INTRODUCTION

This handbook is designed to provide students with general information and guidance about studying in the School of Philosophy, Psychology & Language Sciences (PPLS) and should be referred to in conjunction with the University’s Policies and Regulations: http://www.ed.ac.uk/academic-services/policies-regulations

This handbook does not supersede University Regulations available online under Degree Regulations and Programme of Study (DRPS): http://www.drps.ed.ac.uk/16-17/

It is each student’s responsibility to make themselves familiar with the contents of this handbook and also the University-wide policies and regulations. Information provided in this handbook may help you avoid unnecessary problems. Please do not hesitate to contact the Postgraduate Office if you have any questions about this handbook.

Handbooks were correct at the time of printing (September 2016).

The School of Philosophy, Psychology and Language Sciences (PPLS)
Established in August 2002, PPLS is one of 11 Schools in the College of Arts, Humanities & Social Sciences. The School runs both taught MSc (one year full time, two years part time Masters) programmes and research programmes in three Subject Areas:
- Philosophy
- Psychology
- Linguistics & English Language (LEL)

In addition, the School fosters strong links between Subject Areas and with other Schools across the University structure facilitating cross-disciplinary research and networks.

CONTACTS - SUPPORT

School Postgraduate Office
The School Postgraduate Office is situated in the Dugald Stewart Building (1st Floor)

Office Hours
9.30am – 12.30pm
1.30pm – 5.00pm
Tel: 0131 651 5002
Email: pplspg@ed.ac.uk

Administrative Support: The Postgraduate Office

<table>
<thead>
<tr>
<th>PPLS PG Administrator</th>
<th>Miss Katie Keltie</th>
<th>PPLS PG Administration Co-ordinator</th>
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<td>PhD Administration including examination</td>
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<td>PhD Admissions</td>
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The PPLS Postgraduate Office (PGO) provides administrative support for all postgraduate programmes, courses, staff and students in the School.

Each member of the PGO Team is available to help and provide advice on all aspects of postgraduate administration in the School however they do specialize in particular areas as detailed above.

The Postgraduate Office operates an open door policy; if you have any questions about studying in the school, please do not hesitate to come to the office during the office hours described above. Occasionally the office will be closed for training or meetings. If your enquiry is urgent please call the number above and leave a message. We will get back to you as soon as possible.

**Programme Director**

Sometimes referred to as Personal Tutor, the Programme Director is responsible for the smooth running of the MSc programme, including the responsibility for admission, curriculum development and the coordination of teaching inputs, examinations and programme evaluation. The Programme Director is also there to facilitate your orientation in the School and the University, and your progression through the degree, from initial induction and course choice, to the transition into the dissertation stage and to the completion of the degree.

Towards the end of the first semester students should start discussing potential dissertation projects with members of staff. By the middle of the second semester (your Programme Director will specify the exact date nearer the time) you should have discussed your potential dissertation project with relevant members of staff, and should be on the way to agreeing a dissertation supervisor.

The Programme Director is available as a first line of pastoral support and advice for any scholarly or personal issues, which may arise while you are on the programme. It is your responsibility to inform the Programme Director immediately of any problems that are interfering with your coursework or progression through the programme, including any religious or medical requirements that might affect your participation in any aspect of the programme.
You should have at least one individual meeting per semester with your Programme Director in the taught part of your degree programme, typically in week 1 of the semester, and one individual meeting in the dissertation stage. If you would like additional meetings you are welcome to request these. You can request a meeting through your MyEd portal, email or phone with your Programme Director directly. You should also get involved with group meetings arranged by your Programme Director as they will provide an opportunity for all students in one programme to get to know each other, and further integrate you into our academic community.

If you cannot, or do not want to discuss an issue with the Programme Director, you should contact the PPLS Postgraduate Office. The Postgraduate Office staff will be able to direct you to the most appropriate person to advise you.

Your School Postgraduate Advisor is available as an alternative source of support. They can help with matters not directly related to the MSc, such as the process of application for further postgraduate study.

**ADMINISTRATIVE STRUCTURE**

Academic responsibility for the MSc in Speech & Language Processing lies within Linguistics & English Language. The programme is taught by members of the School with contributions from other Schools in the University.

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<tr>
<td><strong>Programme Director</strong></td>
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<tr>
<td>Prof Simon King</td>
<td>51 1725</td>
<td>3.11 Informatics Forum</td>
<td><a href="mailto:Simon.King@ed.ac.uk">Simon.King@ed.ac.uk</a></td>
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<tr>
<td><strong>Programme Secretary</strong></td>
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</tr>
<tr>
<td>Miss Toni Noble (except October 2016 to March 2017)</td>
<td>51 3188</td>
<td>1.06 Dugald Stewart Building</td>
<td><a href="mailto:Toni.Noble@ed.ac.uk">Toni.Noble@ed.ac.uk</a></td>
</tr>
<tr>
<td>Ms Stephanie Fong (October 2016 to March 2017 only)</td>
<td>51 3188</td>
<td>1.06 Dugald Stewart Building</td>
<td><a href="mailto:S.Fong@ed.ac.uk">S.Fong@ed.ac.uk</a></td>
</tr>
<tr>
<td><strong>External Examiner</strong></td>
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<tr>
<td>Prof Stephen Cox</td>
<td></td>
<td>University of East Anglia</td>
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_Students must not contact any External Examiner directly. If a student has any queries or wants to raise a mark with an External, students must do so by contacting the PG Office in the first instance._
PROGRAMME SPECIFICATION

The MSc in Speech & Language Processing is made up of modules totalling 180 credits. 120 credits are gained through coursework over two semesters; the remaining 60 credits are awarded for a dissertation. Both parts of the programme have to be passed independently for the award of the MSc.

The Diploma in Speech & Language Processing is made up of courses totalling 120 credits, comprising the coursework, but not the dissertation, that make up the MSc. A Diploma may also be awarded if the coursework or dissertation submitted for the MSc is considered to be below the standard normally required for an MSc.

The Certificate in Speech & Language Processing is made up of courses totalling 60 credits.

Coursework
Your coursework comprises core and option courses. You must obtain a total of 120 credit points to fulfil your coursework for the MSc degree.

There are four core courses for this degree: http://www.drps.ed.ac.uk/16-17/dpt/ptmscslanp1f.htm.

All core courses are compulsory, although those who can demonstrate that they have recently taken an equivalent course as part of a previously awarded recognised qualification may be allowed to substitute an appropriate option course for a core course with the Programme Director’s approval.

Option courses
All students in MSc Speech & Language Processing must take option courses totalling 70 credit points, which they can choose according to their interests and with permission from your personal tutor. You will be assessed on these courses and the marks will be part of your overall coursework assessment.

Teaching arrangements
Teaching on the programme takes a number of different forms. Most core courses consist of lectures, some courses having associated tutorials. Some of the option courses follow a similar lecture/tutorial format but others take the form of seminars and workshops. The following descriptions may be of use to those unfamiliar with the terminology often used in MSc courses:

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<tr>
<th>Lecture</th>
<th>Traditional plenary session. The lecturer presents to the class</th>
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<td>Tutorial</td>
<td>Small group session typically discussing prepared reading or a set of exercises</td>
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<td>Workshop</td>
<td>Typically a task-based session with the staff acting in an advisory capacity</td>
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<tr>
<td>Seminar</td>
<td>Usually involves short presentations by students</td>
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A description of each course can be found on the Degree Regulations and Programmes of Study (DRPS) website http://www.drps.ed.ac.uk/.

Reading lists will be assigned during the lectures and material will be made available through the library and/or through Learn.

ASSESSMENT

Assessment differs between courses. Students will normally be required to submit some coursework, attend an examination, or some combination of the two. In addition to the formal assessments, students may additionally be expected to carry out other assignments (for example, presentations to the class).
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There will be times during the course when more than one piece of coursework will be due on the same day. It is your responsibility to organise your time so that the various pieces of coursework can be submitted by the deadline.

All PPLS PG courses will have a submission deadline of 12 noon. Please note that, due to technical reasons, the submission time on Learn (the online course portal) is set to ‘12.01’. Nonetheless you still have to turn in your work by 12.00 sharp or your submission will be recorded as late.

**Guidance on Writing Assignments**

There are many kinds of written work for different modules and markers may apply slightly different criteria, but the following list summarises the major criteria used in assessing most written work:

- a clear statement of aims
- evidence of adequate and appropriate background reading
- accurate understanding of key concepts, issues and frameworks
- rigorous methodology
- evidence of systematic and independent thinking
- critical stance in interpretation and evaluation of literature and data
- sound argumentation
- sensible planning and organisation
- clarity and coherence of expression

Please also pay attention to the following points:

- Bear in mind that your readers have to get through a fairly large number of projects on similar topics. Make sure you describe your aims and objectives clearly at the beginning and bring the work to a close efficiently at the end.
- Be concise. Judicious concision indicates understanding.
- Make your work as accessible and easy to read as possible. For instance, make good use of section headings, overviews, previews, summaries, well-labelled figures, etc.
- Do not swamp the reader with everything you know. Select and discuss information that is relevant to the main aims of the paper.
- Do not simply summarise what you have read or what you have heard. Regurgitation (no matter how accurate) will not get you a high mark. Your work should build upon what other people have done, not restate it.
- You must clearly reference any sources that you have used; see ‘Plagiarism’ section below
- Do not forget to proof-read. It’s impossible to catch all the slips, but frequent, glaring errors create a very bad impression. The use of word-processing equipment makes the need for proof-reading more, not less, urgent. Although spelling checkers catch spelling mistakes, they do not notice nonsense.
- Do not try to write ‘literary’ essays. Clarity and concision are the first qualities we look for in scientific writing, not elegance.

Further information can be also be found online here:

http://www.ppls.ed.ac.uk/students/postgraduate/taught_research_masters.php#Assessment.

**Marking and Moderation**

There is no requirement for coursework to be double-marked, but no single marker should be able to influence unduly a student’s overall assessment result. In line with College guidance, written coursework is to be moderated by a second marker who inspects a sample of work sufficient to verify that an appropriate and consistent standard has been applied by the primary marker in terms of:

- marks awarded
- written comments provided to students by way of feedback
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There is no requirement for moderation to take place prior to work being returned to students, provided that:
- moderators have access to a second copy of the work and the primary marker’s main feedback
- students are informed that marks are subject to change until confirmed by the Board of Examiners

The moderator’s sample should amount to no fewer than 5 scripts or less than 10% of the total number of submissions, whichever is greater. It should normally include:
- at least one example of work from each marking band
- most or all examples where fail marks have been awarded
- at least one example from each borderline threshold

Where a moderator has concerns about the marking standard or marks-profile of the course, they may:
- elect to double mark each piece of work
- recommend an across-the-board shift of the primary marks upwards or downwards.

SPECIAL CIRCUMSTANCES

If you have any questions or concerns about any aspects of your academic life in the MSc programme, you should feel free to consult relevant members of staff. The Programme Director is available as a first line of support and advice for any scholarly or personal issues which may arise while you are on the programme. It is your responsibility to inform the Programme Director immediately of any problems that are interfering with your coursework or progression, including any religious or medical requirements that might affect your participation in any aspect of the programme.

In general, it is most important that you let us know of any concerns you have, whether these affect the programme generally or yourself personally. Do not ‘bottle up’ any problems or anxieties that may interfere with your progress on the programme. Share them with us at an early stage, and we will do our best to help and advise you.

For certain matters, the Programme Director may direct you to the School Postgraduate Director. Other sources of specialist academic and pastoral support available:
- EUSA The Advice Place http://www.eusa.ed.ac.uk/adviceplace/
- Student Counselling Services - http://www.student-counselling.ed.ac.uk/

SCHOOL POSTGRADUATE GROUP

The School Postgraduate Group (sometimes referred to as the Postgraduate Studies Committee) deals with all policy issues for postgraduate students in the school.

The Programme Directors and Postgraduate Advisors in each subject area act as a liaison between subject area staff and the Postgraduate School. The PG Group also approves all new programmes and courses.
### Membership 2016/17

| Convenor                       | Dr Mits Ota (Sem 1)  
|                               | Dr Debbie Roberts (Sem 2)  
|                               | Dr Sarah MacPherson – Deputy PG Director (Sem 2)  
| Secretary                     | Miss Toni Noble (PPLS Postgraduate Administrative Secretary – *not between October 2016 to March 2017*)  
|                               | Ms Stephanie Fong (PPLS Postgraduate Administrative Secretary – *October 2016 to March 2017 only*)  
| PG Advisors                   | Philosophy  
|                               | Dr Elinor Mason  
|                               | Psychology  
|                               | Dr Alex Weiss  
|                               | Linguistics & English Language  
|                               | Prof Alice Turk  
| Programme Directors           | Ancient Philosophy  
|                               | Dr Inna Kupreeva  
|                               | Epistemology, Ethics & Mind (Online)  
|                               | Dr Suilin Lavelle (Sem 1)  
|                               | Prof Jesper Kallestrup (Sem 2)  
|                               | Philosophy  
|                               | Dr Martin Smith  
|                               | Mind, Language & Embodied Cognition  
|                               | Dr Tillmann Vierkant  
|                               | Human Cognitive Neuropsychology  
|                               | Dr Sarah MacPherson (Sem 1)  
|                               | Dr Elena Gherri (Sem 2)  
|                               | Psychology of Language  
|                               | Dr Patrick Gherri  
|                               | Psychological Research  
|                               | Dr Billy Lee  
|                               | Psychology of Individual Differences  
|                               | Prof Tim Bates  
|                               | Applied Linguistics  
|                               | Dr Joseph Gafaranga  
|                               | Developmental Linguistics  
|                               | Dr Mits Ota (Sem 1)  
|                               | Dr Vicky Chondrogianni (Sem 2)  
|                               | English Language  
|                               | Dr Warren Maguire  
|                               | Evolution of Language & Cognition  
|                               | Prof Simon Kirby  
|                               | MSc Linguistics  
|                               | Prof Nik Gisborne  
|                               | MSc Phonetics  
|                               | Prof Alice Turk  
|                               | Dr James Kirby  
|                               | Speech & Language Processing  
|                               | Prof Simon King  
|                               | Cognition in Science & Society  
|                               | Dr Rob Truswell  
| Student Representatives       | MSc  
|                               | Psychology Student TBC\(^1\)  
|                               | Research  
|                               | Philosophy Student TBC  

The School Postgraduate Director is the convenor of the Postgraduate Group and liaises with the School and the College on behalf of all students and staff in the Postgraduate School. The PG Advisors and Programme Directors are responsible for communicating between subject area and PG Group level.

\(^1\) Not MSc Psychological Research as they provided the representative in 2013/14
EXAMINATION BOARDS

Examination board meetings take place twice a year, in June and October. An External Examiner is appointed for every MSc programme to moderate and adjudicate marking.

Students must not contact any External Examiner directly. If a student has any queries or wants to raise a mark with an External, students must do so by contacting the PG Office in the first instance.

External Examiners are required to assess marking and feedback across an entire course, and not to comment on an individual student’s course profile; this is a remit of the examination board. When the board meets the finalised marks will have been agreed by the External Examiner.

Special Circumstances Committee
Students are required to submit medical evidence, or any other paperwork, in support of any special circumstance that may have affected their studies. This paperwork is kept anonymous and the board will ensure that circumstances are taken into account when considering progression or degree awarding criteria.

Special circumstances are considered only before the examination boards take place so immediate action will not be taken. The application form to apply for special circumstances, as well as further guidance, can be found online here: http://www.ppls.ed.ac.uk/students/postgraduate/PGStudentSupportPPLS.php.

Where an extension has been granted for any special circumstance throughout the academic year, the same special circumstance cannot be reconsidered at the examination board.

Interim board
Held in June, this board meeting approves the coursework results for MSc programmes and recommends progression to the dissertation stage of the programme. Coursework results are provisional until the final exam board but will be published to students following the interim board.

The External Examiner will meet some or all students on the programme they are external for. These meetings with students have two purposes:
- To assess the general standards of the programme
- To provide students with an opportunity to express their comments and suggestions on the degree programme

Details of progression requirements to the dissertation element are as follows:
- Pass at least 80 credits with a mark of at least 50% in each of the courses which make up these credits AND
- Attain an average of at least 50% for the 120 credits of study examined at the point of decision for progression

If a student does not meet these requirements, but has a coursework average of 40-49, an award of Diploma may be made.

Details of Award of Diploma
- Pass at least 80 credits with a mark of at least 40% AND
- Attain an average of at least 40% for the 120 credits of study examined for the Diploma

If a student does not meet these requirements, but has a coursework average of 40-49, an award of Certificate may be made.
Details of Award of Certificate
- Pass at least 60 credits with a mark of at least 40% AND
- Attain an average of at least 40% for the 60 credits of study examined for the Certificate

After the interim examination board meets, students’ results will be communicated via the EUCLID student view. This will detail their coursework results and confirm whether or not they have been progressed to dissertation, awarded Diploma, Certificate or Failed.

After the interim examination board meets, students’ results will be communicated via the EUCLID student view. This will detail their coursework results and confirm whether or not they have been progressed to dissertation, awarded Diploma, Certificate or Failed.

Final Board
This meeting is held in October following the marking of the dissertation element. The board approves all marking and recommends awards at this stage. Following this, students will receive an official letter of award from the University Registry prior to the winter graduation ceremony.

In order to be awarded the Masters, the following requirements must be met:
- Have satisfied any requirements for progression AND
- Attain an additional 60 credits by achieving a mark of at least 50% for the dissertation or research component

In order to be awarded Merit, the following requirements must be met:
- Attain an average of 60-69% for the 120 credits of coursework AND
- Attain an average of 60-69% for the 60 credit dissertation
  - Borderlines for both dissertation and course average elements are considered for distinctions

In order to be awarded Distinction, the following requirements must be met:
- A mark of at least 70% for the 60 credit dissertation or research component AND
- Pass all other courses with an average of at least 70%
  - Borderlines for both dissertation and course average elements are considered for distinctions

Any student wishing to progress to PhD study and be seriously considered for entry at the University of Edinburgh must meet the following requirements:
- An overall mark of 50+ awarded over the full 120 credits of coursework AND
- An agreed mark of 65+ for the 60 credit dissertation
## Exam Board Membership

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<th>Role</th>
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<tr>
<td>Convenor</td>
<td>Dr Debbie Roberts</td>
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<tr>
<td>Secretary</td>
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<td>MSc Applied Linguistics</td>
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<td></td>
<td>Miss Toni Noble</td>
<td>MSc Cognition in Science &amp; Society</td>
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<td>Prof Stephen Cox</td>
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<td></td>
<td>Dr Rachel Smith</td>
<td>MSc by Research Linguistics &amp; English Language</td>
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## FEEDBACK TO THE SCHOOL AND COMPLAINTS

The University of Edinburgh is committed to enhancing the experience of our students. We aim to ensure that our teaching, support services and student union activities provide positive experiences and opportunities for our students. If we are to achieve that aim, it is important that we know what is and is not working. We welcome both positive and negative feedback from students on all aspects of their experience. We endeavour to listen to concerns and to ensure they are dealt with appropriately.

### Complaints


## GRADUATIONS

For information on Graduations: [http://www.ed.ac.uk/schools-departments/student-administration/graduations/overview](http://www.ed.ac.uk/schools-departments/student-administration/graduations/overview).
CAREERS SERVICE

The Careers Service provides information, advice and guidance to help students and recent graduates explore different career options and make decisions for the future: http://www.ppls.ed.ac.uk/students/undergraduate/careers/index.php.

- Talk to a careers adviser
- Find out about different careers
- Explore further study
- Looking for a job
- Advice on CVs, application forms and interviews
- Career Service workshops and events

COURSE ENROLMENTS

You should complete your course registration no later than the end of week 2 of teaching in each semester.

Students are solely responsible for ensuring that their course choices do not clash and that they are fully aware of when and where each course will take place. Failure to complete a course through non-attendance or non-completion of the assessment will result in a failing mark being achieved.

Auditing Courses

You can be assessed only on 120 credits of courses but if you wish to take another course for auditing purposes only (attend out of interest, not for credit), this can be arranged. You must get the permission of your Programme Director and also the relevant organiser of the course you wish to audit.

As an auditor, you will not obtain a mark for the course but you may be asked to take part in the assessment required for the course. As an auditor you are committing to attending all lectures. If you wish to only get access to the online materials you can request to be enrolled through Learn only.

DISSERTATION

Students who have been progressed to the dissertation element of their programme are required to write a dissertation of up to 10,000 words. By the middle of the second semester (your Programme Director will specify the exact date nearer the time) you should have discussed your potential dissertation project with relevant members of staff, and should be on the way to agreeing a dissertation supervisor. Some MSc Programmes may require students to select a dissertation topic earlier; in this case, the exact timing will be communicated to you by the Programme Director. You are expected to keep in close contact with your dissertation supervisor throughout your research.

Part time students must complete their dissertation in the same time allotted to full time students – it is therefore recommended that you start discussions with potential dissertation supervisors throughout your second year of study. Progression will only be confirmed in the second year of study but all students (FT or PT) are expected to commence work on their dissertation before confirmation of progression.

On completion, the dissertation is worth 60 credits. The dissertation should demonstrate that you are able to take primary responsibility for the planning, completion and presentation of a research project.
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You may wish to give a draft of your dissertation to your supervisor for comments prior to submission; if you agree to do so, please note the following points:

- Supervisors must be given a minimum of a week to provide comments
- Individual supervisors vary in how they provide feedback on your dissertation before submission. Typically, they will not comment on multiple revisions
- It is not normal for there to be more than 10 hours of supervision (time to read / comment on drafts, responding to emails and meetings). Arrangements are made by individual students and supervisors

Dissertation supervisors can offer advice, but they cannot be expected to guarantee anything; they are not responsible for your work – you are. Supervisors can also offer advice on writing academic English, but they will not proof-read your dissertation. Please refer to the Code of Practice for further information.

The deadline for handing in completed dissertations to the Postgraduate Office is Thursday 17th August 2017 by 4.00 pm.

Please see below for the dissertation format guidelines, the guidelines are also available on the PPLS PG website (http://www.ppls.ed.ac.uk/students/postgraduate/taught_research_masters.php#Dissertation).

Dissertations submitted in earlier academic years may be available through the Edinburgh Research Archive website through the Library: http://www.era.lib.ed.ac.uk/handle/1842/154. You can view these dissertations for information on layout etc, but please note that if you use any part of a dissertation that you have viewed within your own dissertation, you must acknowledge this as per usual guidelines.

Supervision Styles
Although your dissertation supervisor will guide you through the research process, you will find yourself having to learn a number of skills (depending on your research interests) throughout the course of the dissertation. Your supervisor is there to help you but will not be able to do the work for you. You should also bear in mind that he or she may not be available at all times throughout the summer due to conferences, international collaborations and holidays.

Individual supervisors differ greatly in their styles of supervision. Some prefer very frequent meetings and more structured tasks for the student; others prefer more informal ways of working. Some are more directive, while others see their role more as encouraging and enabling.

Whatever the pattern of supervision that develops, it is vital that it be suited to the specific needs of the particular student-supervisor pairing at the time, and that both parties discuss and negotiate how best to work. What works well for one student-supervisor pairing may not be appropriate for another. Moreover, what students need from their supervisors may well vary over different stages of the degree.

FEEDBACK TO STUDENTS

An important way to learn during your Masters studies is to obtain feedback on your work. Some types of feedback will be automatically provided (for example, you may receive written comments on coursework you hand in) but it is important to remember the other sources of feedback that are available to you, including answers to questions in class and during office hours, advice on how to approach assignments on Learn and in the handbooks, and informal discussions with your teachers and peers. Making good use of the various sources of feedback available to you is an important academic skill.
Feedback events will be confirmed during your first lecture for each course. The DRPS entry for each course should also confirm the date for you to submit your assessment, as well as the date you can expect your summative feedback to be returned. Where this information is not available please contact the relevant Course Organiser.

**How to Use Feedback**
Performance feedback, in the form of constructive criticism, comes to students from their tutors in three broad forms. These are:

- informal remarks and advice
- formal marks
- written comments on assessed work

**Informal feedback**
It is important to stress that assessment and feedback are by no means confined to formal marking; staff (and peer) responses to the things you say in class and informal chats with staff outside class are part of ‘feedback’ too, and should help you gauge your performances and understanding of course material. Please visit your tutors during their consultation hours if you have questions relating to your performances in class.

**Formal marks**
The marks you are given reflect a range of considerations. They are in accordance with the University’s 100-point ‘extended common marking scale’. The scale includes ‘descriptors’ which will help to indicate why a mark in a particular marking Band was assigned. The School employs several means to monitor the consistency of the marking standards being applied to student work.

**Written comments**
As a means of providing further feedback, markers should provide individual comments highlighting what they consider to be the key aspects of students’ work that relate to the mark awarded. Moderators consider the amount and character of such feedback as part of their role. The School employs several means to monitor the consistency of the marking standards being applied to student work.

**Using your feedback**
Comments are normally provided on a standard form which explicitly highlights strengths, weaknesses and ways to improve your work. Some markers also annotate written work with marginal comments.

It is to be stressed that a combination of time and space constraints may limit the amount of written feedback a marker can provide in the first instance. This and other factors can, additionally, lead to different markers varying in what their feedback tends to focus on, which can sometimes create the impression of inconsistencies in their expectations.

Please pay close attention to comments you receive on your work and visit your marker(s) during their office hours if you are puzzled by their comments, or if you need a little more feedback on how to improve. It is usually possible via your MyEd, e-mail or telephone to arrange an alternative appointment.
Staff value meeting with students to discuss the feedback they provide, because these meetings provide useful case studies in how their comments are received / understood by students (which may differ from what was intended). Please do not wait to be summoned or invited to such a meeting: take the initiative in the interests of your own education and future. Students should note, however, that marks are non-negotiable and that disagreement with your marker’s academic judgement does not constitute grounds for appeal under University regulations.

**SUBMISSION PROCEDURES**

All PPLS coursework submissions are electronic and must be submitted through Turnitin on Learn, you do not submit a hard copy of your coursework. This does not include the dissertation. Occasionally you may be required to submit through the Learn Grade Centre or a paper copy – this information will be provided to you as part of your submission procedures for each assessment.

For the electronic submission you need to log into Learn and click on the course link for the course you are submitting an assessment for. On the course’s content page you will see an assessment coversheet that you must review and agree the work you are about to upload is your own. Once you have marked the coversheet as reviewed, the submission folder with the Turnitin link to upload your assignment will become visible.

When the Turnitin link appears you will be able to submit your coursework. You will see a pre-filled form with your name automatically filled in and must only add your exam number and word count to the submission title box — **do not add your essay title here**. Your essay title should be at the beginning of your assignment. To upload your assignment click on the browse button to open your computers file browser and select the document you want to submit. Please make sure that you are careful and choose the correct file for submission.

When you successfully submit your assignment you will receive a confirmation receipt from the system. You can also check your submissions by viewing your Turnitin assignment inbox.

The submission link will only be available up until the deadline; even 1 minute after is too late as the link will close after 12 noon. If your submission is late you will need to email your assignment to the Postgraduate Office, confirming the course you’re submitting for and your assignment word count, and we will upload on your behalf for marking. In such cases late penalty points will apply from the date and time stamp of your email.

**Learn Submissions**

Submitting directly through Learn Grade Centre does not produce a receipt like Turnitin, if you are worried about your submission you can ask the PG Office to confirm that your assignment has been received. You must also ensure that your file for submission is titled as your exam number and word count when submitting through Learn Grade Centre. As above the submission link will deactivate from 12 noon.

If you have any problems using the systems please contact the Postgraduate Office in advance of the submission deadline to let them know of your issue.
MSc Speech & Language Processing 2016/17

All coursework assessments should be anonymous in order to maintain fair marking. Your exam number must be at the top of every page and the page number at the bottom. Your name or matriculation number must not be on any of your assignments.

The Postgraduate Office will check all coursework submitted to ensure it meets the requirements stated for each submission. If a piece of coursework does not meet the requirements it will not be accepted and the student informed to resubmit. The Postgraduate Office is not required to check the coursework until the deadline applies so this can result in late submission penalties being applied to your work; please ensure that you are aware of any requirements for each piece of work you submit.

Please note that submission of coursework is taken from the date and time recorded on Learn.

On completion of marking, everything will be returned to the Postgraduate Office where we will take note of the mark awarded and you will receive an email to your university email account letting you know when to collect your assignment. Alternatively marks may be returned directly on Learn; again you will receive an email to confirm.

Any student enrolled in a class out with PPLS must ensure that they check with the relevant submission office to find out how to submit; procedures can vary across the University.

**Layout of Assignments**

The Psychology subject area recommends that their students complete all coursework based on the APA format, further information can be gathered from your Programme Director if you are enrolled on a Psychology programme.

*Where the layout requirements have been specified on the DRPS entry for a course then you must follow those instructions.* Other submissions can be made using the following generic information:

**Type or Print**
- Consistent and clear type of laser print quality should be used for all copies for both text and illustrations

**Character Size & Styles / Fonts**
- Should be at least 11 points, with body text (text other than headings) not exceeding 12 points
- Where there is a choice of character style or font, a serif font – e.g. Times New Roman or Palatino – should be used for the main text and a san serif font – e.g. Helvetica or Arial – for headings and labelling diagrams etc

**Word Spacing & Division**
- Text should be set to ensure an even spacing between words for any particular line
- Line spacing should be set for 1.5

**Anonymity**

Assessed work is marked anonymously when possible. There will be occasions when it is not possible to mark a piece of work anonymously, e.g. a performed piece, an oral presentation, a dissertation where the specialised nature of the topic identifies the student, where an assignment title has been agreed with the Course Organiser. However, marks are anonymised for other markers and examiners.

**Marking Turnaround**

Feedback on formative and assessed work should be provided within 15 working days of submission, or in time to be of use in subsequent assessments within the course, whichever is sooner.
WORD / PAGE LIMITS ON COURSEWORK

Word / page limits are important for two primary reasons. First, academic and professional writing will typically require you to produce pieces of a specified length, and so it is a necessary part of your training to be able to do so. Second, a standard word / page length for each assessment ensures fairness between students.

Word / page counts MUST be stated as part of your assignment title when submitting. The word count excludes the references, the main title, table of contents and title page (if you have one), but includes all other material. Footnotes cannot therefore be used to include extra material, and the use of footnotes is discouraged.

Each course DRPS entry will note what word / page limits are applied. Any coursework submitted that exceeds these limits even by one word will be returned to the student for reducing their words / pages, resubmission past the deadline specified will incur late submissions penalties as detailed below.

EXAMINATIONS

Examinations take place in December and April / May every year. If any of your courses are assessed by examination, timetables detailing the time and venue of exams are available online at: http://www.ed.ac.uk/schools-departments/student-administration/exams.

Students are required to attend all examinations they are due to take; absence from examinations with no special circumstance submitted prior to the exam will result in a mark of ‘0’ being recorded.

Examples of past examination papers can be found in the Main Library website: http://www.ed.ac.uk/schools-departments/information-services/library-museum-gallery/exam-papers.

Students are required to be ‘on-campus’ throughout their entire studies, and this is important for any course you take that is assessed by exam. Re-scheduling of exam dates / times might take place, so any student who has made arrangements to be away from Edinburgh will not have special circumstances considered for this reason. Similarly, students cannot request an exam to be scheduled to fit their personal preferences.

PART-TIME STUDY

Part-time students take the MSc over two years, working on the degree approximately 50% of the time worked by full-time students. The usual pattern of study is to take 60 credits of courses between September and April of the first year, and an additional 60 credits in the second year. Although planning for the dissertation can begin early, please note that it is likely that the bulk of dissertation work will need to be completed between April and August of year 2.

Although we try to make the MSc programmes as accessible as possible to part-time students, and keep flexibility where we can, there are inevitable restrictions on what is possible. For example, it is never possible to reschedule courses or deadlines to fit in with the demands of external employment, and it is your duty as a part-time student to arrange matters so that you can meet your study obligations. Similarly, it is not possible to arrange supervision for your dissertation before year 2 at the earliest, because supervisors are heavily committed to projects and dissertations each summer.
Finally, we should note that an early agreement to supervise a dissertation does not guarantee progression. Progression is based on performance over 120 points of coursework, and the earliest point at which a decision can be made for part-time students is at the June exam board in year 2.

### COMMON MARKING SCHEME

<table>
<thead>
<tr>
<th>Mark %</th>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>90-100</td>
<td>A1</td>
<td>An excellent performance, satisfactory for a distinction</td>
</tr>
<tr>
<td>80-89</td>
<td>A2</td>
<td>A good performance, satisfactory for a masters degree</td>
</tr>
<tr>
<td>70-79</td>
<td>A3</td>
<td>A satisfactory performance for the diploma, but inadequate for a masters degree</td>
</tr>
<tr>
<td>60-69</td>
<td>B</td>
<td>A very good performance</td>
</tr>
<tr>
<td>50-59</td>
<td>C</td>
<td>A good performance, satisfactory for a masters degree</td>
</tr>
<tr>
<td>40-49</td>
<td>D</td>
<td>A satisfactory performance for the diploma, but inadequate for a masters degree</td>
</tr>
<tr>
<td>30-39</td>
<td>E</td>
<td>Marginal fail</td>
</tr>
<tr>
<td>20-29</td>
<td>F</td>
<td>Clear fail</td>
</tr>
<tr>
<td>10-19</td>
<td>G</td>
<td>Bad fail</td>
</tr>
<tr>
<td>0-9</td>
<td>H</td>
<td>No academic merit. No indication that the course has been followed.</td>
</tr>
</tbody>
</table>

### GRADE DESCRIPTORS

<table>
<thead>
<tr>
<th>Mark</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>90-100% (A1)</td>
<td>Fulfils all criteria for A2. In addition work has exceptional insight and independent thought, and possibly publishable quality. Could change conventional understanding of the topic.</td>
</tr>
<tr>
<td>80-89% (A2)</td>
<td>Outstanding work. Insight and depth of analysis beyond usual parameters. Sustained, fluent and authoritative argument. Comprehensive knowledge, and convincing command of the topic. Accurate and concise use of sources.</td>
</tr>
<tr>
<td>70-79% (A3)</td>
<td>Focused, clear and well-structured work. Effectively and convincingly argued. Critical understanding of conflicting theories and evidence. Excellent presentation and referencing.</td>
</tr>
<tr>
<td>60-69% (B)</td>
<td>Substantial knowledge and understanding of concepts, theories and evidence relating to the topic. Answers the question fully. No significant errors of fact or interpretation. Good presentation and referencing.</td>
</tr>
<tr>
<td>50-59% (C)</td>
<td>Accurate knowledge of topic. Satisfactory interpretation and uses of sources and evidence. Some gaps in knowledge, or limited use of evidence. Overly descriptive. Possible confusion or lack of clarity. Writing, referencing and presentation satisfactory.</td>
</tr>
<tr>
<td>40-49% (D)</td>
<td>Diploma-level performance. Some knowledge of the topic, and use of relevant sources. Likely to have significant deficiencies in argument, evidence or use of literature. Likely to contain factual errors. May fail to answer the question. Writing, referencing and presentation may be weak.</td>
</tr>
<tr>
<td>30-39% (E)</td>
<td>Fail. Flawed understanding of topic. Poor awareness of theory. Poor approach. Poor coverage of the topic. Writing, referencing and presentation likely to be very weak.</td>
</tr>
<tr>
<td>20-29% (F)</td>
<td>Fail. Seriously inadequate knowledge of the subject. Little awareness of relevant issues or theory. Major omissions and inaccuracies.</td>
</tr>
<tr>
<td>10-19% (G)</td>
<td>Fail. Short, unclear, factually inaccurate. Lack of understanding of key reading and academic concepts.</td>
</tr>
<tr>
<td>0-9% (H)</td>
<td>Fail. No academic merit. No indication that the course has been followed.</td>
</tr>
</tbody>
</table>
EXTENSIONS AND PENALTIES

This information is applicable for all coursework and the dissertation.

Students are expected to monitor their workload, be aware of all deadlines and be able to organise themselves accordingly.

Extension requests should be submitted before the submission deadline. The student must email their request to the PG Office for approval, and include details of the course(s) affected and length of extension requested, together with supporting evidence if required.

Other than in exceptional circumstances, extensions will only be granted in unexpected cases of illness or family emergency. For any one coursework, the maximum allowable extension will be seven calendar days. For illnesses lasting longer than seven calendar days, the student should submit the coursework when able to and apply for the special circumstances committee to disregard the late penalty applied.

Extension requests due to work commitments, conference attendance, time mismanagement, personal computing problems or ignorance of deadline will not be accepted.

The PG Office will email the student to tell them whether the extension has been granted. The decision conveyed in this email is final; if students feel that they have been unfairly denied an extension they should make a case to the special circumstances committee for the removal of any late submission penalties at the examination board.

Retrospective extensions will not be granted. However, late submission penalties may be waived if a student requests an extension but cannot get medical evidence until some days later.

If students feel that their circumstances are long-term and they’re unable to complete their work, they should discuss the possibility of a formal concession to their programme of studies (in the form of an extension or interruption) with either the PG Office or their Programme Director.

Although every effort will be made to return marks for work submitted following an extension as quickly as possible, return within a specific timeframe cannot be guaranteed.

Students must note that no extension will be approved for any student awaiting feedback from their proof-reader.

Dissertation Extensions
Extensions of more than four weeks can only be obtained via a formal concession to a student’s programme of studies (extension or interruption), which should be requested by their dissertation supervisor or Programme Director.

Students should note that concessions to study of 4 weeks or more may result in a later graduation ceremony date from their fellow colleagues, and possibly an extension fee for entering the next academic year.

Students with Adjustment Schedules
Extension requests from students with adjustment schedules that allow ‘short notice extensions’ will be treated sympathetically where possible. Students should however be prepared to give a reason for the extension request; simply citing an adjustment schedule is not an adequate reason. For extensions of longer than seven days, supporting evidence may be requested; as for all students, the maximum allowable extension for any one course will be 2 weeks. If students are seeking longer
extensions, they should discuss the possibility of a formal concession to their programme of studies (in the form of an extension or interruption) with either the PG Office or their Programme Director.

**Late Submission Penalties**

For a period of seven calendar days after the deadline for submission of any given piece of course-work, five marks are deducted for every day by which the submission of the work is delayed. After seven calendar days, a mark of zero is recorded for any work received. The PGO will ensure that the mark relating to the academic quality of the work, and any deductions from this mark due to late submission, are separately identified in the work.

Students will receive an email from the PGO reminding them of the missed deadline shortly after the deadline has passed with the dates relevant to a mark of ‘0’ being recorded. If you do not wish to receive these emails, please email the PGO to request that we do not send you reminders.

**Concessions to Study**

If you are unable to work on your studies for reasons of health, domestic or other legitimate circumstances, a formal concession (such as an interruption of study or extension to study) may be sought. It is your responsibility to inform your Programme Director or the Postgraduate Office immediately of any problems that are interfering with your coursework or progress.

Similarly if you would like to formally withdraw from the programme you must your Personal Tutor or the Postgraduate Office immediately to begin the official withdrawal process.

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**PLAGIARISM**

Plagiarism is a very serious offence and will be dealt with severely.

Plagiarism is the act of copying or including in one’s own work, without adequate acknowledgement, the work of another for one’s own benefit – this includes your own work previously submitted. Plagiarism is academically fraudulent, and is viewed by the University as a serious disciplinary offence. It may be intentional or unintentional: the innocent misuse of material without proper acknowledgement can still constitute plagiarism whether or not deliberate intent to cheat is involved.

All work submitted must comply with the University of Edinburgh Plagiarism regulations: [http://www.ed.ac.uk/schools-departments/academic-services/staff/discipline/plagiarism](http://www.ed.ac.uk/schools-departments/academic-services/staff/discipline/plagiarism).

If you do not understand the details of the plagiarism rules you must ask in advance of submission. Ignorance of our regulations will not be seen as defence.

If plagiarism is suspected, a report and supporting documentation is sent to the School and College Academic Misconduct Officers (SAMO and CAMO) for an investigation to take place. The CAMO will contact the student directly in order to complete the reporting process and confirm the outcome with the student. Disciplinary action will be taken against any student found to have cheated or attempted to cheat in an assessment.
**TurnItIn**
All coursework submitted through TurnItIn provides the PG Office with a report on any plagiarism that may have occurred.

**Other Types of Academic Misconduct**
Plagiarism is the most common type of academic misconduct; however there are other types of misconduct that will also not be accepted such as collusion, cheating, deceit and personation. Further information can be found on the Academic Services website: [http://www.ed.ac.uk/schools-departments/academic-services/students/postgraduate-taught/discipline/academic-misconduct](http://www.ed.ac.uk/schools-departments/academic-services/students/postgraduate-taught/discipline/academic-misconduct).

**Collaboration**
Students may be able to collaborate with their colleagues when submitting coursework in two ways:

Joint collaboration on research and writing up. One group member needs to take responsibility for:
- Submitting one electronic copy that includes exam numbers of all students involved
- Review the coversheet on behalf of each student involved prior to submission

Joint collaboration on research but separate writing up
- Each student must submit their own writing up but acknowledge that their research has been in conjunction with each student involved

Students should note the collaboration on projects is only possible when the Course Organiser has confirmed that the assessment allows it.

**PEER PROOF READING**
Proofreading through the EUSA Advice Place is available on a first come first served basis to students whose first language is not English.

Please note that restrictions apply to this service, you can search all the relevant information online: [http://www.ed.ac.uk/studying/international/english/language-support/proofreading](http://www.ed.ac.uk/studying/international/english/language-support/proofreading).

Students must note that, as expressed on the website above, no extension will be approved for any student awaiting feedback from their proof-reader.

**PRINTING AND PHOTOCOPYING**
Photocopying is not available for Masters Students within the Dugald Stewart Building or 7 George Square. Students are asked to use the facilities available in the Main Library, or elsewhere.

Students may be issued with a print budget within the first few weeks of semester.

**COMPUTING LABS**
All students have day access (9am to 5pm) to the Dugald Stewart Building computing lab. In order to gain out of hour’s access students must complete a Health & Safety form that can be obtained from the PG Office.

Students also have access to all University open access labs: [http://www.ed.ac.uk/schools-departments/information-services/computing/desktop-personal/open-access/locations/locations](http://www.ed.ac.uk/schools-departments/information-services/computing/desktop-personal/open-access/locations/locations).
PHILOSOPHY & PSYCHOLOGY LIBRARY

The Psychology & Philosophy Library is a small library catering for all the subject groupings within PPLS with a primary emphasis on Psychology and Philosophy. The Library is staffed full-time during semester Monday to Friday 9am to 1pm, 2pm to 5pm. PPLS postgraduate students may also use the Library when it is not staffed (including weekends) until 10pm (Students should leave the building at 9.30pm in time for the gates being closed at 10pm). Access to the Library and 7, George Square outside normal office hours is by matriculation/staff card and accompanying security pin number. This number can be found on the 'My stuff' tab in MyEd. There is more information about the Psychology and Philosophy Library here: http://bit.ly/1P07USn

In order to gain out of hour’s access students must complete a Health & Safety form that can be obtained from the PG Office.

RESEARCH FUNDS

Costs of any research project can vary and you may expected to incur expenses. Programme Directors may inform students if they have any funds available to support dissertation costs although it should not be assumed that the full amount will be reimbursed.

If you are looking to complete a research dissertation in clinical based environments or schools / nurseries, you may be asked to apply for a Research Passport which can also incur a fee. Guidance on how to apply can be found online here: http://www.ppls.ed.ac.uk/students/postgraduate/research_passports.php.

Any approved funds can take up to 4 weeks to be reimbursed.

ETHICS

For your dissertation research, you may run experiments and / or collect date through other means from human participants. You are expected to follow the ethics guidelines adopted by the School in carrying out such research projects.

By default you should follow the code adopted by the subject area that you are supervised by.

LEL: http://www.lel.ed.ac.uk/facilities/howto/ethics/1.shtml
Psychology: http://www.psy.ed.ac.uk/psy_research/research_ethics.php

If applicable, collect informed consent from your participants. Examples of informed consent forms can be seen on the links above (See under ‘What is an informed consent form?’ on the LEL page and under ‘Ethical Review Process’ on the Psychology page).

Ask your supervisor to approve the ethics submission for you:

LEL: https://archive.lel.ed.ac.uk/ethics/index.php
Psychology: https://www.psy.ed.ac.uk/psyethics/

All LEL students’ dissertations must be submitted along with evidence of ethical approval, even if no live subjects were involved in the data collection process. Ethical approval is sought by the dissertation supervisor in consultation with the student. A separate, printed page indicating the project’s ethical approval must be handed in at the time of submission or else the dissertation will not be accepted. Details on the submission process will be announced by your Programme Director and are available here:
ATTENDANCE AND PERMISSION TO BE OFF CAMPUS

Attendance
If you need to be absent from a lecture or tutorial for any reason then you must notify the course organiser and your Programme Director in advance, and provide documentary evidence if necessary.

The University expects all students to attend all their University classes, lectures and tutorials etc, whether or not these are described as “compulsory” by the School. This includes participating fully in the requirements of all courses, including submitting assignments, contributing to tutorials and workshops or laboratories, attending meetings with Personal Tutors and sitting examinations.

Your attendance will be monitored by the School, so that staff can help you to manage your progress through the courses. We will do this so we can be quickly alerted to any additional pastoral or academic support needs any student might require, and so that the School can provide advice, guidance or support in a timely and useful manner.

There may also be reading groups, seminars and other events that take place that are not core to a course, and you are encouraged to attend these sessions to your advantage.

Permission to be Off Campus
If you are intending to be off campus for more than one week at any time during your taught studies, (two weeks during the summer months) please complete the relevant permission to be off campus form available on the PPLS Postgraduate website: [http://www.ppls.ed.ac.uk/students/postgraduate/StudyOffCampus.php](http://www.ppls.ed.ac.uk/students/postgraduate/StudyOffCampus.php).

Students on a Tier 4 visa must check the current rules regarding attendance which can be found online here: [http://www.ed.ac.uk/schools-departments/international-office/immigration/current-students](http://www.ed.ac.uk/schools-departments/international-office/immigration/current-students).

All students’ attendance must be recorded in compliance with the UK Government’s Points-Based Immigration rules.

STUDENTS ON A TIER 4 VISA

As a Tier 4 student, the University of Edinburgh is the sponsor of your UK visa. The University has a number of legal responsibilities, including monitoring your attendance on your programme and reporting to the Home Office where:

- You suspend your studies, transfer or withdraw from a course, or complete your studies significantly early;
- You fail to register / enrol at the start of your course or at the two additional registration sessions each year and there is no explanation;
- You are repeatedly absent or are absent for an extended period and are excluded from the programme due to non-attendance. This includes missing Tier 4 census points without due reason. The University must maintain a record of your attendance and the Home Office can ask to see this or request information about it at any time;
MSc Speech & Language Processing 2016/17

As a student with a Tier 4 visa sponsored by the University of Edinburgh, the terms of your visa require you to, (amongst others):

- Ensure you have a correct and valid visa for studying at the University of Edinburgh, which, if a Tier 4 visa, requires that it is a visa sponsored by the University of Edinburgh;
- Attend all of your University classes, lectures, tutorials, etc where required. This includes participating in the requirements of your course including submitting assignments, attending meetings with tutors and attending examinations. If you cannot attend due to illness, for example, you must inform your School. This includes attending Tier 4 Census sessions when required throughout the academic session.
- Make sure that your contact details, including your address and contact numbers are up to date in your student record.
- Make satisfactory progress on your chosen programme of studies.
- Observe the general conditions of a Tier 4 General student visa in the UK, including studying on the programme for which your visa was issued, not overstaying the validity of your visa and complying with the work restrictions of the visa.

Please note that any email relating to your Tier 4 sponsorship, including census dates and times will be sent to your University email address - you should therefore check this regularly.

Further details on the terms and conditions of your Tier 4 visa can be found in the “Downloads” section at www.ed.ac.uk/immigration. Information or advice about your Tier 4 immigration status can be obtained by contacting the International Student Advisory Service, located at the International Office, 33 Buccleuch Place, Edinburgh EH8 9JS. Email: immigration@ed.ac.uk

**FESTIVAL OF CREATIVE LEARNING**

The Festival of Creative Learning launches in 2017 replacing Innovative Learning Week (ILW). The Festival will build on ILW providing a broader range of events and activities throughout the academic year along with a week-long programme of creative and experiential learning events that gives you a great chance to develop new skills. During this week in February (20th – 24th February), regular lectures and tutorials are suspended and replaced with exciting opportunities to:

- gain a new perspective on your degree subject
- learn new skills and inspire you to think about your future career
- exchange ideas and stimulate debate
- meet staff and students from different Schools and Colleges
- network and find new opportunities for research or revision

**Got an idea or want to run an event?**
The week is a great opportunity for you to shape the way you learn. Events led by students and/or student societies are encouraged. If you have an idea or want to run an event, please get in touch on creative.learning@ed.ac.uk.

**UPDATING PERSONAL DETAILS**

Students have been given functionality to maintain their own personal details in their MyEd ‘Student Personal Details’ channel. You can maintain:
- Personal email address and mobile phone number
- Preferred first name (the name you like to be known as)
- Current and future home and semester addresses
- Details of who the University should contact in the event of an emergency

The user guide for student self-service is available at: http://www.euclid.ed.ac.uk/student/Student_Self_Service.htm

EMAIL LISTS AND CONTACT

When you enrol at the University you will get an email account, this is the default email contact address that we will use to get in touch with you. If you would prefer to continue using another email address, it is your responsibility to re-route any emails from the University account to your personal one. It is University policy that any email sent to a student’s university email address is seen as adequate contact.

Your university email address will also be added to the PPLS Postgraduate mailing list – ppls-postgrad@lists.ed.ac.uk. This will be used to inform you of any events happening in the School, which may be of interest to you. You may also use this list to communicate with all other postgraduates within the School (please limit this to academic use). If you have any queries regarding the list, please contact the Postgraduate Office. Please note that the Postgraduate Office are the administrators for all postgraduate mailing lists and therefore have access to all messages sent.

In an attempt to minimise spam on the mailing lists, we have restricted access to emails coming from the '@ed.ac.uk’ domain – emails from external accounts bounce to the administrator for approval / deletion. If you are using the mailing lists please do so using your university account or it will not be approved.

MAIL / POST

You can use the PG Office address for receiving post that is relevant to your studies only, though it is preferred that you do use your term address. If any mail is received for you, the PGO will email you to collect it.

Please note that mail is kept for 3 months only, after the date of the email sent to you. You can arrange for a friend to collect the mail for you but this must be requested in writing to the PG Office.

TIMETABLES

Students should note that all course days, times and venues are subject to change and must check their personalised timetables via MyEd. Specific course timetabling information can be viewed on each course entry within DRPS.

Students are solely responsible for ensuring that their course choices do not clash and that they are fully aware of when and where each course will take place. Failure to complete a course through non-attendance or non-completion of the assessment will result in a failing mark being achieved.

USEFUL WEBSITES

- PPLS Postgraduate pages – check this website regularly for news updates and access to the relevant forms - http://www.ppls.ed.ac.uk/students/postgraduate/index.php
• **Open Access Computing Labs** – full list of computing labs open to all students - [http://www.ed.ac.uk/schools-departments/information-services/services/computing/desktop-personal/open-access](http://www.ed.ac.uk/schools-departments/information-services/services/computing/desktop-personal/open-access)

• **CHSS Postgraduate pages** – [http://www.ed.ac.uk/schools-departments/humanities-soc-sci/postgraduate](http://www.ed.ac.uk/schools-departments/humanities-soc-sci/postgraduate)

• **Campus Maps** - [http://www.ed.ac.uk/maps/](http://www.ed.ac.uk/maps/)

• **Student Administration** – [http://www.ed.ac.uk/schools-departments/student-administration](http://www.ed.ac.uk/schools-departments/student-administration)

• **The Advice Place** - [http://www.eusa.ed.ac.uk/adviceplace/](http://www.eusa.ed.ac.uk/adviceplace/)

• **Student Counselling Services** - [http://www.ed.ac.uk/schools-departments/student-counselling](http://www.ed.ac.uk/schools-departments/student-counselling)

• **Edinburgh University Students’ Association** - [http://www.eusa.ed.ac.uk/](http://www.eusa.ed.ac.uk/)

• **Using Social Media**: [http://www.ed.ac.uk/schools-departments/careers/looking-for-work/social-media](http://www.ed.ac.uk/schools-departments/careers/looking-for-work/social-media)

• **English Language Teaching Centre** - [http://www.ed.ac.uk/schools-departments/english-language-teaching](http://www.ed.ac.uk/schools-departments/english-language-teaching)

• **Student Disability Service**: [http://www.ed.ac.uk/schools-departments/student-disability-service](http://www.ed.ac.uk/schools-departments/student-disability-service)

• **Institute for Academic Development: Learning Resources** - [http://www.ed.ac.uk/schools-departments/institute-academic-development/postgraduate](http://www.ed.ac.uk/schools-departments/institute-academic-development/postgraduate)

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**FREEDOM OF INFORMATION**

The Freedom of Information (Scotland) Act 2002 gives a general right of access to all types of recorded information held by Scottish public authorities except where an exemption legitimately applies. Section 23 of the Act requires Scottish public authorities, of which the University of Edinburgh is one, to adopt, maintain, publish and review from time to time a publication scheme. The scheme must set out the sorts of information (or "information classes") that the University intends to publish as a matter of routine, how the information will be made available, and any charges that will be made for the information.

The University of Edinburgh is committed to openness and transparency. The University Court and the University's senior management fully support the aims and objectives of freedom of information and are committed to implementing the legislation. The publication scheme is intended to assist staff, students, prospective students and members of the general public to help them find themselves, as far as possible, the information that they are interested in. The University hopes that the publication scheme will become one of the principal methods of accessing information about the University.

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**DATA PROTECTION**

The Data Protection Act regulates the use of personal data. Personal data includes all recorded information about a living, identifiable individual. Students using personal data as part of their studies must comply with the responsibilities as outlined in the linked guidance. Before using personal data as part of their studies students must become familiar with the linked guidance, discuss implications with their supervisor and seek appropriate written approval. Failure to comply
with the responsibilities is an offence against University discipline, and could lead to a breach of the Data Protection Act. A data protection breach can cause distress to the people the information is about, and can harm relationships with research partners, stakeholders, and funding organisations. In severe circumstances the University could be sued, fined up to £500,000, and experience reputational damage.

If you have a data protection query you should contact the Postgraduate Office in the first instance.

HEALTH AND SAFETY

The University has a duty, so far as reasonably practicable, to ensure the health, safety and welfare of all employees and students while at work, and the safety of all authorised visitors and members of the public entering the precincts of the University. The University Health and Safety Policy is issued upon the authority of the University Court and contains the Health and Safety Policy statement and summary of the organisation and arrangements of health and safety within the University. The successful implementation of the University Policy requires the support and co-operation of all employees and students - no person shall intentionally interfere with, or misuse anything provided by the University in the interest of health, safety or welfare.

The University Health and Safety Policy is supported by a Framework document published in two parts on the Organisation and Arrangements of health and safety within the University. Individuals are required to comply with any procedures or arrangements formulated under the authority of this Policy.

Further guidance on health and safety matters can be found on the Health and Safety Department website at http://www.ed.ac.uk/health-safety.

Any questions or problems about matters of health and safety within the School can be taken up initially with the Buildings & Facilities Manager Ms Sylvia Rennie at sylvia.rennie@ed.ac.uk.

Fire

Fire safety notices are posted throughout the Dugald Stewart Building and 7 George Square with details of where to assemble should the fire alarm go off out with the usual test time.

DISSERTATION SUBMISSION FREQUENTLY ASKED QUESTIONS

Word Count

- 10,000 words
- Bibliography, appendices, abstract, acknowledgements page (if you have one), table of contents and title page are not included in the overall word count
- Main text of the dissertation, footnotes, section headings, captions, figures / words in tables / diagrams are included in the overall word count

Abstract

- 200 word maximum abstract, not counted towards total word count
- 5 keywords maximum

Appendices

- If appendices are used, they should not be excessive, and should not be ‘essential reading’.

What to submit

- Two hard copies both bound with acetate cover and cardboard back, submitted to the PG Office
Printing should be done on one side only

Students should note that the dissertation deadline is varied through the month of August across the University so should leave enough time for binding to take place

As per all coursework submission, only your examination number must be on the dissertation in order to maintain anonymity

Each page must be numbered but you do not need to put your examination number on every page

Electronic submission

Submitted to your Dissertation Learn page

Coversheets

Please submit the coversheet, only one copy is required and it does not need to be bound with your dissertation but handed in to the PG Office loose

Where to get it bound

- Printing Services, Central Copy Centre, 13 Infirmary Street
- King’s Buildings Copy Centre, Room 2300, James Clerk Maxwell Building, King’s Buildings, Edinburgh, EH9 3JF
- Various other copy shops around the city centre

Early submission & Late Penalties

- You can submit early
- The deadline must be met unless you have an extension
- Penalties as per the guidance provided above apply

Margins & Layout

- Default margins on your processor will do fine, as long as there is appropriate space for reading on the inside after binding

Penalties for being over word count

- Penalties as per the guidance provided above apply

Titles

- As long as you discuss a change of title from your research proposal with your supervisor, it will be ok to do so

Size & Thickness of Paper

- Both hard copies must be in A4 (min 70 gsm)

Type or Print

- Consistent and clear type of laser print quality should be used for all copies for both text and illustrations

Character Size & Styles / Fonts

- Should be at least 11 points, with body text (text other than headings) not exceeding 12 points
- Where there is a choice of character style or font, a serif font – e.g. Times New Roman or Palatino – should be used for the main text and a san serif font – e.g. Helvetica or Arial – for headings and labelling diagrams etc

Word Spacing & Division

- Text should be set to ensure an even spacing between words for any particular line
- Line spacing should be set for 1.5
The School of Philosophy, Psychology & Language Sciences has a well-established system for postgraduate representation, enabling students to raise general issues of concern about their programme.

Representatives are usually selected at the beginning of each academic year, and their role is to communicate the views of the students on programme to the academics responsible within the School.

**The Role of the Programme / Subject Area Representative**

Each taught programme within each subject area will select its own student representative and each subject area will select one or two students to represent the research students. Two School student representatives sit on the School Postgraduate Group (PG Group) and are available to raise issues at PG Group on the behalf of subject area representatives. If you are unsure whether or not the issue should be raised, please do not hesitate to contact the Postgraduate Office (PGO).

Any issues raised at the PG Group meeting that are relevant to your subject area will be ‘fed’ down for information from School reps and it is your responsibility to relay these to your fellow students.

**Responsibilities**

- Make yourself available to fellow students and the School Student Representatives to raise issues and receive feedback, including pre-exam board meetings with External Examiners
- Make yourself available, where applicable, to visiting students to the School to provide a student’s perspective of life in the University of Edinburgh and in particular, the School of Philosophy, Psychology & Language Sciences
- Programme and Subject Area Representatives will be nominated by the first week of semester one, further information will be available from your Programme Director or PG Advisor
Why be a Programme / Subject Area Representative?
- So that you can make a positive difference to the way your programme / subject area is run
- To develop your interpersonal, communication and negotiation skills and have something new and valuable to add to your CV
- To ensure that student representation continues to be taken seriously

Subject Area Specific Roles
Philosophy
- Programme / Subject Area Representative(s) will be invited to represent views of all Philosophy PG students to the Philosophy PG Adviser prior to the subject area meetings.
- Both Programme / Subject Area and PhD representative(s) to report to the School PG representatives to ensure issues are raised at the School PG Group

Psychology
- Representative(s) will be invited to attend the Staff-Student Liaison Committees to represent views of all Psychology PG students
- Programme / Subject Area representative(s) to report to the PhD representative(s) to ensure issues are raised at the Psychology Teaching Committee
- PhD representative(s) will be invited to attend the Psychology Teaching Committees to represent the views of all Psychology postgraduates
- Both Programme / Subject Area and PhD representative(s) to report to the School PG representatives to ensure issues are raised at the School PG Group

Linguistics & English Language
- PhD representative(s) will be invited to attend the subject area meetings to represent views of all LEL PG students
- Both Programme / Subject Area and PhD representative(s) to report to the School PG representatives to ensure issues are raised at the School PG Group

The Role of the School Representative
The School Postgraduate Group deals with all policy issues for postgraduate students in the School. The Programme Directors and Postgraduate Advisors in each subject area act as a liaison between subject area staff and the Postgraduate School. The Group also approves all new programmes and courses.

One taught and one research student representative is selected on a rotation basis within the School. For the academic year of 2016/17 a Programme Representative from a Psychology taught master’s programme and a research student from Philosophy will be chosen. The role of the School Representative is to communicate the views of the students on programme to the academics responsible within the School. This might include general feedback on the programme if they are a taught student, and also more specific concerns, for example difficulties in accessing resources, comments on the teaching methods / supervision.

Students are selected to sit on the PG Group, made up of the School PG Director, Programme Directors and PG Advisors. The PG Group is the place to raise concerns and deal with issues that go beyond a specific subject area.
As a school representative you have a positive role to play, by enabling communication and constructive change.

Your role as a School Student Representative on the PG Group is to ensure that your fellow MSc Programme Representatives and Research Representatives are aware of who you are and how you can be contacted. The School PGO will provide you with contact details of all programme and research representatives when they have been selected (early Semester 1).

Each taught programme within each subject area will select its own student representative and each subject area will select one or two students to represent the research students. These students will be informed to let you know of any issues raised at subject area level that is relevant to the Postgraduate Group. If you are unsure whether or not the issue should be raised, please do not hesitate to contact the PGO.

If any issues are raised at the Postgraduate Group meeting that you feel the students should be aware of; you should inform the programme / research reps to ‘feed’ the information down.

Responsibilities
- Make yourself available to programme / research representatives to receive feedback
- Raise issues with the School Postgraduate Studies Committee
- Provide feedback to the programme / research representatives on what you are doing and how the School has responded
- Make yourself available, where applicable, to visiting students to the School to provide a student’s perspective of life in the University of Edinburgh and in particular, the School of Philosophy, Psychology & Language Sciences
- Make yourself available to the College of Arts, Humanities & Social Sciences representative to receive feedback and raise issues with the College Postgraduate Studies Committee

Why be a School Representative?
- So that you can make a positive difference to the way the Postgraduate School is run
- To develop your interpersonal, communication and negotiation skills and have something new and valuable to add to your CV
- To ensure that student representation continues to be taken seriously

The Role of the College Representative
Representatives for the College Postgraduate Studies Committee (CPGSC) are selected on a rotation basis. For the 2016/2017 academic session a representative outwith PPLS will be selected.

The role of the college representative is to communicate the views of the students to the academics responsible within the College. This might include general feedback on the programmes and also more specific concerns, for example difficulties in accessing resources, comments on the teaching methods / supervision.

The remit of the College Postgraduate Studies Committee is:
- To be responsible for the governance of postgraduate activities in the College
- To advise on management objectives as they relate to postgraduate activity
- To take a proactive approach to the development and implementation of postgraduate strategy and activity, including the harmonisation of operations at School level
- To determine curricula for postgraduate degrees, diplomas and certificates
- To approve postgraduate curriculum changes
- To monitor the effectiveness of postgraduate teaching and supervision
- To identify and promote good practice in learning and teaching in the College
- To consider and respond to any appropriate documentation or issues requested by University committees such as Academic Policy Committee or Senatus Postgraduate Committee
- To approve nominations of external examiners for postgraduate examinations
- To receive reports from the College International Committee
- To report to the Senatus Postgraduate Studies Committee

The College representative has a positive role to play, by enabling communication and constructive change.

The College Representative on the College Postgraduate Studies Committee should ensure that their fellow Postgraduate Representatives across the College are aware of who they are and how they can be contacted. The College Postgraduate Office can provide you with contact details of all programme and research representatives when they have been selected (early Semester 1).

Responsibilities
- Be available to programme / research representatives to receive feedback
- Raise issues with the College Postgraduate Studies Committee
- Provide feedback to the programme / research representatives on issues that have been raised
- Be available, where applicable, to visiting students to the School to provide a student’s perspective of life in the University of Edinburgh and in particular, the School of Philosophy, Psychology & Language Sciences

Why be a College Representative?
- To make a positive difference to the way taught postgraduate programmes are run in the College of Humanities & Social Sciences
- To develop interpersonal, communication and negotiation skills and have something new and valuable to add to your CV
- To ensure that student representation continues to be taken seriously

EUSA Representation
Staff members at the University of Edinburgh work closely with student representatives. Edinburgh University Students’ Association (EUSA) coordinates student representation and provides training and support for student representatives across the University. All student representatives will be contacted directly by EUSA early in semester one with further information on relevant training and support available: https://www.eusa.ed.ac.uk/representation/