of assessment processes. Further information can be found at https://www.st-andrews.ac.uk/policy/academic-policies-quality-and-standards-external-examiners/external-examining.pdf.

2022/23 External Examiners:

Department of Film Studies

Undergraduate	Postgraduate
Professor Deborah Shaw	Dr Sarah Neely
Film, Media & Communication	Film and Television Studies
University of Portsmouth	University of Glasgow
deborah.shaw@port.ac.uk	sarah.neely@glasgow.ac.uk

Department of Philosophy

Undergraduate

Professor Thomas Stoneham	Second examiner TBC
Department of Philosophy	
University of York	
tom.stoneham@york.ac.uk	

Postgraduate

Associate Professor Gerald Lang	Dr Paula Sweeney
Department of Philosophy	Department of Philosophy
University of Leeds	University of Aberdeen
G.R.Lang@leeds.ac.uk	p.sweeney@abdn.ac.uk

Department of Social Anthropology

Dr Gillian Evans
Department of Social Anthropology
University of Manchester
Gillian.Evans@manchester.ac.uk

9. Email Circulation Lists

If you require further information on School mailing lists or for someone to be added to a specific list, please contact pafs@st-andrews.ac.uk.

All Arché People	arche_locals@st-andrews.ac.uk
All Film Studies Staff	filmstudies-staff@st-andrews.ac.uk
All Film Research Students	filmstudies-pgstudents@st-andrews.ac.uk
All Film MLitt Students	filmstudies-mlitt@st-andrews.ac.uk
All Philosophy Staff	philosophy-staff@st-andrews.ac.uk
All Philosophy Honorary Staff	philosophy-honorary-staff@st-andrews.ac.uk
All Philosophy Research Students	philosophy-research-students@st-andrews.ac.uk
All Philosophy MLitt students	philosophy-mlitt-students@st-andrews.ac.uk
All Philosophy Con Diploma Students	philosophy-diploma-students@st-andrews.ac.uk
All Social Anthropology Staff	social-anthropology-staff@st-andrews.ac.uk
Social Anthropology Research Students	socanth-research-students@st-andrews.ac.uk
All Professional Services Staff	pafs-schooladmin@st-andrews.ac.uk
SocAnth Visiting Scholars	sa-vistors@st-andrews.ac.uk

| Philosophy Visiting Scholars | phil-visitors@st-andrews.ac.uk |
| Film Visiting Scholars | fs-visitors@st-andrews.ac.uk |

10. Staff Directory

You can find staff from other Schools and Units via the University contact pages.

Section 2: Semester Dates 2022/23

Semester key dates and the University Key Deadlines and Dates can be found online.

Staff are expected to be available during semester time and throughout the Exam diet and marking period, except in exceptional circumstances. If you do need to be away for any part of the exams period in either semester, please let the HoS and HoD know as soon as possible.

Section 3: School and Departmental Committees
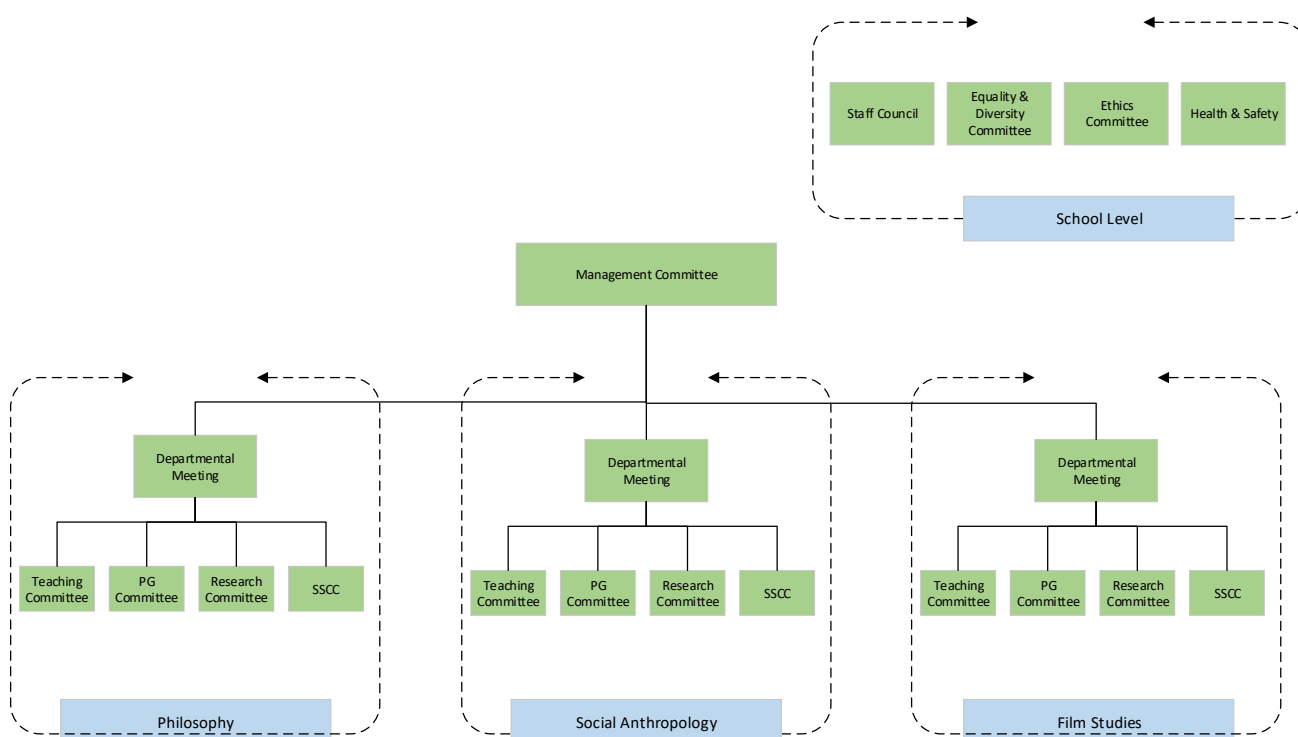
Figure 1: School Committee Structure

1. School Management Committee

Management Committee supports and advises the Head of School on decisions relating to the strategic direction of the School and implementation of University policy. Items for the agenda should be of School-wide relevance and not issues which should be addressed, and/or resolved, within individual departments. If you wish to add an item to the agenda, then do so via your Head of Department or the School Manager.

Membership 2022/23:
Prof James Harris, Head of School
Dr Lucy Donaldson, Head of Department, Department of Film Studies
Dr Simon Prosser, Head of Department, Department of Philosophy
Dr Melissa Demian, Head of Department, Department of Social Anthropology
Prof Greg Restall, School Equality and Diversity Officer

Dr Emilka Skrzypek, Co-EDI Officer
Graeme Hawes, School Manager
Lucie Randal, School & Teaching Coordinator

Meeting Dates 2022/23:

Semester 1	Semester 2
7 September	1 February
5 October	1 March
2 November	5 April
7 December	2 May or 30 May

2. School Council

Please refer to the School Constitution (Appendix 1) for more information on the School Council.

Meeting Dates 2022/23 – venue TBC:

Semester 1	Semester 2
23 November	3 May

3. Departmental Committees

Each department will hold a regular departmental meeting where they will discuss issues relating to the growth and delivery of departmental objectives. In addition, each department will hold a range of other meetings (depend on size and need) such as:

Teaching Committee
Each department will hold a Teaching Committee, chaired by the Director of Teaching and usually meeting twice per semester. The Teaching Committee provides a forum in which the DoT relays information from the University's Teaching, Learning and Assessment Committee regarding University policy and proposed policy. It is also forum through which School policy on teaching matters is discussed and ultimately devised.

Postgraduate Committee
Each department will hold a Postgraduate Committee, chaired by the Director of Postgraduate Studies. The PG Committee meets at least once per semester, and more often as required. The PG Committee is consulted on and discusses any relevant PG matters, which may include proposed changes to modules and programmes, funding matters (including scholarship awards), strategic planning of PG provision within the school, application and admissions, and other individual student matters. Some of the business of the committee can be done by circulation without the need for a meeting.

Research Committee
Each department will hold a Research Committee, chaired by the Director of Research as required. The core business of the committee is to discuss and approve the research strategy for the School. This should include REF, the Schools research environment, new research initiatives, impact, funding opportunities, grant capture and Centre activity.

SSCC
Each department will have a Staff – Student Consultative Committee (SSCC). This is a committee of students and members of staff that considers problems arising in teaching and obtains input from the student body into boarder strategic planning. It usually meets twice a semester.

4. Secretarial Support and Minutes

Minutes for School meetings can be found [here](#). Professional services will provide full secretarial support for all School committees as outlined below. (NOTE: Sem1 22-23 Dept meeting minutes will be taken on a rotational, volunteer basis by academic staff, while PSS are understaffed. Please contact Lucie Randal if there are any queries/issues.)

Committee	PS Lead	Contact
School Level Committees		
School Management Committee	Graeme Hawes	pafsmanager@st-andrews.ac.uk
School Council	Lucie Randal	pafsmanager@st-andrews.ac.uk
Ethics Committee	Lisa Neilson	ls40@st-andrews.ac.uk
EDI Committee	Lucie Randal	pafs@st-andrews.ac.uk
Academic Misconduct	Lucie Randal	pafs@st-andrews.ac.uk
School Health & Safety Committee	Lucie Randal	pafs@st-andrews.ac.uk
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Departmental Level Committees		
Philosophy Departmental Meetings	Lucie Randal	pafs@st-andrews.ac.uk
Film Studies Departmental Meetings	Lucie Randal	pafs@st-andrews.ac.uk
Social Anthropology Departmental Meetings	Lucie Randal	pafs@st-andrews.ac.uk
Philosophy TLA	UG Team	ugpafsadmin@st-andrews.ac.uk
Film Studies TLA	UG Team	ugpafsadmin@st-andrews.ac.uk
Social Anthropology TLA	UG Team	ugpafsadmin@st-andrews.ac.uk
Philosophy SSCC	UG Team	ugpafsadmin@st-andrews.ac.uk
Film Studies SSCC	UG Team	ugpafsadmin@st-andrews.ac.uk
Social Anthropology SSCC	UG Team	ugpafsadmin@st-andrews.ac.uk
Undergraduate Exam Boards	UG Team	ugpafsadmin@st-andrews.ac.uk
Resit Exam Boards	UG Team	ugpafsadmin@st-andrews.ac.uk
Postgraduate Exam Boards	PG Team	pgpafs@st-andrews.ac.uk
SASP Exam Boards	PG Team	pgpafs@st-andrews.ac.uk
SASP Joint Committee	PG Team	pgpafs@st-andrews.ac.uk
Postgraduate Scholarship Committees	PG Team	pgpafs@st-andrews.ac.uk
Arche Management Meeting	Research Team	researchpafs@st-andrews.ac.uk
CEPPA Advisory Meeting	Research Team	researchpafs@st-andrews.ac.uk

Section 4: IT

The range of IT services offered by the University and information for new staff can be found on the IT Services online help pages https://www.st-andrews.ac.uk/it-support/.

The Schools Computing Officer is Mike Arrowsmith who can be contacted via mga10@st-andrews.ac.uk. Mike's office hours are Tuesday to Thursday, 9am to 5pm, outwith these times you should contact the IT Helpdesk directly.

1. Helpdesk

The central IT helpdesk is located in the main Library and is normally staffed from Monday to Friday between 08:45 and 18:00 (vacations 09:00 – 17:00). They can be contacted by email at helpdesk@st-andrews.ac.uk or by phone on extension 3333.

2. Your University Account

Prior to your arrival at the University, you will receive an email with your account details and instructions for activating your account. This will help prepare you for your first day and speed up your induction process. This username is used to access email, some internal and external online resources, and many of the University's

administrative systems. If you have any difficulties activating your account, or have not done so already, please contact the IT Service Desk (helpdesk@st-andrews.ac.uk).

3. Email Accounts

The University's email services are powered by Microsoft, through Office 365. The recommended software is Microsoft Outlook but many other clients will work, as will mobile devices and tablets. For more information on setting up your account, sending attachments, etc., please see https://www.st-andrews.ac.uk/itsupport/accounts/email/

As well as your personal email account you may also be given access to a non-personal account, used for shared administrative tasks or specific projects. Email is all stored centrally and backed up automatically each day.

4. Connecting to the Network

All computers connected directly to the University of St Andrews data network must be registered with the IT Helpdesk. If you have problems connecting to the network, contact the IT Helpdesk (helpdesk@st-andrews.ac.uk).

There is a wireless network that is available across campus which can be used with wireless-enabled devices. This system is called Eduroam and integrates with other participating institutions, so you can log in to their own wireless network with your St Andrews username and password.

5. Printing

You may have been issued with a local printer directly connected to your computer. This should be used for low volume page prints. For long print runs you can connect to one of several workgroup printers (Uniprint) within the University. If you don't have access to any of these from your computer, contact the School Computing Officer.

Please use double-sided printing wherever possible to save on costs. The setup for this will vary according to which printer you are trying to use but should be found in the print dialog box (on Windows systems the 'Preferences' section and for Macs under 'Layout').

6. Security

Your university account is your unique identity within the University systems, and you must keep your password secret. Do not give it away or share it. You can change your password via the University website, but it must always conform to certain standards of strength before it will be accepted by the system.

As with all large organisations, St Andrews is sometimes the target of fraudsters who want to gain access to your email or our wider systems. If you are in any doubt at all about the authenticity of any email, please contact IT Helpdesk for clarification. Always err on the side of caution, do not directly answer any such emails and remember that no-one genuine will ever ask you for your password. For more information see online security.

PC computers are supplied with F-Secure anti-virus software and it is essential that this is kept updated. This should happen automatically, but if you ever see a message telling you that your virus definitions are out of date, contact the School Computer Officer or IT Services for help.

You will also frequently be asked to install updates for other software on your computer. It is essential that you install updates when prompted. Many problems are caused by outdated software and can be avoided.

However inconvenient it may be at the time to wait a few minutes to update software, the consequences of not doing so can be much worse!

7. Purchasing Hardware and Software

All requests for purchasing should be made to the School Computing Officer. The University benefits from charitable status, has discount arrangements with preferred suppliers, and has purchased site license for a range of software. Accordingly, if you buy equipment or software yourself you may not be able to subsequently claim all or part back from the University. All equipment bought by the University remains our property and must be returned upon the expiry of a contract.

8. Software

New computers are installed as standard with Microsoft Office 365. Other widely available software can be searched and downloaded through the Software Centre within your computer.

9. Departmental Websites

The School websites are designed and managed by the School Computing Officer but are based on a content management system that allows any authorised user to make changes.

 Any changes or new items should follow the procedure below:

- Compile the information according to the following format:
    1. A title
    2. A date
    3. A short description (an extract for the home page)
    4. Main text: This is what will appear when the full item is read.
    5. An image that we have permission to use that can be cropped to a minimum of 750x500 pixels. (If no image is given, the news item will go up with a generic holding image)

- Send the item to pafswebcontent@st-andrews.ac.uk, where it will be picked up by one of the professional services staff who are trained to add it to the websites.

There are also a number of Centre websites to which you may need direct access, and this can be arranged with the School Computing Officer. All Centre websites are managed by the relevant Centre or Institute Director.

10. Teaching and Seminar Rooms

Teaching rooms are all fitted with Windows PCs connected to a projector and speakers. You can use these for presentations and documents stored on USB sticks or the Central File Store. Alternatively, you can connect your own laptop to the display equipment.

Film Studies also has a boardroom which is fitted with a Blu-ray player and a PC connected to a virtual reality headset.

11. Access for Visitors

From time to time you may need to provide computer facilities for visitors. We have guest accounts available for this, and also conference accounts for delegates to events you may organise.

12. Central Filespace

Administrative staff make extensive use of the University's Central File Store (CFS) to store documents and information. Academic staff may also need access to some areas of the CFS, in which case contact the School

Computing Officer. All staff also have 5GB of personal filespace on the central storage. For details on how to access these areas please read the help pages on Files Storage.

Your personal filespace is automatically available if you log into one of the 'classroom' PCs in teaching and seminar rooms.

13. Backing up your Data

It is your responsibility to ensure that all your important information is securely backed up. We can supply a small external hard drive for this purpose, but you should also consider making use of the Central File Store (above).

The use of OneDrive for Business is recommended, and it provides 1TB cloud storage.

14. Connecting from Home / Overseas

Access to some University services requires that you are connected to the University network. Your computer will have Virtual Private Networking (VPN) software installed to enable you to do this – contact IT Services for help. Further information can be found here.

The University recommends the use of Microsoft Office 365, which enables you to sync data to your computer, share large files, etc. For more information, contact the School Computing Officer or see Office 365

15. Films and Videos

The School has an HD video camera that can be booked for use in fieldwork, filming conferences etc. We also have a number of computers with film editing and compression software that can be used for producing digital content. Media Services (ext 3674) can also supply equipment and may be available to film certain events for you. If you are making clips or compilations of published videos or DVDs it is your responsibility to ensure that all copyright legislation is respected.

16. Assistive Technology

For users with specific requirements to help their use of IT we can offer assistance through the use of software such as Dragon speech recognition and the supply of specialist furniture or equipment. Please contact the School Computing Officer or School Manager.

17. Training

There are a number of IT training courses that are open to University students and staff which you may find very useful. For more information see the Computer and IT Support section of the main website, or email it-training@st-andrews.ac.uk.

18. Misuse

When you activate your user account you will be issued with a set of terms and conditions to which you are agreeing. The full agreement is available on the University website but we would like to draw your attention in particular to the use of file sharing or peer-to-peer software to infringe copyright. This is regarded as a serious issue and may result in suspension of your account or disciplinary action.

Section 5: Health and Safety / Buildings

1.   Key Health & Safety Contacts

In the case of the School of Philosophical Anthropological & Film Studies ultimate responsibility for Health & Safety issues lies with the Head of School, who delegates the day-to-day duties of monitoring Health & Safety issues within the School to a Health & Safety Co-ordinator (Lucie Randal – pafs@st-andrews.ac.uk).

Health & Safety issues can be raised directly with either the Health & Safety Co-ordinator, School Manager or with the Head of School and are also discussed at the Departmental Staff Councils. The Health & Safety Co-ordinator and the Head of School meet regularly to discuss Health, Safety and Security issues.

If any members of staff have a health concern, then they should contact the Occupational Health Adviser directly. The Environmental, Health & Safety Services (EHSS) website can be found at: http://www.st-andrews.ac.uk/ehss/

2.   Using University Buildings Safely

The policy for using University Building Safely following return to workplaces and COVID restrictions can be found at https://www.st-andrews.ac.uk/policy/safe-st-andrews/internal/safe-use-of-university-buildings-guidance.pdf.

3.   Buildings Management

The School's professional service team manage all estates and building queries. If you have a query or request relating to building maintenance, office moves, access to building etc. please contact pafs@st-andrews.ac.uk in the first instance.

4.   Fire Safety

In the event of a fire, staff should follow the instructions given in the University of St. Andrews Fire Action Notices that are posted in the School.

Fire alarms will be tested regularly in each of the buildings occupied by the School. These tests are organised and recorded by the Health and Safety Co-ordinator, in liaison with Estates. This check is to ensure that the systems work. The alarm will only ring for a few seconds. If a fire breaks out at the time of the test, the alarm will continue to ring.

5.   First Aid Emergency

In the event of a first-aid emergency, all staff should follow the instructions given on the University of St. Andrews 'First-Aid Emergency' notices that are posted in the School. Information on first aid procedures is displayed widely throughout the School (green and blue notices). The School has two qualified first-aider and two first-aid appointed persons:

Name	Phone	Location
Moira Gilruth	2484	Room G04, Edgecliffe
Lucie Randal	2464	Edgecliffe
Jimmy Ness	3985	(Porter's Lodge for Arché & SA)

The above-named staff are the 'designated persons' to give first aid. The University Security & Response team are also all first aid trained, and are available 24hrs – security@ or ext. 8999. Environmental, Health & Safety Services run a training course every year. First Aid boxes are located in the Departmental Offices of each Department within the School.

6. Reporting Accidents, Near Misses or Dangerous Occurrences

All accidents or dangerous occurrences/near misses should be reported to the Head of School and the School Health & Safety Co-ordinator. In turn, they will inform the University Safety Adviser using the appropriate University form. All incidents including reportable accidents or dangerous occurrences/near misses within the Unit will be investigated by School Health & Safety Co-ordinator or the University Safety Adviser.

7. Risk Assessment of the Workplace

In compliance with the University Health and Safety Policy, a systematic survey of the workplace to identify foreseeable hazards has been carried out.

The following significant hazards have been identified within the Unit work activities:

- Fire;
- Slips/Trips/Falls;
- Electrical Equipment;
- Display Screen Equipment;
- Manual Handling Operations;
- Violent Situations;
- Malicious Intruders;
- Stress;
- Work Outside Normal Working Hours;
- Work Outwith the University
- Activities potentially affecting new and expectant mothers;
- Lone Working.

The School's Health & Safety Co-ordinator will ensure that generic risk assessments and, where necessary, risk assessments to comply with specific legislation e.g. Health and Safety (Display Screen Equipment) Regulations 1992, Manual Handling Operations Regulations 1992, are carried out.

8. Display Screen Equipment (DSE)

Specific DSE risk assessments will be performed on all DSE workstations. Guidance on the safe use of DSE can be found in the University publication entitled: 'Guidance Notes for Safe Use of Display Screen Equipment'. A written record of all DSE risk assessments is kept on file and a copy shown to the relevant user of the workstation.

Please note that each individual is responsible for ensuring that a DSE assessment takes place on a yearly basis. More information can be found on the University's Policy: Safe Use of Display Screen Equipment.

Section 6: Finances

1. Academic Research Funds

All members of staff (including all post-doctoral fellows and all teaching fellows on a one-year contract), are allocated a **£500** research budget unless they are on a period of unpaid leave.

These funds are used to support the following activities:
- travel to conferences or to undertake research, including appropriate subsistence
- conference fees
- images
- indexing or other professional services for research purposes

- contracting of student research assistants

It is not intended to be used to purchase other study- or research-related equipment or materials such as stationery, computer hardware or software or books (this list is indicative and not exhaustive). In exceptional cases where permission has been granted for such purchases, staff should note that the item will remain the property of the University and must be returned at the end of employment.

If unspent monies remain unused at the end of the financial year and these will not be carried forward into the next financial year. However, overspending your travel allowance may mean a deduction in next year's allocation. Please note that staff are no longer allowed to automatically draw forward from next year's allowance. If you need to spend more than the allocated allowance, please put a request in advance and pre-approved by the relevant Head of Department.

All queries related to research funds, including confirmation of funds available to spend and budget, should be directed to the Research Team (researchpafs@st-andrews.ac.uk).

The School has also created a research fund for in order to enable academic staff to develop their research in ways that exceed the limit imposed by a reduced personal research allowance. Applications are especially welcome which are tied to the development of applications for external funding grants, or to the completion of a particular research output, or to initiation or reinforcement of a collaboration with another school or institution. Applications are particularly encouraged from early career researchers.

Each request will be considered by the management committee at their monthly meetings and any queries should be passed to the School Research Team (researchpafs@st-andrews.ac.uk).

2. Postgraduate Student Research Funds

The primary purpose of the Postgraduate Student Research Funds is to assist research postgraduate students with travel and accommodation costs or other directly associated costs in support of their research projects. It is intended to provide assistance in allowing students to attend relevant workshops and conferences, in consultation with their Supervisor, relevant to their studies. It is not intended to be used to purchase other study- or research-related equipment or materials such as stationary, computer hardware or software or books (this list is indicative and not exhaustive). In exceptional cases where permission has been granted for such purchases, PhD students should note that the item will remain the property of the University and must be returned at the completion of studies.

All PhD students have an annual allocation of £300 for the duration of their programmes (3 year or 3.5 years of full-time study or equivalent, depending on their subject). Students in continuation or extension of studies are not entitled for an annual allocation. Please note that funds cannot be used by final year students towards the travel costs incurred by a student returning to St Andrews for their viva examination.

If a student spends less than his/her annual entitlement, then the unspent monies will remain unused at the end of the financial year and the student is not permitted to carry forward any unspent monies into the next financial year.

All queries related to the travel fund, including confirmation of funds available to spend and budget, should be directed to the Postgraduate Team (pgpafs@st-andrews.ac.uk).

3. Sub-honours Advisor Stipends

Sub-Honours advisers, who perform a Faculty role, receive a stipend of £250 per semester. This is paid into a nominated school account, specific to the adviser, and may be used to support the adviser's academic activities. All spending, whether purchasing or reclaim of expenses, must go through normal school processes.

Examples of acceptable use of stipend funds, subject to Head of School approval, include purchase of books, equipment and travel for academic purposes. Any queries regarding this should be directed to pafs@st-andrews.ac.uk

4.   Travel Bookings

The University's approved travel provider is DP & L. Full details of the travel policy can be found at:
https://www.st-andrews.ac.uk/media/restricted/procurement/intranet/travel-policy.pdf

Professional service staff can contact DP & L directly to discuss travel on behalf of staff, particularly with regards to the travel arrangements for external visitors such as external examiners and visiting speakers. In addition, all staff and research postgraduate students can contact DP & L directly.

When arranging for travel providers to send invoices to the School, please ensure that you provide your own name as the person making the booking and travelling or the name of the person who will be travelling and arrange for the invoices to be sent to the relevant professional services team. You should also email the relevant professional services team to give them some details of the booking made (if they have not made the booking on your behalf) so that they will either know which cost centre to charge upon receipt of the invoice or who to contact with any query about the invoice.

5.   Online Shop

Schools are now required to use the Online Shop as much as possible, for the sale of all goods and services. This applies to the sale of course materials to students, to the sale of merchandising products such as T-shirts, to places on workshops and conferences for staff, students and external colleagues and the sale of places on events such as Reading Parties for students. More information about the online shop can be found here.

Professional service staff will take responsibility for completing and submitting the required template forms to the Finance Office and for liaising between colleagues organising an event and the staff in the Finance Office.

Please be aware of the need to establish a realistic timetable for the use of the online shop for the sale of items. Particularly in the case of the sale of places for events, where a deadline for applications will be required, then a realistic timeframe when the event is advertised on-line and available for purchase and the time at the start of the process to create the items in the on-line shop. Please allow at least 2 weeks, and preferably longer, from the point of confirming the details with the relevant professional services team and the date when the event will appear on-line.

6.   Staff Expense Claims

Before purchasing , please familiarise yourself with the Expenses Policy. Claims by staff for entertainment and other expenses should be made using the online expenses form which can be accessed through the HR Self Service staff portal. Receipts can be scanned and uploaded through this form. Please keep your receipts until you receive an email from Salaries advising that your expenses have been authorised. User guides for the online expenses form can be found here.

Staff expenses are paid at the end of the month for claims that are submitted to the Salaries Office to meet the cut-off deadlines. When submitting expense claims please allow three days in advance of cut-off dates for the claims to be processed, reviewed by the Research Team and signed by the Head of School or School Manager.

Please ensure all expense for a particular month are on one claim form coded to the relevant department and detail code as outlined below.

Detail Code	Description
4151	Computer consumables
4170	Equipment
4200	Books
6005	Hospitality/Entertaining external visitors
6006	Entertaining external examiner
6007	Entertaining external speakers
6011	Flights
6012	Rail
6013	Bus
6014	Ferry
6016	Taxi
6017	Accommodation
6025	Conference fees
6027	Other excursion costs
6028	Car Hire
6031	Fuel
6051	Subsistence
6053	Mileage
6054	Parking
6055	Subscriptions to external organisations
6080	Postage

7. Financial Responsibilities of Principal Investigators (PIs) of Research Grants

Principal Investigators (PIs) are responsible for the balances of the research grants that they hold. Further advice and support on the management of research grants can be obtained from Finance Advice and Support (FAS) at philfas@st-andrews.ac.uk.

8. University Insurance Policies

The main contact for queries relating to the University's Insurance Policy is insurance@st-andrews.ac.uk

9. Contracting casual staff for research or teaching purposes

There are many different ways to pay casual staff, each involving different legal, HR and tax requirements that must be fulfilled. PSS can assist with ensuring payments are made correctly. All spending must be approved by the budget-holder before it can be instructed. Please do not instruct any work, no matter how small, without checking with PSS first, as this may result in the School being unable to pay for the work.

Please provide AT LEAST six weeks' notice of the dates of the work, and a description of the work.

NOTE – students who already have a casual contract elsewhere in the University or School cannot be paid by us on this contract. We must issue a new contract/employment letter.

For all instances relating to **teaching**, UG or PG, such as tutoring, one-off lectures, honorariums, external examiners, casual contracts, contact Lucie Randal pafs@st-andrews.ac.uk

For all instances relating to **research**, such as external speakers, research assistants, any casual worker involved in research-related work please contact researchpafs@st-andrews.ac.uk

10. Purchasing

New colleagues will receive a 'Welcome to Procurement' leaflet and an introduction to Procurement team staff to assist with purchasing queries.

Our School has a team of buyers to help you with your purchases and can assist with budgetary queries. Please contact the relevant Professional Services Team in the first instance and they will be able to help and advise in regard to any purchases. Professional Services Staff details are available on the 'people' tab for each department's website. If you are unclear on who to contact, please email pafs@st-andrews.ac.uk.

The University uses a Purchase-2-Pay (P2P) process for buying goods or services. Where possible, staff are expected to use vendors that are already approved by the University. In circumstances where this is not possible, quotes are required from potential vendors to send to Procurement for approval. Once Professional Services have been notified of approval, the vendor sends an invoice to our Accounts Payable department and the invoice is then paid.

11. Insurance

Motor Insurance

Members of Staff who might drive vehicles while undertaking university business (such as driving mini-buses with students and staff members on Reading Parties or fieldwork trips) must apply to be added to the University's Insurance policy before they drive. If you use your own car for University business then you must ensure you have 'business use' cover on your insurance.

Personal Accident and Travel Insurance

Employees of the University who undertake travel for a period of 6 months or less and whose journey is undertaken either for the purpose of business on behalf of the University or for the purpose of a conference, research or field trips approved by the University are covered by the University Travel Insurance policy.

Material Damage / Business Interruption

Employees who are in possession of IT equipment such as laptops, ipads, iphones etc might be able to make a claim against the University's insurance policy for the theft of such items or for the repair costs of any damage to such equipment. If damage is caused to such items belonging to the University, staff must contact the School Computing Officer before arranging for any repair personally (as any such repair might invalidate the warranty on the item).

Section 7: Research

1. Research Leave Policy

All academic staff are entitled to apply for research leave and entitlements are built up via semesters of teaching. This must be planed and taken in consultation with the Head of School and Head of Department to ensure that the staff members duties can be covered.

1. Colleagues on standard Education & Research or Education focused contracts can apply for a semester's research leave after completing **6** full semesters of teaching; these teaching semesters needn't be consecutive.

2. For these purposes, 'teaching' is any period not on research leave or partially 'bought out' to manage large research projects, and colleagues serving as e.g. Head of School or Dean.

3. For new lecturers, previous full-time teaching at St Andrews (e.g. as teaching fellow) can count towards these six semesters; we will take account of previous teaching elsewhere where possible and by negotiation upon appointment.

4. Notwithstanding (3), colleagues will be granted research leave in the first year of a new contract only in exceptional circumstances.

5. Examples of Education-focused leave activities may include undertaking pedagogical or subject-based research or major curriculum reviews and development.

Research Leave Applications for Leave in 2023/24 and 2024/25

The deadline for applications for a period of research leave during 2023/24 or 2024/25 will be communicated to the School during Semester 1. Applications should be submitted to the Head of School at philhos@st-andrews.ac.uk.

Applicants are asked to provide details of the year and/or semester they wish to take as research leave, whether they intend also to apply for additional external funding to extend the leave period and what research leave they have taken already in the previous 5 years. Applicants are also requested to provide a brief indication of what they intend to work on during their proposed period of leave.

2. Research Grant Bids – Advice and Support

The Finance Department offers support service to academics in all aspects of research awards and contracts from pre-application (idea/finding funding and costing stage) to award (contract negotiation, project account setup, invoicing and financial reporting). They provide costing and pricing advice for applications, tenders and University consultancy and administer the research grants and contracts once awarded.

Within the Finance Department there are two sections providing research support:
- Research Business Development and Contracts (RBDC)
- Finance Advice and Support (FAS)

For more details visit the Research Support webpages. The main email contact point for the School is philfas@st-andrews.ac.uk

3. Research Grants – Approval of Applications via Je-s

Staff who are submitting a grant proposal via the Je-S system should ensure that the School Director of Research is given advanced notice that the proposal is pending and of the submission deadline. A minimum of two weeks, and preferably longer, is required. This will ensure that the approver has adequate time to review and approve the proposal and avoids last minute problems. Directors of Research and the Head of School can approve proposals in the Je-S system:

4. Research Grants – Record of Applications

Staff are reminded that they should notify the pafsresearch@st-andrews.ac.uk in advance of all research grant applications at the point of submission and of the outcome of the applications. This assists in ensuring that the University's records on applications made by the School are accurate.

5. PURE Database

Staff are reminded of the importance of keeping the information held in PURE about their research activities up to date. This information is now publicly available via the University's webpage and is therefore an important part of School's public profile.

Section 8: Teaching

1. University Policies

All university policies can be found in the Governance Zone.

2.   Library Resources

The University Library Guide can be found [here](#). The Arts & Divinity Senior Academic Liaison Librarian is Hilda McNae who can be contacted on extension 2298 or email hmm9@st-andrews.ac.uk

The Richardson Research Library at Martyrs Kirk is a beautifully appointed silent reading room for postgraduate research students and staff. It has 40 generously proportioned study desks in the Research Reading Room which are equipped with individual heaters at desks, double sockets and touch-sensitive dimmable angle poise lamps. There Library also houses a research reference collection for consultation and a print/copy station and desktop PCs in a separate room.

3.   Module Management System (MMS)

MMS is a web-based tool used for the management and administration of modules and module-related tasks. MMS provides a set of tools that provides for the online administration of teaching and learning.

MMS is used within the School to record marks for student assessments, to report module grades, degree classifications and progression decisions to the Registry, to monitor student attendance, to monitor self-certificates for absence and to issue academic alerts to students. It also allows students to submit coursework, to receive marks and feedback on coursework and to enrol into tutorial groups.

4.   Moodle

Moodle is the on-line virtual learning environment which is used to provide students with module content such as reading lists, module guides, weekly readings etc. More information on the use of Moodle can be found at: https://moody.st-andrews.ac.uk/moodle/

5.   Post Docs who Teach

The University policy for payment for postdoctoral staff who teach can be found [here](#). The School follows University policy / RCUK guidelines and that all research funded staff (post-docs, research fellows etc.) should be consulted on whether they wish to teach prior to each semester.

For the first 24 hours of teaching activity in an academic year no payment would be due. Any hours over 24 will be remunerated at the relevant tutoring or lecturing casual salary rates. In all such instances the School Manager and UG Team should be notified of the payment arrangement in advance of the semester commencing so that payment processes can be set up.

Section 9: General University Policies and Resources

1.   Promotions

There is a centralised promotions procedure for the Arts Faculty each year (deadline normally in early March). It is the responsibility of the applicant seeking promotion to make an application using the procedures outlined in the Academic Promotion Procedures document. Applicants are **strongly recommended** to discuss any proposed application with their Head of School in order that advice and guidance can be provided. Advice and guidance from alternate mentors and peer networks are also encouraged. It is also recommended that a draft application is submitted to the Head of School well before the deadline for comments and advice.

2.   Absence and Illness Procedures

There are University procedures covering absence through illness: https://www.st-andrews.ac.uk/media/human-resources/new-policy-section-documents/sickness-absence-policy/Sickness_Absence_Policy.pdf. Please note that this policy applies to all members of staff, both academic and professional services.

Academic staff who are unwell and unable to carry out their duties through illness, must inform the relevant Head of Department and Head of School as soon as possible on the first day of absence. The School Manager will ensure that the relevant forms are submitted to Human Resources regarding the absence.

Professional Services should contact their line manager as soon as possible on the first day of absence.

All staff must complete an absence form on your return to work (electronically via self-service). If staff are absent for more than 7 days including weekends, then medical certificates will be required. A "Return to Work" interview with the Head of School is now required; the Head of School will sign off the necessary part of the absence form.

In case of longer-term illness staff are invited to speak in confidence to the Head of School and should feel free to request equipment or accommodation that suits their needs. The university also has an Occupational Health Officer who can offer advice.

The University also has a Special Leave Policy, which includes the option of paid leave for Dependent's/Carer's leave (up to three days per year) and Compassionate Leave (up to five working days in the first instance, with the option to extend for up to another week, and then to add a period of unpaid leave or annual leave).

All staff have the option to request a career break.

All staff are strongly encouraged to take the 'Mental Health Toolkit' workshop run by Student Services to improve understanding of mental-health issues among both students and staff. This can be booked through the Personal Development Management System which can be found at https://www.st-andrews.ac.uk/pdms/.

3. Working away from St Andrews

Academic staff can have good reasons to spend time away from St Andrews, both for holidays and for work-related travel. But absence at busy times can cause inconvenience or serious difficulties for those left behind, including support staff and students, even when the travelling colleague remains in contact by email. These difficulties can sometimes be mitigated by forward planning.

This following explains (a) when you need to *ask permission* of the Head of School to be away from St Andrews and (b) when you need to *inform* colleagues that you will be away. In this context:

- 'away from St Andrews' means away from your local home, regardless of whether that is in St Andrews.
- 'during semester' includes orientation week, teaching, **examinations** and marking and includes weeks in which you have no teaching scheduled. It does not include the two-week spring break, or the period when the university is closed over Christmas/New Year.
- Heads of Department should inform the Head of School and School Manager of their absence; the Head of School is required to inform the Master of his/her absences.

- where permission is required, you must obtain this in writing (email) before you make firm commitments, either by accepting invitations or by booking travel. When you are required simply to inform colleagues of your absence, please do this as early as possible.

Whilst on research leave: no need to seek permission to be away. If you will be away for more than 5 working days, you should inform your Head of Department and School Manager. If you wish to be out of email contact for more than three weeks, you must seek permission from the Head of School.
Outside of semester: no need to seek permission to be away. If you will be away for more than 5 working days, you should inform your Head of Department and School Manager. If you wish to be out of email contact for more than three weeks, you must seek permission from the Head of School
Within semester (including exams etc): if you will be away for more than 2 working days, you should inform your Head of Department and School Manager. If you wish to be away for more than 5 working days, you must seek permission from the Head of School.

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4. Annual Leave

The University's guidance on annual leave can be found at:
http://www.st-andrews.ac.uk/staff/policy/hr/annualleaveguidance/ academic staff should maintain their own records of annual leave. Professional Services leave allocations are managed through Self Service.

5. Personal Development

The University Centre for Educational Enhancement and Development (CEED) provides joined-up learning and teaching support to staff and students, combining educational development, pedagogical workshops, technology enhanced learning / IT Skills and academic and study skills support.

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

Postgraduate Certificate in Academic Practice (PGCAP) provides colleagues with a supportive space in which they can develop as reflective practitioners in a colligate, interdisciplinary community. The programmes is available to all staff who are engaged in university teaching or supporting student learning in a direct student-facing role.

6. Probation

All staff appointed to the University are required to complete a probationary period, the length of probationary period is linked to the grading of a post and is outlined in contracts of employment. For further information please see the Probation policy for Academic Staff / Academic Review and Development or Probation policy for support staff.

7. Bullying and Harassment Support

The University of St Andrews is committed to equality of opportunity and will not tolerate harassment and/or bullying of one individual or group in the University community by another. All members of the University community have the right to work and study in an environment that encourages harmonious relationships; all individuals should be treated with dignity and respect so that they can fulfil their personal potential in a professional working and learning environment.

If you are being harassed or bullied, the University will offer you support and facilitate the process to ensure resolution of the problem. Please talk to someone for help and support rather than leaving your job or studies. For more information please see https://www.st-andrews.ac.uk/staff/policy/hr/equalitydiversityinclusion/#ComplaintsOfDiscriminationOrHarassment You can

also contact the Head of School, Head of Department, Equality and Diversity Officers or Wellbeing Officers should you wish to raise any concerns.

8. Appointment of Visiting Scholars

Guidance on the appointment of Visiting Staff and Students, and the relevant forms, can be found at http://www.st-andrews.ac.uk/staff/policy/visitingscholarsandstudents/

Please ensure that you inform the Research Team (researchpafs@st-andrews.ac.uk) as soon as possible of any upcoming visits. The Research team will ensure visitors are added to mailing lists and will liaise with the hosting academic in regard to payments, access to facilities and allocation of desk space.

9. Appointment of Honorary Staff

Guidance on the appointment of Honorary staff, and the relevant forms, can be found here. Please complete these forms and send to philhos@st-andrews.ac.uk for processing as appropriate.

10. Data Protection

Due to changes in legalisation and digitalisation of processes, it is important to familiarise yourself with Data Protection facts and best practice. Students' and applicants' personal details are protected by data protection laws. Information regarding the student or applicant cannot be given without written consent. This includes parents, guardians and agents.

When working from home or abroad:

- If you are dealing with sensitive data, such as student feedback/marking, you are expected to connect to the university network via a VPN.
- If you are using a personally owned computer/laptop/etc to complete such work, please store any associated files on OneDrive, not on your local machine or Dropbox.
- We would also ask you to encrypt any personally owned computer that you use for work purposes (the School's Computing Officer can give more advice on that process).
- Please do not sync OneDrive to an unencrypted personally owned machine.

Working on sensitive data regardless of location:

- If you are using Dropbox for sensitive data (e.g. student matters, references etc), please move these files across to OneDrive.
- As normal, add marks and feedback to MMS; do not store them elsewhere.
- On a regular basis, ensure that you delete downloaded files from your computer and that the cache on your browser is cleared.

Please familiarise yourself with the following information:

- Data protection: https://www.st-andrews.ac.uk/staff/policy/dataprotection/
- GDPR rights: https://www.st-andrews.ac.uk/terms/data-protection/
- GDPR FAQs: https://www.st-andrews.ac.uk/staff/policy/gdpr-faq/

11. Freedom of Information

Information about Freedom of Information is available online at: http://www.st-andrews.ac.uk/foi/

12. Records Management and Retention

Guidance on the management and retention of records, including student data, can be found on line at:
http://www.st-andrews.ac.uk/staff/policy/recordsmanagement/

Appendix 1: School Constitution

1.   Head of School

(i)   The Head of School is the officer responsible to the University Court for the overall strategic and operational management of the School. He/she shall be responsible to the Court for all academic, financial, staffing and safety matters within the School, and for any other matters detailed in the 'Remits and Responsibilities of the Head of School'. The Head of School shall report directly to the Master.

(ii)   The Head of School shall be appointed by the University Court. Following consultation with members of the School Council and with the Dean of the Faculty of Arts, the Principal of the University shall submit a nomination to the Court. Any professor, reader, senior lecturer or lecturer holding a standard contract that has at least five years to run before retirement will be eligible for appointment as Head of School. The Head of School may resign office by giving three months' notice to the Principal.

(iii)   The Head of School shall receive a written contract. Formally, the appointment will be for one year, but may be renewed annually by the Court up to a period of five years. If the Court wishes to continue the appointment for an extended period, the consultation procedure outlined in 1(ii) will be followed every fifth year.

(iv)   If the Head of School is to be temporarily absent for a continuous period exceeding twenty-one days, the Principal shall appoint an Acting Head with the authority and responsibilities of the Head of School for the relevant period and notify the Court of the appointment if it is for more than two months.

(v)   The Head of School shall take advice from the School Council but shall not be bound by its recommendations.

(vi)   The Head of School may be suspended by the Principal and, following an enquiry by a committee appointed by the Principal on which there shall be Court representation, he/she will be reinstated or removed from office by the next meeting of the University Court.

2.   The School Management Committee and School Officers

(i)   The Head of School shall appoint and convene a Management Committee that will assist and advise him/her in the fulfilment of his/her contractual duties as Head of School. Members of the Management Committee may be assisted and advised by appropriate committees and other members of staff in any duties assigned to them by the Head of School. The Head of School shall keep the Master informed of the composition of his/her Management Committee.

(ii)   The Head of School shall appoint a Deputy Head and shall appoint and assign delegated responsibilities to other School officers as are required by the University as he/she deems appropriate. Such officers may also be replaced by the Head of School who shall be responsible for informing the relevant University Committees and Units of any changes in the assignment of these responsibilities.

(iii)   The Head of School may create, reconfigure or disband sub-units of the School, as well as any School committees, sub-committees and working parties, and may appoint and replace Chairpersons of Departments in those Schools where they exist. Decisions regarding the above should be taken following appropriate consultation within the School and should be discussed by the School Council before implementation.

(iv)   The Head of School shall have a duty to ensure that all members of the School are informed appropriately and timeously on matters of School business. Minutes of School committees should be made available to all staff and annual summaries of School accounts should be presented to the School Council.

3.   The School Council

(i)   The role of the School Council is to advise and support the Head of School and the School Management Committee in their operational management and strategic development of the School.

(iii)   The membership of the School Council shall consist of:

   (a) professors, readers, senior lecturers, lecturers, teaching fellows, advanced research fellows, academic fellows, senior language tutors and scientific officers of the School holding standard contracts
   (b) all PS staff of the School, and two student members of each of the Departmental Staff-Student Consultative Committees (in Film Studies, Philosophy and Social Anthropology), namely the Student Convenor and a postgraduate, chosen by each committee;
   (c) such other members of staff from the School as may be co-opted by the School Council,

all of whom shall have full voting rights.

The School Council shall have the power to invite other persons, not necessarily from within the School, to attend and contribute to meetings of the Council, but these shall not be members of the School Council. In particular, student members of the Student-Staff Consultative Committee and a representative of the postgraduate community may be invited to contribute to any appropriate School Council discussion.

(iii)   The Head of School shall be Convener of the School Council. If the Head of School cannot attend a meeting of the School Council, he/she may appoint a deputy to chair the meeting.

(iv)   The School Council shall have regular ordinary meetings at times and dates determined by the Council. There must be at least one meeting per semester on a date agreed before the start of the semester.

(v)   Members of the School Council have a duty and responsibility to attend its meetings. The quorum for a meeting of the School Council shall be one third of the number of full members, excluding any who are on approved leave.

(vi)   The agenda shall be sent to members of the School Council seven days in advance of an ordinary meeting. It shall be at the discretion of the Convener or, in his/her absence, his/her deputy, to admit business submitted within seven days of the meeting.

(vii)   Extraordinary meetings of the School Council may be arranged by the Convener to deal with matters of urgency if at least three days' notice is given of the time, date and agenda. No items of business shall be taken up at an extraordinary meeting except those for which the meeting is called.

(viii)   Minutes of each meeting shall be circulated to all members of the Council. These minutes shall be submitted for approval at the next meeting of the Council.

(ix)   Votes by proxy shall not be allowed for absent members of the School Council.

(x)   The Convener of the School Council shall vote as an ordinary member of the School Staff Council and shall have no additional casting vote in the event of an equal division of votes.

(xi)   The Head of School and the School Management Committee shall keep members of the School informed of executive actions that they have taken and, in particular, of the allocation of the School's financial income.

4.   The School Student-Staff Consultative Committee

(i)   The School shall have at least one properly constituted Staff-Student Consultative Committee which shall meet once each semester. Student membership shall include both undergraduates and, where appropriate, postgraduates.

(ii)   For each meeting of the Student-Staff Consultative Committee at least one week's notice shall be given to all members and to the Student Association. In all other aspects, the Student-Staff Consultative Committee shall be free to determine its own constitutional and organisational arrangements, subject to the procedures and guidelines approved by Academic Council.

(iii)   Minutes of the Student-Staff Consultative Committee shall be kept. They shall be posted publicly in the School and considered at the following meeting of the School Council. Any relevant decisions of the School Council shall be transmitted to the following meeting of the Staff-Student Consultative Committee.

5.   Formal complaint against the Head of School and/or the School Management Committee

(i)   Complaints about the Head of School and/or the Management Committee should in the first instance be dealt with informally and locally. Staff who continue to be dissatisfied have access to the Master to discuss concerns regarding issues affecting the School generally or their own relationship with the Head of School. Finally, a formal complaint may be raised against the Head of School and/or the School Management Committee by calling a Special Meeting of the School Council.

(ii)   A Special Meeting of the School Council will be called if a detailed statement of complaint is signed by no less than 30% of the members of the School Council.

(iii)   The quorum of a Special Meeting of the School Council shall be one half of the number of full members, excluding any who are on approved leave.

(iv)   A Special Meeting of the School Council will elect its own chairman/chairwoman.

(v)   A Special Meeting may agree by vote to bring forward a detailed statement of complaint to the Principal.

(vi)   The Principal will first attempt to resolve the matter directly, which failing he/she will bring the complaint to the attention of Court.

6.   Amendment of the Constitution proposed by the School

(i)   Amendments to the Constitution proposed by a member of the School may be submitted to any meeting of the School Council, provided that fourteen days' notice is given.

(ii)   A proposed amendment that secures more than two thirds of the votes of all the members of the School Council will be forwarded by the Head of School to the Master. Following a period of consultation, the Master will take the proposal to Court for consideration.