



University of
St Andrews

St Leonard's Postgraduate College

St Leonard's Associates – Terms and Conditions

The conferral of the status of St Leonard's Associate is subject to the acceptance of the following terms and conditions. The University reserves the right to amend these terms and conditions at any time.

Conferral of Associateship and Associateship term

1. Associateship will be conferred subject to the eligibility of the candidate, the endorsement of the relevant Head of School, and the approval of the Assistant Vice-Principal (Provost).
2. Candidates will be given written notice of the outcome of their application for associateship. Associateship, if conferred, will commence as of the date of that notice.
3. The associateship term will not exceed twelve months from the date of commencement. Applications to extend the associateship term or for a second associateship will not be considered.
4. The University reserves the right to terminate associateship at any time and for any reason prior to the end of the associateship term.
5. Associates may resign from associateship prior to the end of the associateship term by giving written notice to the Assistant Vice-Principal (Provost).
6. Associates will be deemed to have resigned from associateship if, prior to the end of the associateship term, they take up a substantive role within the University.
7. Associates must not engage in activities or actions likely to bring the University into disrepute.
8. Associates must not represent associateship as the holding of an academic appointment within the University nor use associateship for personal gain.
9. A list of current associates will be published to the St Leonard's Postgraduate College website. The Postgraduate Research Committee will annually receive a report on associateships conferred in the previous academic year.

Access to University Services and Facilities

10. Associates are not members of the University and associateship does not constitute a contract of employment or matriculation as a student. Associates will not receive remuneration for associateship.
11. Associateship carries no specific rights or privileges. Associates will have access to the following University services and facilities:
 - a. University Library premises and specified resources – including borrowing permissions and access to inter-library loans, and
 - b. University IT facilities – including personal University account, Office 365 account, online file storage, and Eduroam wi-fi in University premises, and
 - c. University Centre for Education Enhancement and Development events and resources – subject to availability of places
 - d. University Careers Centre events and resources – subject to registration through Careers Connect, and
 - e. University Sports Centre – subject to taking up community membership and paying the applicable subscription or paying the applicable per visit fee.
12. Associates will not have automatic rights of access to school premises. Access to school premises may be approved at the discretion of the relevant Head of School.
13. Associates will not be eligible to:
 - a. Attend events open only to University staff and/or students without the prior agreement of the event organiser(s), or
 - b. Apply for funding, benefits, or other forms of support- including office space- open to University staff and/or students, or
 - c. Apply on the basis of associateship for exemption or reduction in local authority council tax assessment, or
 - d. Join the membership of the Students' Association.

Immigration Requirements

14. Associates are responsible for ensuring that they comply with applicable immigration requirements should they wish to remain in the UK following the submission of their doctoral thesis. Associateship does not confer the right to remain in the UK.

Other relevant policies

15. Associates must abide by the [Equality and Diversity and Inclusion Policy](#) which describes the University's commitment to respect and fair treatment for everyone, the elimination of discrimination, the active promotion of equality of opportunity, and delivering fairness to all.
16. Associates must abide by the [Health and Safety policy](#) and should:
 - a. Familiarise themselves with any local health and safety requirements for their school,
 - b. Take reasonable care for the health and safety of themselves and others,
 - c. Not interfere with or misuse anything provided in the interests of health and safety, and
 - d. Cooperate with the University in complying with the statutory health and safety requirements of duties.
17. Associates access to the University Library and to IT facilities is subject to the [Library Regulations](#) and [IT Regulations](#) .
18. Associate access to University sports facilities in subject to the [Sports Centre Terms and Conditions](#) .
19. The right to exercise freedom of speech/freedom of expression is a fundamental right that all members of the University are entitled to exercise. However, while this right is enshrined in European and domestic law, it is not absolute. It is closely related to other rights that are also protected in law, and the interplay between such competing rights creates boundaries and limitations on what can be said and the manner of expression. The University requires all members of the University to exercise the right to freedom of expression in a manner that does not bring the University or anyone connected to it into disrepute.

St Leonard's Postgraduate College
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