



University of
St Andrews

Careers Centre appointments

Document type	Policy
Scope (applies to)	All students
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Approver	Team Manager (Career Management Team)
Document owner	Information Officer
School / unit	Careers Centre
Document status	Published
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Key terms	Extra-curricular services/Career development/Services
Purpose	Information on available appointment types, booking procedures, eligibility criteria, and our commitment to confidentiality and ethical standards.

Version number	Purpose / changes	Document status	Author of changes, role and school / unit	Date
1.3	Yearly update	Published	Tracey Dall, Information Officer and CV Adviser, Careers Centre	14/05/2025
1.2	Yearly update	Published	Tracey Dall, Information Officer, Careers Centre	11/04/2024
1.1	Yearly update	Published	Tracey Dall, Information Officer, Careers Centre	16/03/2023
1.0	New policy – including terms and conditions	Published	Tracey Dall, Information Officer, Careers Centre	07/03/2022

Our commitment

The Careers Centre provides impartial, inclusive and high-quality careers support for students, graduates, and researchers. Our team of professionally trained career advisers adhere to the [AGCAS Code of Ethics](#) and are committed to your development.

Who can book

Appointments are available to:

- Current matriculated students and postgraduates
- Contract research staff
- Alumni (within three years of graduation)

Please note: During peak times, current students may be prioritised. Alumni may be asked to book at a later date.

Appointment types

Appointments are available in person or via Microsoft Teams. Please read the descriptions carefully before booking.

Bookable by all users:

- **Careers Appointments (15 mins)** – Brief career queries. These appointments are also the first step if you think you may benefit from a longer guidance or coaching session, as referrals for extended appointments are made through this route.
- **CV, Cover Letter & LinkedIn Advice (15 mins)** – Online only.
- **Practice Interview (45 mins)** – For interview preparation and feedback.

For research staff (bookable directly):

- **Research Staff Careers Appointment (45 mins)** – Tailored support for early-career researchers.

Bookable by adviser referral:

- **Career Guidance (30/45 mins)** – In-depth career discussions.
- **Career Coaching (3 x 30 mins)** – Structured series for career planning.

Booking limits

To ensure fair access:

- Max 2 Career Appointments per week
- Max 2 CV/Cover Letter/LinkedIn Appointment per week
- Max 2 Practice Interviews per academic year (must be 1 month apart)
- Max 2 Career Guidance Appointments per academic year
- 12 appointments total per academic year (across all types)

Attending and cancelling

- Appointments must be booked via CareerConnect.
- If you can't attend, cancel via CareerConnect or contact us directly.
- Please arrive on time. Advisers may not proceed if you are more than 5 minutes late.
- Repeated no-shows or breaches may impact future booking access.

Confidentiality and ethics

- All appointments are confidential **within the Careers Centre team**. We may discuss your case with colleagues to ensure best support.
- Advice is impartial and informed by current guidance practice.
- We follow the [AGCAS Code of Ethics](#) and are committed to inclusion, equity and transparency.
- Our team may observe one another's appointments to support professional development. If you'd prefer not to be observed, please let us know when booking or at the start of your appointment.

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