

University of St Andrews - School of Medicine Handbook  
**RESEARCH STAFF / PHD STUDENTS**  
**ARRIVAL, DEPARTURE OR CHANGE OF ROLE PROCESS**

**APPROVAL PHASE**

**1. Application to recruit - staff:**

- a. School funded - PI informs Management Group who agree / reject the post.
- b. Grant funded – PI informs Director of Research.

In both cases the PI informs the Research Administrator and Head of School's PA.

**2. Application to recruit - PhD:**

- a. **By application.** When a suitable candidate is matched to an opportunity.
- b. **By advertisement.** When grant money is available to offer a studentship.

Appointment form is copied to Head of School and PG Sec.

**3. Interview:**

- a. School funded - Head of School selects a member of the Mgt gp to sit on or advise the appointment panel.
- b. Grant Funded – Dir of Research selects the panel.

In both cases the Details of Appointment form is copied to Head of School PA and Research Administrator when the offer is made.

**PRE-ARRIVAL**

**4. When a contract is agreed or contract letter is returned and signed. Research Administrator:**

- a. Allocates and reserves room/desk. Arrange for a door sign to be printed and fitted.
- b. Discusses furniture with Executive Administrator (if required).
- c. Informs the IT team of the name, role, permissions, date of arrival and work location. Authorises purchase of PC if required.
- d. Orders or reconfigures a telephone line if required.
- e. Identifies the mentor (academic staff, including post-doctoral and research assistants) with the PI / DoR.
- f. Communicates with new staff member and instructs them where and when to report.

**ARRIVAL OF STAFF MEMBER** In order:

- g. Welcome by PI and HoS or a senior member of staff
- h. Visit Access Control (make appointment) to get photograph for ID card.
- i. Visit IT Services desk in the Library to collect email user address.

- j. Advise HoS PA on email address to be added to staff database.
- 5. **IT team.** Once individual has a SunID then IT team installs, configures PC and software and create accounts on miscellaneous systems.
- 6. **Security. Executive Administrator to:**
  - a. Brief as relevant on door opening times, use of swipe etc.
  - b. Issues PIN and security keys if required.
  - c. Instruct BI what codes to put on ID card.
- 7. **Safety:**
  - a. Brief on fire safety and first aid.
  - b. Brief on where to find the safety policies and encourage slow-time reading.
  - c. Lab staff directed to Mary Wilson for a specific role-related safety brief.
- 8. **General Information:**
  - a. School Website <http://medicine.st-andrews.ac.uk>
  - b. School Staff / student Handbook
  - c. Orientation (if not by Mentor). Café, toilets, mail, notice boards, kitchen etc.

## ARRIVAL OF TEMPORARY CONTRACTOR / RESEARCHER

- 9. **Supervisor.** Ensure that:
  - a. Contract is signed and that the individual has an ID card.
  - b. Individual understands:
    - (1) [Common security measures](#), door opening times, use of swipe, access to keys.
    - (2) The [common safety policy](#), [fire safety policy](#), fire alarm test times, fire escapes and muster points.
    - (3) For lab users; Who the lab safety supervisor is and why they need a safety brief
- 10. **EXIT PROCESS**
  - a. **Executive Administrator.** Confirm; recovery of keys, cancel ID card zones, cancel PIN codes, reserve or transfer 'phone number, change door titles.
  - b. **IT team.** Exec Administrator / Head of School PA to issue a medhelpdesk call to initiate:
    - (1) IT team recover hardware.
    - (2) IT team cancel Galen / Hildegard and medinternal accounts.

- c. **Research Admin.** Remove any PURE links.

11. **Change of Role.** For individuals changing role then a bespoke application of the list contained here will be established:

- a. Change of telephone numbers / ports.
- b. Rebuild of PCs / Movement of shared or local IT devices.
- c. Packing and / or archiving.