

**Staff Handbook**

**WELCOME**

Last Review Date: April 2022  
Next Review Date: January 2023

**Welcome from the University Executive Group (UEG)**

Dear Colleague,

Welcome to the University of Dundee.

You have joined us at an exciting time as we work towardsbecoming Scotland’s leading university, celebrated internationally for the quality of our graduates and the impact of our research.

The reason we do what we do is totransform lives, working locally and globally through the creation, sharing and application of knowledge and our way of doing this is through a set of core values that have stood the test of time and continue to guide us.

At this University, we pride ourselves on thequalityof our research, teaching and scholarship, and our impact on the world around us. Excellence is fundamental to everything we do. We are determined to give staff, students and anyone who comes into contact with us an experience that not only meets but exceeds their high expectations. To do this we recruit the very best people.

As a new member of staff, you embody our ambitions for the future. Working together and supporting each other, all our colleagues from across all academic disciplines and professional services play an important part in shaping our own distinct University. We value your contribution to our high perfomance community and we will help you to develop and extend your skills, knowledge and experience during your time with us.

Dundee is an exciting place to work and we encourage you to grasp the challenges and opportunities. We are ambitious, as a University and for you, and want you to stretch yourself to fulfill your personal and professional aims and ambitions.

This handbook will help you understand how the University works, where we are heading and how you can make the most of your opportunities here.

**Members of the UEG**

Professor Iain Gillespie, Principal & Vice Chancellor

Professor Shane O’Neill, Senior Vice-Principal

Wendy Alexander, Vice-Principal (International)   
Professor Blair Grubb, Vice-Principal (Education)   
Professor John Rowan, Vice-Principal (Research, Knowledge Exchange & Wider Impact)

Dr Jim McGeorge, University Secretary and Director of University Executive Office   
Carol Prokopyszyn, Director of Finance

**Transformation – Vision for our University**

Amongst staff and students there is a huge amount of pride in our University and a great commitment to what we do. We want to capture that positive attitude and make sure that it is focused and channelled to help us build a stronger, better, more influential University of Dundee.

We want to take this opportunity to transform ourselves, transform lives and transform the world in which we operate.

**Our Purpose**

Our reason for existing is simple. It’s what we do today and it’s what we have always done. It is to transform lives locally and globally through the creation, sharing and application of knowledge.

**Our Core Values**

We need to be clear about our way of doing things so that it’s easier for people joining us to know what we expect of each other, and for us to transform lives. This has led us to distil and define a set of five core values:

* Valuing People
* Working together
* Integrity
* Making a difference
* Excellence

These aren’t new values, they’re what have shaped the best actions and decisions we’ve made so far. We need to make sure everyone knows them, so they’re at the heart of every action and every decision we take.

**Our Big Goal**

We will become Scotland’s Leading University

It may take us 25 years of on-going energy to get there – and we may not succeed. But it’s better to shoot for something big than make timid and incremental changes. It’s up to all of us to make it happen; if we pull together we can transform our University, our city and our world!

**Overview**

This handbook has been designed to provide staff with additional information and guidance to support them during their employment.

**Your obligation as a** **new staff member** All staff are provided with a contract of employment and supporting terms and conditions specific to their role. As outlined in your contract of employment, your offer of employment is dependent upon the University being able to employ you without breaching UK immigration or other legislation. To ensure staff have the right to work in the UK it is therefore essential that you are available to conduct a virtual right to work check at a mutually agreed time, prior to your start date. You will be asked to return the following documentation prior to the video call, and will need your passport to hand during the meeting:

* Your passport and any immigration documentation to support your right to work with the University
* A signed copy of your contract
* A completed Employees Payroll Information form
* An HM Revenue and Customs Starter Checklist with your P45, if applicable**.**

This process of virtual right to work checks will continue until such time as working practices at the University return to normal.

Human Resources is located on Level 7 and 8 in the Tower Building, with the exception of the *School of Medicine, which is located in Ninewells Hospital and Medical School on Level 8, West Wing, Dundee, DD1 9SY.* Please find your HR Team contact details at: [www.dundee.ac.uk/hr/contact-us/](http://www.dundee.ac.uk/hr/contact-us/).

**Payroll**

Following receipt of the documents outlined above your salary will be paid directly into your bank account on the last working day of the month following payroll cut-off, unless the last day falls on a Saturday or Sunday in which case your salary will be paid on the Friday prior. These dates are available at: [www.dundee.ac.uk/corporate-information/pay-dates-and-cut-dates](https://www.dundee.ac.uk/corporate-information/pay-dates-and-cut-dates)

To find out how to view your Payslip or P60, read the guide: [www.dundee.ac.uk/guides/access-your-payslip-or-p60-using-employee-self-service](https://www.dundee.ac.uk/guides/access-your-payslip-or-p60-using-employee-self-service).

Payroll have also provided some advice on understanding your online payslip: [www.dundee.ac.uk/finance/our-services/payroll/online-payslip/](https://www.dundee.ac.uk/finance/our-services/payroll/online-payslip/)

**National Insurance**

As an employee you are required to pay tax and National Insurance. You pay National Insurance contributions (NICs) to build up your entitlement to certain social security benefits, including the State Pension. The type and level of NIC you pay depends on how much you earn and whether you’re employed or self-employed. General information on tax and National Insurance can be found on the Government Website: [www.gov.uk/national-insurance/overview.](https://www.gov.uk/national-insurance/overview.)

**Staff Record Form**

Please ensure that you complete an online Staff Record Form prior to your start date or during your first few days of employment: [www.dundee.ac.uk/hr/forms/online/staffrecordform/](https://www.dundee.ac.uk/hr/forms/online/staffrecordform/)

**Change of Personal Details**

If during the course of your employment with the University any of your personal details change, please use the following online form to advise us of these changes: [www.dundee.ac.uk/hr/forms/online/changeofpersonaldetailsform/](https://www.dundee.ac.uk/hr/forms/online/changeofpersonaldetailsform/)

**First Week of Employment**

During your first week of employment, your line manager will go through the Induction Checklist with you. This will help orientate you into your role, team and the wider University. You can also use this for reference to help you gather information in your early days of employment with the University

This and other useful documents can be found on the Staff Welcome SharePoint site: [dmail.sharepoint.com/sites/StaffWelcome2](https://dmail.sharepoint.com/sites/StaffWelcome2).

Upon starting your role, you must read or complete the following:

1. **Equality, Diversity & Inclusion online training**This Staff Diversity Training programme provides staff with online training modules on equality and diversity issues, and can be found in this guide: [www.dundee.ac.uk/guides/online-equality-diversity-and-inclusion-training](https://www.dundee.ac.uk/guides/online-equality-diversity-and-inclusion-training). Please note that new staff will be registered automatically within a few weeks of starting and will receive an email with their password inviting them to login to the training website.
2. **Health and Safety online training**All new staff are required to undertake basic online training. Core modules are augmented by specialist modules for certain workers. Further information and access to the training is available via this link: [www.dundee.ac.uk/safety/training](https://www.dundee.ac.uk/safety/training)
3. **Safety Services Website -** [www.dundee.ac.uk/safety/](https://www.dundee.ac.uk/safety/)A wide range of useful information can be found in these pages**,** including:   
   Staff Handbooks: [www.dundee.ac.uk/safety/handbooks](https://www.dundee.ac.uk/safety/handbooks)   
   Health and Safety Policies: [www.dundee.ac.uk/safety/health-safety-policies](https://www.dundee.ac.uk/safety/health-safety-policies)   
   Online Incident/Accident Reporting Form: [dmail.sharepoint.com/sites/SafetyServices2/SitePages/Safety-Incident-Report.aspx](https://dmail.sharepoint.com/sites/SafetyServices2/SitePages/Safety-Incident-Report.aspx)
4. **Freedom of Information, Guidance and Procedures**[www.dundee.ac.uk/recordsmanagement/freedomofinformation/](https://www.dundee.ac.uk/recordsmanagement/freedomofinformation/)
5. **Data Protection – Policy and Guidance**[www.dundee.ac.uk/information-governance/data-protection](https://www.dundee.ac.uk/information-governance/data-protection)Staff Privacy Notice: [www.dundee.ac.uk/corporate-information/privacy-notice-university-staff](https://www.dundee.ac.uk/corporate-information/privacy-notice-university-staff)
6. **Anti-Bribery Policy**[www.dundee.ac.uk/governance/policies/bribery-act/](https://www.dundee.ac.uk/governance/policies/bribery-act/)
7. **Information Security Awareness Training**This online course explains various cyber topics through the lens of a Higher Education Institution. Go through the case studies, examples and information it holds to brush up on your knowledge. When ready, undertake the endpoint assessments to test what you know. You can repeat until you pass each element. It takes approximately 30 minutes to complete. Be sure to have headphones at hand before getting started if you work in a shared area.   
     
   Find this mandatory staff module in My Dundee under Organisations: [my.dundee.ac.uk/](https://my.dundee.ac.uk/)

**University Strategy**

We are working towards our 25 year vision in five year strategies. To give an indication of what can be achieved in the next five years we need only look at our progress from 2012 to 2017.

* We have improved our position across all of the major university rankings.
* We have increased our income from teaching and broadened our horizons, welcoming students from more countries than ever before.
* We have progressed further than any other Scottish university in widening access to higher education.
* We have improved our student retention and graduate employment and are now among the top institutions in the UK.
* We have been named among Europe’s most innovative universities, reflecting the strength of our research. In the Research Excellence Framework we ranked first in the UK for biological sciences and top for the STEM subjects (Science, Technology, Engineering and Mathematics) and Art & Design in Scotland.
* For our full list of our rankings, please visit: [www.dundee.ac.uk/about/our-rankings/](https://www.dundee.ac.uk/about/our-rankings/)

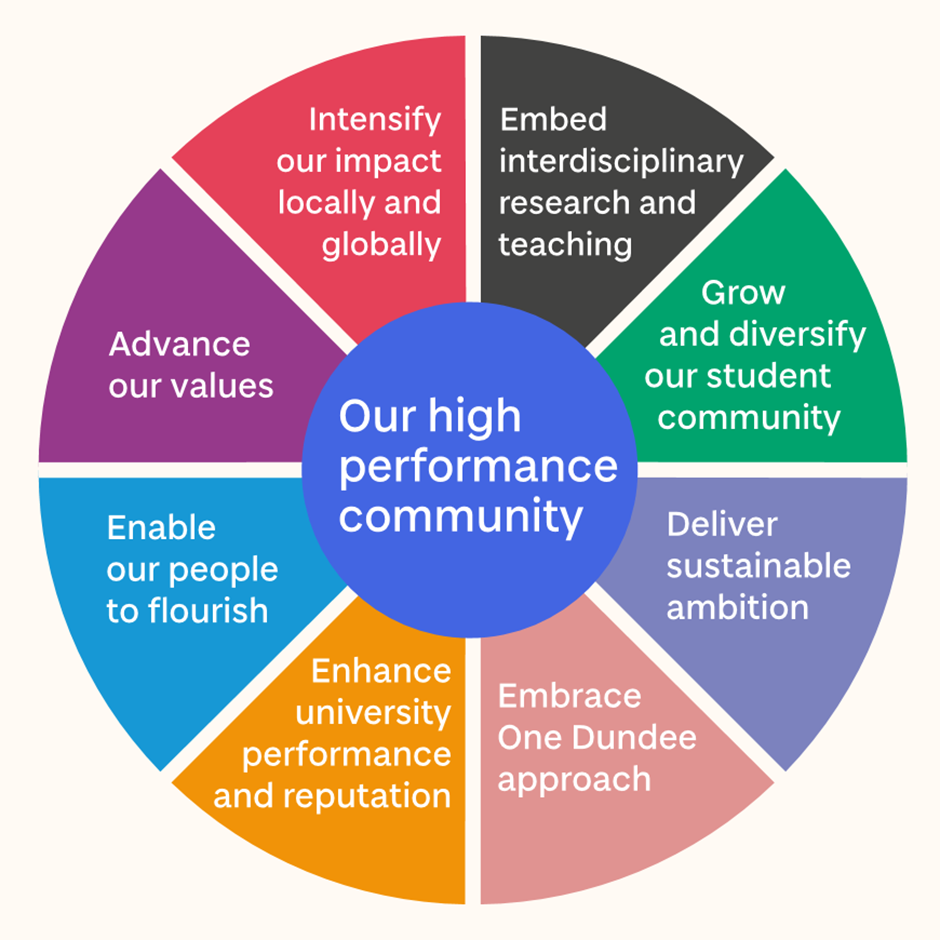
All of this has taken us significantly towards our goal of becoming Scotland’s leading university. In these next five years we will climb even higher.

It is important that we set out how we will deliver our strategy. Our strategy sets out the key outcomes for the next five years and, alongside our strategy, we will articulate the activities that will deliver these outcomes in our action plan.

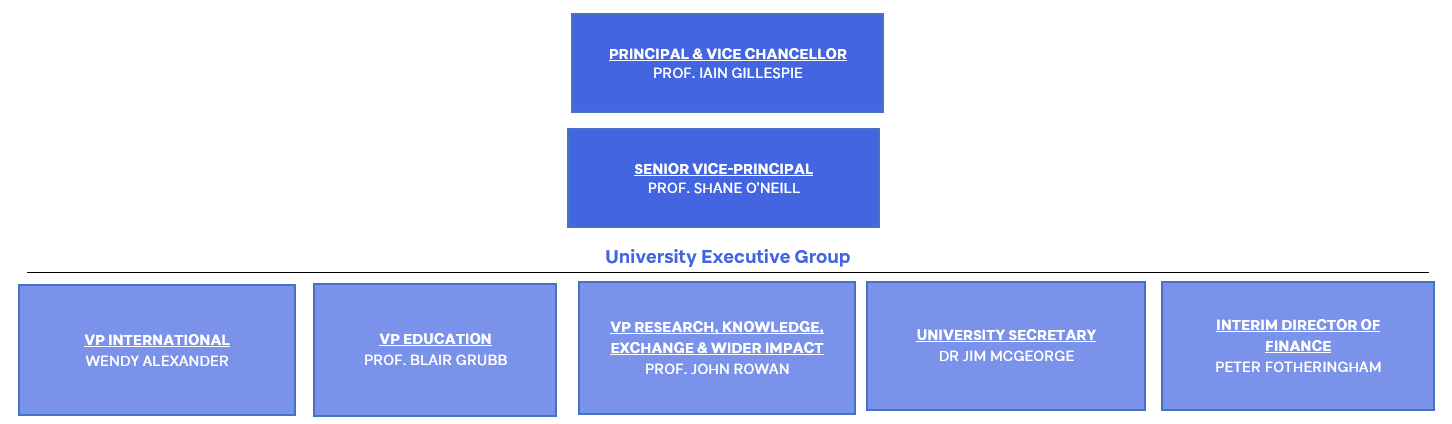
Our action plan will align with our eight strategic strands, elaborating on the activity that we will undertake to deliver our strategy. The outer wheel below shows two or three examples of key action areas aligning to our strategic strands.

We will assess performance in the delivery of our strategic outcomes and the effectiveness of our action plan through eight KPIs, each aligned with one of our strategic strands. Our KPIs will be composite measures which incorporate qualitative, quantitative and narrative assessments of our progress.

Composite measures allow us to consider the breadth of activity within each of the eight strategic strands. The indicators we use will not become ends in themselves, but help us to assess the effectiveness of the action we undertake to achieve our core purpose and to advance our values.



**University Structure**

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| --- | --- |
| Dean, School of Art and Design:  Prof. Anita Taylor | Director, Academic and Corporate Governance:  Dr Neale Laker |
| Dean, School of Business:  Prof. Morris Altman | Director, Estates and Campus Services:  Rose Jenkins |
| Dean, School of Dentistry:  Prof. Philip Preshaw | Director, External Relations: Rebecca Trengove |
| Dean, School of Life Sciences:  Prof. Julian Blow | Interim Director, Finance: Peter Fotheringham |
| Dean, School of Medicine:  Prof. Rory McCrimmon | Interim Director, Human Resources and Organisational Development:  Patricia Matheson |
| Dean, School of Health Sciences:  Dr Linda Martindale | Director, Library and Learning and Culture and Information:  Richard Parsons |
| Dean, School of Science and Engineering:  Prof. Jose Fiadeiro | Director, Research and Innovation:  Dr David McBeth |
| Dean, School of Humanities, Social Sciences and Law: Prof. Jeff Blackford | Director, Student Services:  Graham Nicholson |
| Interim Dean, School of Humanities: Dr Murray Frame | Director, University Executive Office:  Dr Jim McGeorge |
| Interim Dean, School of Education and Social Work:  Prof. Divya Jindal-Snape | Director, UoDIT:  Dr Jonathan Monk |

**Useful Contacts**

|  |  |  |
| --- | --- | --- |
| Payroll | 01382 384048 | [payroll-admin@dundee.ac.uk](mailto:payroll-admin@dundee.ac.uk) |
| Pensions | 01382 84044 | [pensionsoffice@dundee.ac.uk](mailto:pensionsoffice@dundee.ac.uk) |
| Human Resources | 01382 386999 | [hr@dundee.ac.uk](mailto:hr@dundee.ac.uk) |
| IT | 01382 384705 | [help4u@dundee.ac.uk](mailto:Help4u@dundee.ac.uk) |
| Switchboard | 01382 388000 |  |
| University Emergency | 01382 384141 |  |
| NHS 24 | 08454 242424 |  |
| Safety Services | 01382 384104 | [safety@dundee.ac.uk](mailto:safety@dundee.ac.uk) |
| Occupational Health | 01382 386948 01382 385419 | [occupationalhealth@dundee.ac.uk](mailto:occupationalhealth@dundee.ac.uk) |
| Disability Services | 01382 385402 | [disability@dundee.ac.uk](mailto:disability@dundee.ac.uk) |
| Counselling Service | 01382 384164 |  |
| Organisational & Professional Development | 01382 381102 | [opd@dundee.ac.uk](mailto:opd@dundee.ac.uk) |
| Admissions | 01382 383838 | [contactus@dundee.ac.uk](mailto:contactus@dundee.ac.uk) |
| Enquiry Centre | 01382 381900 | [enquiry@dundee.ac.uk](mailto:enquiry@dundee.ac.uk) |
| Library | 01382 384087 | [llc@dundee.ac.uk](mailto:llc@dundee.ac.uk) |
| Careers Service | 01382 384017 | [careers@dundee.ac.uk](mailto:careers@dundee.ac.uk) |

**Getting Settled**

**Getting Around**

The University campus has been voted the friendliest in Scotland. With over 3,000 staff and nearly 18,000 undergraduate and postgraduate students coming to the University from all over the UK, Europe and beyond, we have a truly welcoming and diverse campus community.

Take a tour around our city campus: [www.dundee.ac.uk/virtual-tour/](https://www.dundee.ac.uk/virtual-tour/)

Ninewells Campus is located 2.5 miles west of the city campus on Ninewells Avenue, approximately a 10-minute drive from the City Campus. The School of Medicine features facilities primarily used by Medical and Nursing Students.

Kirkcaldy Campus borders the town of Kirkcaldy in Fife. 35 miles from Dundee, it is one of the locations for the School of Health Sciences.

A map can be found on our website, showing all three campuses in detail: [www.dundee.ac.uk/campusmap/](https://www.dundee.ac.uk/campusmap/)

**Green Travel Plan**

**By Car**

Parking without a permit is not permitted on University grounds. Information on how to purchase a permit and a statement of current parking regulations with details of charges and available car parks, can be found here: [www.dundee.ac.uk/guides/car-parking](https://www.dundee.ac.uk/guides/car-parking)

Car Parking for students and visitors to Ninewells Hospital is administered by Indigo Parking on behalf of NHS Scotland: [www.nhstayside.scot.nhs.uk/GoingToHospital/OurPremisesA-Z/NinewellsHospital/PROD\_210170/index.htm](http://www.nhstayside.scot.nhs.uk/GoingToHospital/OurPremisesA-Z/NinewellsHospital/PROD_210170/index.htm). There is a free car park some distance from the main entrance. Permits are available to staff on the payment of an annual fee - ask your department for further information.

There are two car parking areas at the Kirkcaldy campus. Enter the main car park via Forth Avenue and the second via Whyte Melville Road. There are over 150 parking spaces available to students and staff at no charge.

**By Bus**

There are regular bus services connecting both City and Ninewells campuses to outlying areas. Details of these services and of connecting bus services from further afield can be obtained from the bus companies:

Xplore Dundee: [www.xploredundee.com/](https://www.xploredundee.com/)

Stagecoach: [www.stagecoachbus.com/plan-a-journey](https://www.stagecoachbus.com/plan-a-journey)

**Cycle Scheme**

The Cycle to Work scheme is a government initiative that encourages alternative travel and reduces our environmental impact. Not only does it reduce your carbon footprint, but also allows you to spread the cost, and save on Income Tax and National Insurance (where applicable).

This benefit is administered by Cycle Solutions. Find out more in this guide: [www.dundee.ac.uk/guides/apply-for-bike-cycle-to-work](https://www.dundee.ac.uk/guides/apply-for-bike-cycle-to-work).

You can plan your route by using:

* Dundee City Council’s cycling map – [www.dundeecity.gov.uk/service-area/city-development/roads-and-transportation/publications/dundee-cycle-map-2019-527mb-pdf](https://www.dundeecity.gov.uk/service-area/city-development/roads-and-transportation/publications/dundee-cycle-map-2019-527mb-pdf)
* Sustrans route planner – [www.sustrans.org.uk/find-a-route-on-the-national-cycle-network/?location=Scotland&routetype=null&distance=null&p=1](https://www.sustrans.org.uk/find-a-route-on-the-national-cycle-network/?location=Scotland&routetype=null&distance=null&p=1)

Cyclists can use the showers at the University swimming pool (DUSA), in the Matthew Building, and at the sports centre (ISE) for free.

Bicycle racks and lockers are available on the main campus. Bike shelters are at Ninewells and there is also a bike stand at Kirkcaldy.

Staff can borrow bikes to use around the city and campus from the University’s bike pool: [www.dundee.ac.uk/guides/bike-pool](https://www.dundee.ac.uk/guides/bike-pool)

**ID Cards**

To get your Staff ID card, please email the following to the Enquiry Centre at [enquiry@dundee.ac.uk](mailto:enquiry@dundee.ac.uk) so that your card can be produced:

* A passport sized photo of yourself. You can smile in your photo.
* Your Staff ID number (this should be provided ahead of your start date, but can also be requested from [hr@dundee.ac.uk](mailto:hr@dundee.ac.uk))
* Confirmation of your start date

You will receive an email when your card is ready (usually in one working day). ID cards can be collected from the Enquiry Centre beside Campus Green and the DUSA Premier shop. Opening hours are Monday – Friday, 9.00am – 5.00pm except Wednesday from 10.00am. Please note the centre is closed for lunch for 12.30pm – 1.30pm each day. Further details can be found here: [www.dundee.ac.uk/guides/get-your-staff-id-card](https://www.dundee.ac.uk/guides/get-your-staff-id-card).

Once you have received your staff card, you should let your Manager/local Operations manager know the number on the back of your card which is below the black strip (not that associated with the bar code) so they can get your badge activated for your area.

**Email Account Access**

The University uses Microsoft’s Outlook email system. You can access your email via web brower, use the full feature client on your computer, and receive emails to your mobile device via the Outlook app (only if you install and configure the Intune Company Portal app).

Your email account comes with an integrated calendar and full access to the entire Office 365 app suite. When at home and away from the campus networks, you’re required to use multi-factor authentication to access these services. This is because the University has applied a second layer of protection to them.

Multi-factor authentication (MFA) is a technology to secure systems and data with more than just a password; using phone calls, SMS text messages or mobile apps to provide an additional layer of security. The University’s implementation of security uses a risk-based approach, where most logons do not require any additional authentication steps. However, if accessing your account from an unusual device or location, then MFA may be required, and users who have not registered for MFA may find that their access is blocked. If you wish to register or update your MFA details, please visit: [www.dundee.ac.uk/guides/mfa-setup](https://www.dundee.ac.uk/guides/mfa-setup). We would recommend that you register a phone number as one of your MFA options, even if you plan to use the app as your primary MFA method. Frequently asked questions regarding the University’s MFA implementation can be found at: [www.dundee.ac.uk/guides/mfa-answers](https://www.dundee.ac.uk/guides/mfa-answers).

You can and will receive spam and phishing emails to your account, so be vigilant and question all messages that reach your inbox. Report any suspicious emails you get to Microsoft by forwarding junk to [junk@office365.microsoft.com](mailto:junk@office365.microsoft.com) and phishing emails to [phish@office365.microsoft.com](mailto:phish@office365.microsoft.com).

Outlook has many useful features that can help you be efficient and productive in your way of work. The University expects you to be proficient in your use of Outlook and to use it in a secure way. If you aren’t familiar with Outlook, Office 365, and email security, there are learning resources available.

Upskill in these areas by accessing video tutorials at LinkedIn Learning, an online education platform that the University has a paid for subscription to. Other useful IT training resources are listed online: [www.dundee.ac.uk/it/training](https://www.dundee.ac.uk/it/training)

To activate your IT account and obtain your email address, staff login and password, please complete this form and provide all information requested: <https://www.dundee.ac.uk/guides/manual-password-reset-request>.

More information about IT services and your account is available on the University’s website: [www.dundee.ac.uk/it](https://dundee.ac.uk/it)

**Tax Free Childcare**

Tax Free Childcare is a Government run scheme that works like an online account. You pay money in an account from your next pay, it’s taken after Tax and National Insurance has been deducted. Tax Free Childcare is not administrated by the University.

Further information on this scheme can be found at: [www.dundee.ac.uk/hr/policiesprocedures/taxfreechildcare/](https://www.dundee.ac.uk/hr/policiesprocedures/taxfreechildcare/).

**Accomodation Information**

If you want to rent or buy a property, the easiest way to find property is to search online.

If you are looking for property for sale in the area, the following sites may be useful:

* Tayside Solicitors Property Centre – [www.tspc.co.uk/](https://www.tspc.co.uk/)
* Zoopla - [www.zoopla.co.uk/](https://www.zoopla.co.uk/)
* Rightmove - [www.rightmove.co.uk/](https://www.rightmove.co.uk/)
* Your Move – [www.your-move.co.uk/](https://www.your-move.co.uk/)

A comprehensive list of Member Solicitor Firms can be found here: [www.tspc.co.uk/solicitorsearch.asp](https://www.tspc.co.uk/solicitorsearch.asp)

For rental properties in the area, the local agents below could be helpful:

* Grant Property - [www.grantmanagement.co.uk//](http://www.grantmanagement.co.uk/)
* Lickley Proctor Lettings - [www.lickleyproctor.co.uk/////](http://www.lickleyproctor.co.uk/)
* Pavillion Properties – [www.pavillionproperties.net/](https://www.pavillionproperties.net/)

Please consult the Dundee City Council website for information on current council tax charges: [www.dundeecity.gov.uk/](http://www.dundeecity.gov.uk/).

Appointees who are about to join the University’s staff should be aware that the University has no provision of living accommodation specifically for members of staff.

**Relocation Expenses**

The University makes a contribution towards relocation expenses incurred by newly appointed members of staff in moving to Dundee to take up their appointments. The reimbursement is subject to a maximum of the equivalent of one month’s gross pay calculated on basic starting salary. This does not include any shift allowances, availability supplements, allowances for additional programmed activities, distinction awards, etc. Additional assistantce may be given in respect of removals from overseas.

If relocation expenses are paid and the member of staff leaves within two years, the University will require repayment of any such relocation expenses. Less than 2 years will be reimbursed on a fractional basis. Recovery will be at the rate of 1/24th for each month less than 2 years worked and will be automatically deducted from the final salary payment. For further information please see: [www.dundee.ac.uk/finance/our-services/payroll/relocation-expenses/](https://www.dundee.ac.uk/finance/our-services/payroll/relocation-expenses/)

**Staff Expenses, Travel and Working Overseas Policy**

This policy seeks to clarify procedures for staff whilst ensuring that all arrangements are managed in a manner which:

* safeguards the welfare and safety of our staff travelling on University business;
* represents best value for the use of University funds;
* supports the achievement of operational targets, and those defined by the University Executive Group (UEG);
* where possible supports the achievement of the University’s sustainability targets.

View the policy here: [www.dundee.ac.uk/corporate-information/staff-expenses-travel-working-overseas](https://www.dundee.ac.uk/corporate-information/staff-expenses-travel-working-overseas)

**Semester Dates**

The semester dates can be found on our website: [www.dundee.ac.uk/main/useful-dates/](https://www.dundee.ac.uk/main/useful-dates/).

**Facilities and Services for Staff**

**ISE (Institute of Sport & Exercise)**

Members of staff can use facilities within the Institute of Sport and Exercise which include the gym, ‘sweaty fun’ classes, squash and tennis courts or the swimming pool. Membership details and prices can be found online at the ISE website: [www.dundee.ac.uk/ise](http://www.dundee.ac.uk/ise)

**Chaplaincy**

The Chaplaincy is a relaxing and friendly place and hosts many social activities during term time. In addition to the Chapel, they also have a library, a quiet room, meeting rooms and a Coffee Bar where you can relax and enjoy lunch during term time. [www.dundee.ac.uk/chaplaincy](https://www.dundee.ac.uk/chaplaincy)

**Botanic Garden**

University of Dundee Botanic Garden is open all year round, 10.00am – 16.30pm (15.30pm between November – February). Entry is free to all staff and students. Located in 9.5 hectares of south-facing, gently sloping lands near the banks of the River Tay, the Garden features many species of indigenous British plants as well as representative collections of important plants from all the continents of the world. There is also a café, a gift shop with a plant nursery, and regular art exhibitions are hosted in the Visitor Centre.

Learn more on their website: [www.dundee.ac.uk/botanic/](https://www.dundee.ac.uk/botanic/)

**Ninewells Community Garden**

Ninewells Community Garden lies in the beautiful arboretum of Ninewells Hospital in Dundee. We promote physical activity and healthy living through community gardening; in an environment where horticulture supports wellbeing, therapy and rehabilitation. The garden is free to visit and is open to all, 7 days a week - [www.ninewellsgarden.org.uk/](http://www.ninewellsgarden.org.uk/)

**Health and Safety**The University has a reputation for quality and excellence, including the standards of health, safety and well-being of our staff. Avoiding the suffering and losses caused by accidents and ill health is important to us all.

The staff health and safety handbook is available at [www.dundee.ac.uk/safety/handbooks](https://www.dundee.ac.uk/safety/handbooks)

**OPD (Organisational & Professional Development)**

The University of Dundee is dedicated to supporting the development of its staff and postgraduate researchers through its investment in their on-going training and development.  OPD is the University's training and development unit that provides tailored, bespoke workshops and opportunities to all staff (clerical, technical, manual, administrative, academic and research) and postgraduate researchers via an online portal.  The OPD programme has been designed to support individuals, teams and the organisation and to increase efficiency, effectiveness and employability.

Further information and the OPD workshop programme can be found here: [www.dundee.ac.uk/opd/](https://www.dundee.ac.uk/opd/)

**The Academic Skills Centre**

The Academic Skills Centre (ASC), part of the Skills Hub in the Student Services Directorate, provides resources, advice and guidance on professional skills development for students and staff. All of our services can be accesses online or on-campus, as appropriate. ASC provides the Teach at Dundee academic induction for all teaching colleagues who are new to the University and continues to support ongoing professional development in university teaching for all career stages. This includes the PG Certificate in Academic Practice in Higher Education (PGCAPHE) course, the first module of which is mandatory for probationary lecturers; support for attainment of a category of HEA Fellowship with Advance HE; and the University teaching awards.

Find out more by contacting [asc@dundee.ac.uk](mailto:asc@dundee.ac.uk) or looking at the webpage [www.dundee.ac.uk/academic-skills/](https://www.dundee.ac.uk/academic-skills/)

**Occupational Health**

Occupational Health offer an accessible but confidential service to all employees and give impartial advice to achieve the best interests of both employees and the University. You may be referred by Human Resources, your Line Manager, Safety Services, or you may refer yourself.Located on City Campus.

To make an appointment by telephone please call extension 01382 386948 or 01382 385410, or you can e-mail [occupationalhealth@dundee.ac.uk](mailto:occupationalhealth@dundee.ac.uk). For further information: [www.dundee.ac.uk/safety/occupational-health](https://www.dundee.ac.uk/safety/occupational-health)

**University Nursery**

The University of Dundee Nursery is located in the Dundee University Students' Association (DUSA). From January 2016 we doubled our capacity and are operating an additional campus based facility at Airlie Place, Dundee.

We provide childcare for ages 0-5 years and aim to prepare children for entry into primary education.

Places are available full-time or part-time. There is often a waiting list so we are unable to guarantee an on demand service and you are advised to enquire and apply early. Children under 2 can be added to the waiting list in advance. The nursery is registered with several childcare voucher schemes.

For information regarding fees, the availability of spaces or an application form, please visit the following website: [www.dundee.ac.uk/childcare/](https://www.dundee.ac.uk/childcare/)

**UoD IT**

UoD IT provides the IT services and facilities you need to work and supports the University community by:

* Delivering and maintaining a catalogue of IT services
* Providing high quality IT service and support
* Enabling research, learning and teaching, and administration

IT service guides on a variety of topics can be reached online at [www.dundee.ac.uk/it](https://www.dundee.ac.uk/it).   
If you ever need IT help, contact the Service Desk via [www.dundee.ac.uk/help4u](https://www.dundee.ac.uk/help4u/).

**Staff Homepage**

The hompeage is where you will find links to E-mail, My Dundee, Apps Anywhere, Campus Map, Useful Dates and Staff Support Guides: [www.dundee.ac.uk/staff](https://www.dundee.ac.uk/staff).

**My Dundee**

My Dundee is the University’s online interactive learning environment: [my.dundee.ac.uk/](https://dmail.sharepoint.com/sites/StaffWelcome2/Shared%20Documents/my.dundee.ac.uk/)

Staff and Students can log into My Dundee using their University of Dundee network username and password. Your My Dundee username and password will always match your University network username and password.

**One Dundee Blog**

To find out about useful stories and information from around the University, a Campus Round-Up, Student and Staff news please see our One Dundee blog: [blog.dundee.ac.uk/one-dundee/blogs/](https://blog.dundee.ac.uk/one-dundee/blogs/)

**Library**

Library membership is open to all University Staff. With over one million books, the Central Library is located at the heart of the City Campus. The University offers 6 libraries in total, covering medicine, architecture, law, nursing and art and design.

There is a library at Ninewells Hospital, which staff can use. The main University library is not within walking distance from the Ninewells Campus.

The library also offers electronic resources which allow you to access e-books and e-journals from anywhere in the world.

For a full list of Libraries, and their opening times visit the Library’s homepage: [www.dundee.ac.uk/library/](https://www.dundee.ac.uk/library/)

**Careers Service**

The Careers service is located in Airlie Place on the City Campus and provides a service to both staff and students. Further information on careers services can be found online: [www.dundee.ac.uk/careers/](https://www.dundee.ac.uk/careers/)

**Disability Services**

Disability Services provides a range of services for University staff, ranging from advice and guidance to staff development. For further information on the service, please visit: [www.dundee.ac.uk/disabilityservices/staff/](http://www.dundee.ac.uk/disabilityservices/staff/)

**Counselling Services**

The University offers staff a counselling service, which is an invaluable way of getting a new perspective on problems that are causing distress, whether it's a relatively recent worry or something that's been on your mind for a while. It's an excellent means of reducing the stress that inevitably builds up if you're sitting on something because you don't have an opportunity to discuss it with anyone. For further information on the counselling service, please visit: [www.dundee.ac.uk/student-services/counselling/counselling-help-for-staff/](http://www.dundee.ac.uk/student-services/counselling/counselling-help-for-staff/)

**Early Dispute Resolution**

The University of Dundee runs edr. Its purpose is to assist staff and students in anticipating, avoiding, preventing and resolving disputes. For further information on this, please visit: [www.dundee.ac.uk/edr](https://www.dundee.ac.uk/edr).

**Complaint Handling Procedure (CHP)**

Students, prospective students and members of the public are entitled to make a complaint about the University of Dundee under our CHP.  Further details about the CHP, including how to handle a complaint under this Procedure, can be found at: [www.dundee.ac.uk/governance/dca/](https://www.dundee.ac.uk/governance/dca/)

**Discovery Credit Union**

University staff members are being offered easy access to safe saving and borrowing facilities thanks to a new partnership with the local Discovery Credit Union: [www.discoverycu.co.uk/](http://www.discoverycu.co.uk/).

Under the terms of the partnership, the University will offer employees a simple payment deduction facility which will see a portion of their salary, as decided by them, transferred to their Credit Union account.   
  
If you would like to access the facilities offered by this partnership, email [info@discoverycu.co.uk](mailto:info@discoverycu.co.uk)to ask for a digital application form.

**Human Resources Policies**

The University’s Human Resources Directorate is here to help staff with all aspects of employment. Our policies and procedures, along with the ‘latest news’, can be found on the HR website which we encourage you to explore: [www.dundee.ac.uk/hr/](http://www.dundee.ac.uk/hr/)

**Objective Setting & Review (OSAR)**

The OSAR process supports the University’s strategic aims of embedding and supporting a culture of performance management and improvement throughout the University to unlock the full productive capacity of staff during the challenging times ahead. Staff meet with their line manager annually to review their achievements over the past year and set objectives for the forthcoming year.

For details and guidance on OSAR, please visit: [www.dundee.ac.uk/hr/policiesprocedures/objectivesettingreview/](http://www.dundee.ac.uk/hr/policiesprocedures/objectivesettingreview/)

**Work Life Balance Policies**

There are a range of policies designed to support staff to balance work and home life and deal with personal responsibilities, as well as some of life's major events.

* Adoption Leave: [www.dundee.ac.uk/hr/policiesprocedures/worklife/adoptionleave/](https://www.dundee.ac.uk/hr/policiesprocedures/worklife/adoptionleave/)
* Carers’ Leave: [www.dundee.ac.uk/hr/policiesprocedures/worklife/carersleave/](https://www.dundee.ac.uk/hr/policiesprocedures/worklife/carersleave/)
* Compassionate Leave – Bereavement: [www.dundee.ac.uk/hr/policiesprocedures/worklife/compassionateleave-bereavement/](https://www.dundee.ac.uk/hr/policiesprocedures/worklife/compassionateleave-bereavement/)
* Parental Bereavement: [www.dundee.ac.uk/corporate-information/parental-bereavement-leave-pay-policy](https://www.dundee.ac.uk/corporate-information/parental-bereavement-leave-pay-policy)
* Family Leave – Children and Dependents: [www.dundee.ac.uk/hr/policiesprocedures/worklife/familyleave-childrenanddependants/](https://www.dundee.ac.uk/hr/policiesprocedures/worklife/familyleave-childrenanddependants/)
* Fertility Treatment Leave: [www.dundee.ac.uk/hr/policiesprocedures/worklife/leaveforfertilitytreatment/](https://www.dundee.ac.uk/hr/policiesprocedures/worklife/leaveforfertilitytreatment/)
* Flexible Retirement: [www.dundee.ac.uk/hr/policiesprocedures/flexiblephasedretirementpolicy/](https://www.dundee.ac.uk/hr/policiesprocedures/flexiblephasedretirementpolicy/)
* Foster Care Leave: [www.dundee.ac.uk/hr/policiesprocedures/worklife/fostercareleave/](https://www.dundee.ac.uk/hr/policiesprocedures/worklife/fostercareleave/)
* Maternity Agreement: [www.dundee.ac.uk/corporate-information/maternity-agreement](https://www.dundee.ac.uk/corporate-information/maternity-agreement)
* Menopause: [www.dundee.ac.uk/corporate-information/menopause-policy](https://www.dundee.ac.uk/corporate-information/menopause-policy)
* Shared Parental Leave: [www.dundee.ac.uk/hr/policiesprocedures/worklife/sharedparentalleave/](https://www.dundee.ac.uk/hr/policiesprocedures/worklife/sharedparentalleave/)
* Paternity/Partner Support Leave: [www.dundee.ac.uk/hr/policiesprocedures/worklife/paternitypartnersupportleave/](https://www.dundee.ac.uk/hr/policiesprocedures/worklife/paternitypartnersupportleave/)
* Safe Leave: [www.dundee.ac.uk/corporate-information/safe-leave-policy](https://www.dundee.ac.uk/corporate-information/safe-leave-policy)
* Surrogacy Leave: [www.dundee.ac.uk/hr/policiesprocedures/worklife/surrogacyleave/](https://www.dundee.ac.uk/hr/policiesprocedures/worklife/surrogacyleave/)
* Unpaid Parental Leave: [www.dundee.ac.uk/hr/policiesprocedures/worklife/unpaidparentalleave/](https://www.dundee.ac.uk/hr/policiesprocedures/worklife/unpaidparentalleave/)

These policies, procedures and the relevant application forms are available from the Human Resources website: [www.dundee.ac.uk/hr/policiesprocedures/worklife/](https://www.dundee.ac.uk/hr/policiesprocedures/worklife/)

**Sickness Absence Management Policies and Procedures**

Agreed jointly between the University and the recognised Trade Unions of the University, the University has a sickness absence management policy which is applied equally to all members of the University.

* Policy Statement
* Notification of sickness absence procedure
* Monitoring and Recording absence
* Return to work
* Entitlement to pay during sick leave
* Notification of sickness absence
* Annual Leave
* Work related injuries
* Sickness absence for plastic/cosmetic surgery
* Reviewing sickness absence
* Medical referrals
* Managing sickness absence
* Early retirement on the grounds of ill health
* Dismissal for incapacity due to ill health

Full copies of all these policies and procedures are available from the Human Resources website:   
[www.dundee.ac.uk/corporate-information/sickness-absence-management](https://www.dundee.ac.uk/corporate-information/sickness-absence-management).

**Special Leave**

For a comprehensive list of policies relating to special leave please follow this link:   
[www.dundee.ac.uk/corporate-information/special-leave](https://www.dundee.ac.uk/corporate-information/special-leave).

This includes details relating to Jury Duty, Volunteer Reserve Forces & Voluntary Public Service.

**Dignity at Work and Study: Addressing Harassment and Bullying**

The University of Dundee upholds the right of each member of the University community to be treated with dignity and respect. It is committed to fostering an environment in which staff, students, visitors and sub-contractors can work and study free from harassment, bullying, intimidation and victimisation. This policy applies to all members of the University community. Any incident of harassment or bullying will be regarded extremely seriously and can be grounds for disciplinary action including dismissal or expulsion.

A full copy of this policy can be found on our website: [www.dundee.ac.uk/corporate-information/dignity-work-study-policy](https://www.dundee.ac.uk/corporate-information/dignity-work-study-policy)

**Equality and Diversity**

The University has an ongoing commitment to promote equality of opportunity for all staff and students associated with it, in order to maximise everyone’s abilities and fulfil their potential to meet the changing and diverse needs of the University. [www.dundee.ac.uk/equality-diversity/](https://www.dundee.ac.uk/equality-diversity/)

We are members of Stonewall, supporting and actively promoting equality in the workplace for LGBT people. [www.dundee.ac.uk/equality-diversity/stonewall](https://www.dundee.ac.uk/equality-diversity/stonewall)

The University is committed to providing equality and diversity development for all staff. Equality and Diversity Training is embedded into core Human Resources staff development training programmes and the University has a range of training packages which are mandatory for all staff to complete. All new staff are given an overview of the University’s equality and diversity work at the staff welcome meeting.

It is important that all members of staff undertake the mandatory equality and diversity training that is appropriate to their role within the University. It is a condition of probation that you achieve the completion of equality and diversity training modules within six months of your employment.

The online modules are available here: [dundee.marshallacmtraining.co.uk](https://dundee.marshallacmtraining.co.uk/)

Your account name is your University of Dundee email address. An e-mail with your account name and initial password will have been sent to your University of Dundee e-mail account. In the event that you forget your password, you can reset this online by going to https://dundee.marshallacmtraining.co.uk and click on the ‘forgotten password’ link. From there you will be prompted for your e-mail address. Enter this, then submit the form. This will reset your password and an e-mail will be sent to your University of Dundee account with the new password. For further details regarding the Equality and diversity online training, please visit: [www.dundee.ac.uk/guides/online-equality-diversity-and-inclusion-training](https://www.dundee.ac.uk/guides/online-equality-diversity-and-inclusion-training)

For the full University Equality and Diversity policy, please follow: [www.dundee.ac.uk/hr/equality/equalityanddiversitypolicy/](https://www.dundee.ac.uk/hr/equality/equalityanddiversitypolicy/)

**Management of Stress at Work**

The University of Dundee is committed to providing a healthy and safe working environment for all staff. There are considerable pressures in everyday University life. Many of these pressures assist to raise levels of performance to benefit our colleagues, our students and the wider community. Improved levels of performance also contribute to our sense of personal satisfaction and self-esteem. However, the University recognises that excessive levels of work related stress are potential causes of ill health. The University has a duty in law to ensure that the health of its employees is not adversely affected by their work.

Please visit [www.dundee.ac.uk/hr/stress-at-work/](https://www.dundee.ac.uk/hr/stress-at-work/) for further details on this policy, which sets out what the University does to manage work-related stress.

**Grievance Procedure**

The University aims to deal with grievances promptly, fairly, consistently and as near as possible to the point of origin. To view the complete Grievance Procedure, please follow the link: [www.dundee.ac.uk/hr/policiesprocedures/grievanceprocedure/](https://www.dundee.ac.uk/hr/policiesprocedures/grievanceprocedure/).

**Disciplinary Procedure**

The University aims to ensure that there will be a fair and systematic approach to the maintenance of standards of conduct affecting all grades of employee within the University.

The procedure is designed to reflect the ACAS Code of Practice and Guidance on Disciplinary Practice and Procedures post April 2009.

To view the complete Disciplinary Procedure, please follow the link: [www.dundee.ac.uk/hr/policiesprocedures/disciplinaryprocedure/](https://www.dundee.ac.uk/hr/policiesprocedures/disciplinaryprocedure/)

**Absence Due to Inclement Weather**

It is essential to contact your immediate Line Manager to let them know if you are going to be late or unable to attend the workplace.

Buses may be running but unable to reach some areas and it is not unreasonable to expect someone to walk to a nearby stop on an open route (depending on weather conditions). To avoid waiting indefinitely on public transport in inclement weather staff have an obligation to find out about the public transport situation and act accordingly. Individual arrangements would apply to staff with disabilities.

**Terms and Conditions at a Glance**

Your contract of employment details your terms and conditions of employment, but listed below are the key areas for reference. Terms and conditions of employment are derived from Employment Legislation and through local and national collective bargaining.

**Hours of Work**

**Grade 1 – 6**

The standard full-time working week for staff grades 1 – 6 with defined and normal working hours is 36.25 hours per week. Normal working hours are from 8.45am to 5.00pm (1 hour for lunch). Part-time and any other arrangements of hours are detailed in your individual contract of employment.

**Grade 7 and above**Grade 7 and above hours are that reasonably required to carry out the role. Part-time and any other arrangements of hours are detailed in your individual contract of employment.

**Annual Leave**

The entitlement of part-time staff to paid holidays will be in the same proportion to the holiday entitlement of a full-time member of staff as the part-time salary is to a full-time salary.

The holiday year begins on 1 January and ends on 31 December and unused holiday entitlement cannot be carried forward from one leave year to the next except with the consent of the Dean of School/Director concerned. This consent will only be given in exceptional circumstances. Application forms for Annual Leave, and information on Christmas and New Year closures can be found under ‘A’ in our Forms section - [www.dundee.ac.uk/hr/forms/](https://www.dundee.ac.uk/hr/forms/)

Grade 1 – 6 are entitled to 34 days annual leave per year, pro rata.

Grade 7 and above are entitled to 39 days annual leave per year, pro rata.

Hourly Paid Staff should refer to the detail of their contract for further information.

**Long Service Leave for Grade 1-6**

In addition to the standard entitlement of a total of 34 days of holiday, employees shall receive:

1 additional day of holiday after 5 years of continuous service with the University, i.e. within the qualifying annual leave year, 1 further additional day of holiday after 7 years of continuous service with the University, 1 further additional day of holiday after 12 years of continuous service with the University.

**Christmas Leave**

Seven or eight days' leave must be taken on days designated by the University since the University has a period of closure over Christmas and New Year. It should be noted, however, that staff at Ninewells Hospital and Medical School and the Dental School may have different arrangements depending on the School’s needs.

**Probation**

**Grade 1 – 6**

The probationary period for staff, grades 1 to 6 is six months.

**Academic Related Staff**

The probationary period for Academic Related staff is one year.

For the full procedure and related forms please visit: [www.dundee.ac.uk/hr/policiesprocedures/probationacad/](https://www.dundee.ac.uk/hr/policiesprocedures/probationacad/)

**Academic Staff**

The probationary period for Academic staff is three years. The University’s Annual Review Procedure for Probationary Lecturers is informed by our core value: valuing people. It ensures that probationers are properly supported during their first years of academic life and will benefit from training, development and mentoring opportunities that will help them make the transition to becoming an established and productive member of the University.

For the full procedure please visit: [www.dundee.ac.uk/hr/policiesprocedures/probationnonacademic/acadrel(alc)/](https://www.dundee.ac.uk/hr/policiesprocedures/probationnonacademic/acadrel(alc)/)

**Leave of Absence**

Leave of Absence is not an entitlement or contractual right. It can be applied for but is granted only according to the needs of a School, as appropriate. It is also recognised that it provides staff development for an individual's research career. Each application must be accompanied by a robust plan detailing the research activity to be undertaken during the period of leave. Leave of Absence applies only to academic staff of the University for the pursuit of academic endeavour.

For full details and an application form, please visit:   
[www.dundee.ac.uk/corporate-information/leave-absence](https://www.dundee.ac.uk/corporate-information/leave-absence)

**Unions**

A Trade Union is an organised group of staff, whose aim is to represent the interests of its members.

Trade Union membership is optional.

The University recognises the following Unions:

* Unison (represents Clerical and Manual staff): [www.unison-scotland.org/](https://www.unison-scotland.org/)   
  Unite (represents Technical staff): [www.unitetheunion.org/](http://www.unitetheunion.org/)
* DUCU (represents Academic and Academic Related Staff): [www.dundee.ac.uk/ducu/](http://www.dundee.ac.uk/ducu/)

The University negotiates on terms and conditions of employment, except those negotiated nationally, and consults the unions on other matters including physical conditions of work, superannuation agreements and promotion procedures. These processes are managed via meetings with the employee union representatives.

For a link to each Union’s individual website, please follow: [www.dundee.ac.uk/hr/policiesprocedures/newemployees/international/a-zinformation/tradeunions/](https://www.dundee.ac.uk/hr/policiesprocedures/newemployees/international/a-zinformation/tradeunions/)

**Pensions**

There are seven pension schemes operated by the University of Dundee with around 3,000 scheme members but only three are open to new staff.

The scheme, which you may join, is determined by your job category:

* Universities Superannuation Scheme (USS) is for Academic and Academic Related Staff: [www.uss.co.uk/](http://www.uss.co.uk/).
* University of Dundee Superannuation and Life Assurance Scheme (UoDSS) is for Clerical/Technical/Manual/Support staff: [www.dundee.ac.uk/finance/our-services/pensions/superannuation-schemes/uodss/](https://www.dundee.ac.uk/finance/our-services/pensions/superannuation-schemes/uodss/)
* NHS Scheme for Scotland (NHS SS) is for Academic staff previously in the NHS Superannuation Scheme: [www.dundee.ac.uk/finance/our-services/pensions/superannuation-schemes/nhsss/](https://www.dundee.ac.uk/finance/our-services/pensions/superannuation-schemes/nhsss/)
* Pensions Plus: [www.dundee.ac.uk/finance/our-services/pensions/pensions-plus/](https://www.dundee.ac.uk/finance/our-services/pensions/pensions-plus/)

Q&As relating to the USS and UoDSS pension schemes have been provided: [www.dundee.ac.uk/finance/our-services/pensions/superannuation-schemes/qasrelatingtoussanduodss/](https://www.dundee.ac.uk/finance/our-services/pensions/superannuation-schemes/qasrelatingtoussanduodss/)

**Universities Superannuation Scheme (USS)**

As an eligible employee you will be contractually enrolled into Universities Superannuation Scheme (USS) on your contractual start date, unless you are a Part-Time Tutor (Variable Time Employee) in which case automatic legislation will apply and you will be postponed for up to 3 months from your contractual start date. Please refer to your contract of employment for more information on this, alternatively click on the following: [www.uss.co.uk/members/members-home/joining-the-scheme](http://www.uss.co.uk/members/members-home/joining-the-scheme)

**Forms**There are various forms of which you may wish to complete. USS encourages members to complete the Expression of Wish form, which can be sent to Pension’s Office, University of Dundee, 2nd Floor, Tower Building, for forwarding to USS.  Alternatively, you can send this directly to USS if you prefer.  Forms can be found on:[www.uss.co.uk/for-members/life-events/what-happens-when-you-die](https://www.uss.co.uk/for-members/life-events/what-happens-when-you-die)

**Transfers-in**

If you are interested in enquiring about transferring previous benefits into USS, please complete the Transfer in Request form on[www.uss.co.uk/for-members/your-pension-explained/transferring-in-to-uss](https://www.uss.co.uk/for-members/your-pension-explained/transferring-in-to-uss). It is entirely a personal choice as to whether you transfer your benefits from a previous pension scheme into USS - by completing a Transfer in Request form you are not committing yourself to anything, only enquiring at this stage.  *If* you receive an offer from USS, you may find it useful to talk to a qualified independent financial adviser to establish if a transfer is right for you.

**Additional Voluntary Contributions**

The only option to top up your benefits is via a Defined Contribution Money Purchase AVC. You can start making additional contributions to the Investment Builder through My USS at [**www.uss.co.uk/my-uss**](https://www.uss.co.uk/my-uss). You can choose to make a one-off payment, or monthly contributions as a percentage of your salary.

**University of Dundee Superannuation & Life Assurance Scheme (UoDSS)**

Under automatic enrolment legislation you will be postponed for up to three months from your employment start date, although you can opt-in at any time. Please refer to your contract for more details on this or view the UoDSS Factsheet 7 – Auto enrolment, found on: [www.dundee.ac.uk/finance/our-services/pensions/superannuation-schemes/uodss/](https://www.dundee.ac.uk/finance/our-services/pensions/superannuation-schemes/uodss/)**.** There are many benefits to being a member of the UoDSS. For more information on UoDSS please view the Scheme Guide and Factsheets found on link above.

**Additional Voluntary Contributions**

The only option to top up your benefits is via a Defined Contribution Money Purchase AVC.  For more information on this please click on the link above to view the UoDSS factsheet 8 – Topping up your benefits.

**Forms**

There are various forms of which you may wish to complete. UoDSS encourages members to complete the Nomination of Beneficiary Form, which can be found on the link above.

**Transfers-in**

If you are interested in enquiring about transferring previous benefits into UoDSS, please complete the Transfer Request Form found on the link above.  Please also refer to the UoDSS factsheet 15 – Transfers. It is entirely a personal choice as to whether you transfer your benefits from a previous pension scheme into USS - by completing a Transfer Request Form you are not committing yourself to anything, only enquiring at this stage.  If you receive an offer from UoDSS, you may find it useful to talk to a qualified independent financial adviser to establish if a transfer is right for you.

**All** completed UoDSS forms should be sent to Pension’s Office, University of Dundee, 2nd Floor, Tower Building.

**Academic Staff Previously in the NHS Superannuation Scheme (NHS SS)**

If you satisfy certain criteria you may be able to re-join/remain in the NHS Superannuation Scheme instead of joining USS. For more information on this please view [www.dundee.ac.uk/finance/our-services/pensions/superannuation-schemes/nhsss/](https://www.dundee.ac.uk/finance/our-services/pensions/superannuation-schemes/nhsss/) or contact the Pensions Office on[pensionsoffice@dundee.ac.uk](mailto:pensionsoffice@dundee.ac.uk).

For more information on the National Health Service Superannuation Scheme in Scotland (NHSSSS) please click on [www.sppa.gov.uk/index.php?option=com\_content&view=article&id=43&Itemid=4](http://www.sppa.gov.uk/index.php?option=com_content&view=article&id=43&Itemid=4)

**Pensions Plus**

Please note that the University offers a salary sacrifice scheme, Pensions Plus, in relation to pension contributions made by the employee. You will automatically be included in this scheme unless, because of your level of earnings, you do not qualify or you choose to opt out. Information concerning the scheme and opting out, should you wish to do so, is enclosed.

Pensions Plus is a way to contribute to either the University Superannuation Scheme (USS) or the University of Dundee Superannuation Scheme (UoDSS) that will save you and the University National Insurance Contributions (NI). It will therefore increase your take home pay and assist the University in meeting the increased costs of pension arrangements at the University. For further information & to access the Pensions Plus Brochure, please visit: [www.dundee.ac.uk/finance/our-services/pensions/pensions-plus/](https://www.dundee.ac.uk/finance/our-services/pensions/pensions-plus/)

**Research at the University of Dundee**

**Research Integrity Online Training**

This training is mandatory for research staff who will be supervising postgraduate researchers and optional for other members of research staff.

Further information and access to the training is available here**:** [www.dundee.ac.uk/doctoral-academy/supervisor-best-practice#research-integrity-training](https://www.dundee.ac.uk/doctoral-academy/supervisor-best-practice#research-integrity-training).

**Researcher Development: Our Provision**

At the University of Dundee, we are committed to supporting our research staff and postgraduate researchers in their ongoing personal, professional and career development. As a researcher, you are both entitled and expected to undertake ten days of professional development activities every year, built into your workload model.   
  
To find out about our programme of training and development events aimed at researchers, please visit our researcher development web pages: [www.dundee.ac.uk/research/informationforresearchers/researcherdevelopment/](https://www.dundee.ac.uk/research/informationforresearchers/researcherdevelopment/)

Generic skills training for researchers is provided by Organisational and Professional Development (OPD). You can view and book onto workshops on the OPD programme by visiting [www.dundee.ac.uk/opd/](https://www.dundee.ac.uk/opd/). Here you will also find a selection of self-directed learning workshops.

**Vitae**

Another valuable source of support for researcher development is Vitae, an independent organisation which works in partnership with Higher Education institutions, research organisations, funders and national organisations to meet society’s need for high-level skills and innovation and produce world class researchers. Vitae is supported by Research Councils UK (RCUK), UK HE funding bodies and managed by CRAC, The Career Development Organisation and delivered in partnership with regional Hub host Universities. You can find out more about what it has to offer at [www.vitae.ac.uk/](https://www.vitae.ac.uk/)

**Our Commitments**

The University of Dundee’s formal commitments to the development of researchers are set out in our five-year strategy. In addition to this, we are signatory to several best practice frameworks and initiatives at national level and beyond. These include:

* The Concordat to support the Career Development of Researchers
* The HR Excellence in Research Award
* The Athena SWAN Gender Equality Charter
* The Race Equality Charter
* Other relevant Concordats (The Concordat to Support Research Integrity; The Concordat for Engaging the Public in Research)

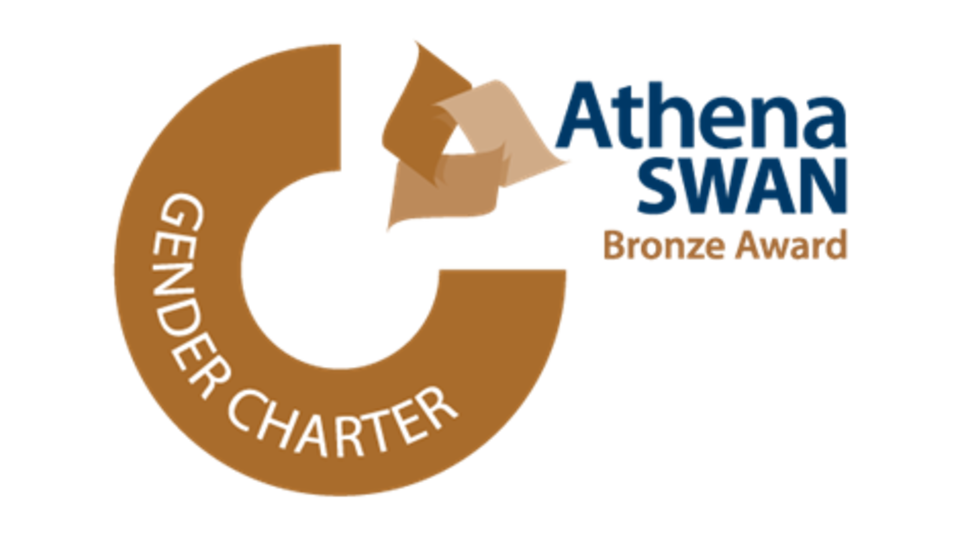
**The Concordat to Support the Career Development of Researchers**

The Concordat to support the Career Development of Researchers is an agreement between the funders and employers of researchers in the UK which sets out the expectations and responsibilities of each stakeholder in research careers – researchers themselves, their managers, employers and funders. It aims to increase the attractiveness and sustainability of research careers in the UK and to improve the quantity, quality and impact of research for the benefit of UK society and the economy.



**HR Excellence in Research Award**

This is a UK-wide process, incorporating the QAA Code of Practice for Research Degree Programmes and the Concordat to support the career development of Researchers, enabling institutions to gain the European Commission’s ‘HR excellence in research’ badge, acknowledging alignment with the principles of the European Charter for Researchers and Code of Conduct for their recruitment. The University of Dundee has been recognised by the European Commission for its ‘HR Excellence in Research’. Recognition is granted to European universities whose policies and processes demonstrate continued development of a working environment supporting research excellence and increasing focus and impact.

[www.dundee.ac.uk/hr/hrexcellenceinresearch/](https://www.dundee.ac.uk/hr/hrexcellenceinresearch/)

**Athena SWAN Charter**

Founded in 2005, the Athena SWAN Charter is a scheme that recognizes excellence in science, technology, engineering, mathematics and medicine (STEMM) employment for women in academia.

In May 2015 the charter was expanded to recognise work undertaken in arts, humanities, social sciences, business and law (AHSSBL), and in professional and support roles, and for trans staff and students. The charter now recognises work undertaken to address gender equality more broadly, and not just barriers to progression that affect women. The University of Dundee became a member of the Charter in 2011. [www.dundee.ac.uk/equality-diversity/athenaswan/](https://www.dundee.ac.uk/equality-diversity/athenaswan/)

We have been involved in the Athena SWAN Charter Mark programme for a number of years now, and the University and several of our Schools hold bronze Awards.



**The Race Equality Charter**

The Race Equality Charter (REC) aims to improve the representation, progression and success of minority ethnic staff and students within higher education.

The University of Dundee has been awarded the Bronze mark of the Race Equality Charter for a period of five years.

Learn more about the Race Equality Charter: [www.dundee.ac.uk/equality-diversity/race-equality/about](https://www.dundee.ac.uk/equality-diversity/race-equality/about)

**The Concordat to support Research Integrity**

This Concordat sets out five commitments that will provide assurances to government, the wider public and the international community that research in the UK continues to be underpinned by the highest standards of rigour and intensity.

**The Concordat for Engaging the Public with Research**

The Concordat outlines the expectations and responsibilities of research funders with respect to public engagement, to help embed public engagement in universities and research institutions. This will enhance the future of research and benefit the UK society and economy. By setting out clear expectations for research organisations, researcher managers and supporters and researchers themselves, the Concordat aims to strengthen existing good practice in public engagement by ensuring it is valued, recognised and supported.

**Quality Assurance and Enhancement at the University of Dundee**

The Quality and Academic Standards team work with colleagues throughout the institution to both ensure that we maintain our threshold standards as outlined in the UK Quality Code ([www.qaa.ac.uk/quality-code](https://www.qaa.ac.uk/quality-code)) and to support the continuous enhancement of our programmes and the student experience.

There is a comprehensive website for the University’s Quality Assurance Framework ([www.dundee.ac.uk/qf/](https://www.dundee.ac.uk/qf/)) which offers further information and guidance on the following areas:

* Policies, procedures, guidance and information relating to our key activities such as annual programme review, assessment and module approval
* Student engagement, including our Student Partnership Agreement and arrangements for student representation as set out between the University and DUSA
* Equality and Diversity and in particular the inclusive curriculum checklist
* Enhancement of Learning and Teaching
* Research Degrees Quality Code

If you have any questions about the University’s approach to assuring standards, enhancing the learning and research experience or the broader context of enhancement in Scotland, please don’t hesitate to contact the team on [qualityandacademicstandards@dundee.ac.uk](mailto:qualityandacademicstandards@dundee.ac.uk) or the Associate Dean for Quality and Academic Standards in your School.











University of Dundee

Nethergate

Dundee

DD1 4HN

t: +44 (0)1382 383000

e: dundee.ac.uk