



School of GeoSciences

**Undergraduate General
Information Handbook
2017-2018**

Introduction

This is the third edition of the School of GeoSciences General Information Handbook which has been created in response to student feedback. We hope you find this handbook useful as it provides information that will support your studies within the school and beyond. The Teaching Organisation in the School of GeoSciences maintains webpages which include all course and programme handbooks for students and staff at <http://www.ed.ac.uk/geosciences/teaching-organisation/ug-students/inductions/handbooks-timetables>

If you feel there is vital information missing from this edition please let us know for future production. We welcome your feedback at any point or if you wish to raise an issue please contact me directly at:

Sarah McAllister
Head of Student Services
Sarah.McAllister@ed.ac.uk
0131 650 4917

Publication details (August 2017)

Disclaimer: The details below were correct at the time of publication. Any updates to policy or regulations will be emailed to all students and available on the web at:

<http://www.ed.ac.uk/schools-departments/geosciences/teaching-organisation/to-overview>

Table of Contents

Topic	Page	Web link
Academic Appeal	12	http://www.ed.ac.uk/academic-services/students/appeals
Academic Fair	5	http://www.ed.ac.uk/students/new-students/events/academic/undergraduates/academic-fair/academic-fair
Academic Misconduct	10	http://www.ed.ac.uk/academic-services/students/conduct/academic-misconduct
Assessment	8	http://www.ed.ac.uk/files/atoms/files/tar17-18.pdf
Assessment Regulations	8	http://www.ed.ac.uk/files/atoms/files/tar17-18.pdf
Attendance Requirements and monitoring of engagement	11	
Award Criteria/ Honours Classification	9	http://www.ed.ac.uk/files/atoms/files/tar17-18.pdf
Central Support Services	7	http://www.ed.ac.uk/schools-departments/support-services
Common Marking Scheme	9	To be updated (guidance on moderation) http://www.ed.ac.uk/student-administration/exams/regulations/common-marking-scheme
Complaint Procedures	12	http://www.ed.ac.uk/schools-departments/geosciences/teaching-organisation/ug-students/your-opinion http://www.ed.ac.uk/university-secretary-group/complaint-handling-procedure/procedure
Computing Labs	13	http://www.ed.ac.uk/schools-departments/information-services/computing/desktop-personal/open-access
Degree Programme Transfers Requests	11	http://www.ed.ac.uk/schools-departments/geosciences/teaching-organisation/ug-students/dpt
Email Accounts	13	http://www.ed.ac.uk/schools-departments/information-services/computing/comms-and-collab/email/office365
Employability and Careers Service	12	http://www.ed.ac.uk/schools-departments/careers/home
Equality and Diversity	7	http://www.ed.ac.uk/schools-departments/equality-diversity
EUSA	7	http://www.eusa.ed.ac.uk/
Examinations	5	http://www.ed.ac.uk/schools-departments/student-administration/exams/exam-diets
Exchanges - Erasmus/Year Abroad	9	http://www.ed.ac.uk/schools-departments/international-office/exchanges/home
Extensions	8	See below
Feedback	8	http://www.ed.ac.uk/schools-departments/geosciences/teaching-organisation/ug-students/feedback-marking

Fieldwork	8	http://www.ed.ac.uk/schools-departments/geosciences/teaching-organisation/ug-students/ug-field-trips
Welcome Information	5	http://www.ed.ac.uk/schools-departments/geosciences/teaching-organisation/ug-students/inductions/induction
Institute of Academic Development	7	http://www.ed.ac.uk/schools-departments/institute-academic-development
Key Dates	5	http://www.ed.ac.uk/news/semester-dates
Late Penalties	9	See below
LEARN – Virtual Learning Environment	13	http://www.ed.ac.uk/schools-departments/information-services/learning-technology/virtual-environments/learn/students/whatislearn
Library/IS Skills	13	http://www.ed.ac.uk/schools-departments/information-services/library-museum-gallery/using-library/library-access http://www.ed.ac.uk/schools-departments/information-services/help-consultancy/is-skills
Maps	12	http://www.ed.ac.uk/maps/maps
MyEd	13	http://www.ed.ac.uk/schools-departments/information-services/computing/comms-and-collab/myed-portal
PATH	8	https://path.is.ed.ac.uk/
Peer Support – GeoPals	6	http://geopals.weebly.com/
Personal Tutor	6	http://www.ed.ac.uk/geosciences/teaching-organisation/ug-students/academic-support
Plagiarism	11	http://www.ed.ac.uk/schools-departments/academic-services/staff/discipline/plagiarism
Programme Overview and Structure	7	http://www.drps.ed.ac.uk/17-18/dpt/drps_geo.htm
Progression Requirements	10	https://www.wiki.ed.ac.uk/download/attachments/174611251/Policy%20and%20procedure%20for%20Progression%20of%20Undergraduate%20Students%2030120901.pdf?version=1&modificationDate=1379511756000&api=v2
Reasonable Adjustments	12	http://www.ed.ac.uk/schools-departments/institute-academic-development/learning-teaching/inclusive/mainstreaming
School Contacts	5	http://www.ed.ac.uk/schools-departments/geosciences/teaching-organisation/roles-contacts/undergraduate
Social Media	13	http://www.geos.ed.ac.uk/people/person.html?indv=3443
Societies	6	https://www.eusa.ed.ac.uk/activities/societies/
Special Circumstances	11	http://www.ed.ac.uk/files/atoms/files/special_circumstances.pdf
Student Administration	7	http://www.ed.ac.uk/schools-departments/student-administration/home
Student Disability Service	7	http://www.ed.ac.uk/schools-departments/student-disability-service
Student Representation	6	http://www.ed.ac.uk/schools-departments/geosciences/teaching-organisation/ug-students/student-representation

Student Staff Liaison Committee	6	https://www.ed.ac.uk/geosciences/teaching-organisation/ug-students/student-representation/sslc
Student Support	5	https://www.ed.ac.uk/geosciences/intranet/student-support/undergraduate-studies/student-support http://pgres.geos.ed.ac.uk/ug/SchoolPersonalTutoringStatement-GeoSciences%20FINAL.pdf
Submission and Feedback deadlines	8	http://www.ed.ac.uk/schools-departments/geosciences/teaching-organisation/ug-students/feedback-marking
Teaching	7	See below
The Advice Place	7	https://www.eusa.ed.ac.uk/adviceplace/
Edinburgh Global	7	http://global.ed.ac.uk/
Transport	12	http://www.ed.ac.uk/maps/shuttle-bus http://www.ed.ac.uk/schools-departments/transport/public-transport/buses/public-bus-services
University Assessment Regulations	10	http://www.ed.ac.uk/files/atoms/files/tar17-18.pdf
When things go wrong	7	See below

1. Semester/Key dates 2017/18

Key University Semester dates for the 2017/18 academic year:

Welcome Week	Monday 11 September 2017-Sunday 17 September 2017
Semester 1	Monday 18 September 2016- Thursday 21 December 2017
End of Teaching for Semester 1	Friday 1 December 2017
Revision Period	Monday 4 December 2017-Thursday 7 December 2017
Semester 1 Examination Period	Friday 8 December 2017- Thursday 21 December 2016
Winter Vacation	Friday 22 December 2017-Friday 12 January 2018
Semester 2	Monday 15 January 2018- Friday 25 May 2018
End of Teaching for Semester 2	Friday 6 April 2018
Spring Vacation	Monday 9 April 2018- Friday 20 April 2018
Revision Period	Monday 23 April 2018- Friday 27 April 2018
Semester 2 Examination Period	Monday 30 April 2018- Friday 25 May 2018
Resit Examination Period	August each year

Further details on the academic calendar can be found at:

<http://www.ed.ac.uk/news/semester-dates>

Details on the release of the Examination Periods schedule can be found at:

<http://www.ed.ac.uk/schools-departments/student-administration/exams/exam-diets>

2. School Contacts

For all teaching-related School contacts, follow the link below:

<http://www.ed.ac.uk/schools-departments/geosciences/teaching-organisation/roles-contacts/undergraduate>

3. Welcome information

You will receive information via post and email about a number of events organised by the University and the School during Welcome Week to help you get settled and acquainted with your new surroundings. School induction information can be found at: <http://www.ed.ac.uk/schools-departments/geosciences/teaching-organisation/ug-students/inductions/induction>

Below is a list of two events that you MUST attend as they will be the most helpful:

School Induction Talk: where you will be given vital information on what you need to get started, and the opportunity to meet key members of staff and fellow students. For more information on your degree-specific induction talk (and other useful School events), see the following link: <http://www.ed.ac.uk/schools-departments/geosciences/teaching-organisation/ug-students/inductions/induction>

Academic Fair: The Academic Fair is for those students who have an element of choice within their undergraduate degree course. The event gives you the opportunity to talk informally to academic members of staff about the multitude of courses available to you at Edinburgh. For more information, please the following link:

<http://www.ed.ac.uk/students/new-students/events/academic/undergraduates/academic-fair/academic-fair>

4. **Student Support:** The School offers extensive pastoral care for all students. This includes dedicated support staff who can guide you through processes and ensure you are referred to the appropriate support services when needed. The School has a Personal Tutor statement that outlines the pastoral and academic support available to students please see the following link:

<http://pgres.geos.ed.ac.uk/ug/SchoolPersonalTutoringStatement-GeoSciences%20FINAL.pdf>

Student Support Coordinator: There are three Student Support Co-ordinators in the School of GeoSciences: one full-time SSC in King's Buildings and two part-time SSCs within Geography in Drummond Street. Student Support Co-ordinators are the first point of contact for all pastoral care issues (such as any personal or health issues). Student Support Co-ordinators are also responsible for organising extensions and special circumstance cases as well as writing non-academic references (e.g. for letting agents). For more information on the role of the Student Support Co-ordinator, see the link below:

<https://www.ed.ac.uk/geosciences/intranet/student-support/undergraduate-studies/student-support>

Personal Tutor

Each student will be allocated a Personal Tutor (who is an academic member of staff) for the duration of their period of study. The Personal Tutor offers support on academic matters such as course choices, study techniques, appraisal of performance, and the writing of academic references. Personal Tutors are expected to meet their tutees individually once a semester (at least) and to organise group meetings with their tutees once a semester. For more information on the Personal Tutor role and the role of the student, see the link below:

<http://www.ed.ac.uk/geosciences/teaching-organisation/ug-students/academic-support>

5. **Peer Support:** The School of GeoSciences runs PALS (Peer-Assisted Learning Scheme) by students for students. PALS gives a chance to students to meet their peers in an informal environment and to ask questions of students who have been there before them. For more information on GeoPALS, see the link below:

<http://geopals.weebly.com/>

6. Student Representation structure:

School/Degree/Class Representatives:

School Representatives are tasked with representing hundreds of students in a particular School to help enact EUSA policy. They also take part in School based committees. Class Representatives provide a vital link between students and the staff who support their learning. Class representatives take part in the Student Staff Liaison Committee each semester to discuss issues that have arisen and identify good practice.

For more information on both School and Class Representatives, see link below:

<http://www.ed.ac.uk/schools-departments/geosciences/teaching-organisation/ug-students/student-representation>

Staff Student Liaison Committee: The Student Staff Liaison Committee (SSLC) is a chance for class representatives to meet relevant staff (such as Degree Programme Conveners and Course Organisers) to give their feedback and discuss any issues that arise within the student body. For more information on SSLC, as well as previous meeting dates and minutes, please see the following link:

<https://www.ed.ac.uk/geosciences/teaching-organisation/ug-students/student-representation/sslc>

Societies: There are three student societies in the School: [Ecology Society](#), [Geographical Society](#) and [Geological Society](#). For more information on those societies as well as the other

University societies, please see the following link:
<http://www.eusa.ed.ac.uk/activities/societies/findasociety/>

7. Central Support Services

EUSA: EUSA (Edinburgh University Students' Association) are here to represent students: their views, voices and University experience. This is done in many ways: elections, as well as a host of support and other services.

<http://www.eusa.ed.ac.uk/>

The Advice Place: The Advice Place is home to EUSA's professional advice team offering students free, impartial and confidential information on everything and anything they need to know (e.g. accommodation, money matters, health and wellbeing etc).

<https://www.eusa.ed.ac.uk/adviceplace/>

Edinburgh Global (formerly The International Office): Edinburgh Global offers support and advice to new and current students who are from outside the UK. Edinburgh Global also offers advice on student exchange programmes (year abroad study).

<http://global.ed.ac.uk/>

Institute of Academic Development: The Institute for Academic Development (IAD) aims to help students succeed by providing University-level support such as providing online material on topics such as time management, note taking and assignment writing, workshops on a variety of similar topics, and one-to-one guidance sessions.

<http://www.ed.ac.uk/schools-departments/institute-academic-development>

Student Administration (previously known as Academic Registry) is responsible for the provision of student administrative services to students throughout their time at Edinburgh University. This includes arrangements for examinations, charging of fees, official student documentation etc. Student Administration also provides information on a wide range of student Services via its **Student Information Points**.

<http://www.ed.ac.uk/schools-departments/student-administration/home>

Student Disability Service: the Student Disability Service offers support and advice to disabled students. Students are encouraged to contact the SDS at the start of term to discuss any long term disability issues.

<http://www.ed.ac.uk/schools-departments/student-disability-service>

Equality and Diversity: the University of Edinburgh is committed to equality of opportunity for all its students as well as promoting a culture of inclusivity.

<http://www.ed.ac.uk/schools-departments/equality-diversity>

What happens when things go wrong: If you are experiencing issues that are preventing you from attending classes or submitting assessments - BE PROACTIVE! We can't resolve an issue or provide support if we don't know that something is wrong. If you are concerned about ANYTHING, or are facing ANY issue, please contact your Student Support Co-Ordinator ([Emma Latto](#) in King's Buildings or [Cathy Campbell](#) and [Katy McPhail](#) in Geography in Drummond Street). Although your Student Support Co-Ordinator might not always be able to resolve the issue, she can offer advice about who can or how to best manage the situation.

8. Teaching

Programme Overview and Structure: To check your degree programme's structure, see the link below to the Degree Programme Tables (DPTs). DPTs identify the regulated path for a degree e.g. the mandatory and elective course options required to achieve the award. A student will follow the curriculum for a degree programme set out in the DPT. Any major changes to a degree programme will be announced in advance by the Degree Programme Convenor. http://www.drps.ed.ac.uk/current/dpt/drps_geo.htm

9. **PATH** – Course selection tool

PATH is a student developed tool to support course selection. Students can have the ability to consider the impact on course selection and generate a timetable for the semester. Further details can be found at: <https://path.is.ed.ac.uk/>

10. **Fieldwork**

Fieldwork plays a vital role across all degree programmes in the School of GeoSciences. Details on dates, locations and costs can be found at: <http://www.ed.ac.uk/schools-departments/geosciences/teaching-organisation/ug-students/ug-field-trips>

11. Assessment and Feedback Information: Assessment and Feedback are two key aspects of your learning and teaching experience. The terms are often used in a related context but they mean different things.

Assessment: is the process used to determine the extent to which you have attained the required level in a piece of work or course. Ways of doing this include, for example, multiple choice tests, examinations, course work. Assessment will usually generate a grade for the piece of work, based on your performance as compared to a set of prescribed criteria called the [Common Marking Scheme](#).

Feedback: is the process of giving constructive criticism to you so that you can improve your performance in future assignments and assessments. Feedback indicates areas for improvement and hence gives you the opportunity to learn from errors. Good feedback will of course acknowledge and praise things that are done well. For more information on the types of feedback you can expect, see the link below: <http://www.ed.ac.uk/schools-departments/geosciences/teaching-organisation/ug-students/feedback-marking>

Submission and Feedback Deadlines: You will find all course assessment submission deadlines on the Learn course page. For feedback, the School operates a three to four week (for dissertations or large projects) turnaround time for assessment and feedback of course work (i.e. not exam scripts). Staff will endeavour to return work to within this time frame. However, there are times where, due to commitments, fieldwork or extreme circumstances, this is not possible. In these situations, the Course Organisers will e-mail all students to advise on an alternative date on which assessment and feedback will be available. For more information, see link below: <http://www.ed.ac.uk/schools-departments/geosciences/teaching-organisation/ug-students/feedback-marking>

Extensions: extensions to course assessments can be given if there are legitimate reasons such as illness or injury, bereavement or extreme personal difficulties for up to a week (anything beyond will be treated as Special Circumstances). An adjustment schedule from the Disability Office can also recommend an extension to submission dates, but that has to be requested by the student concerned. *It is very important to note the extension is not automatically granted.* Extensions WILL NOT be granted for reasons such as time management issues (due to academic pressures or employment). Extension requests must

be submitted to your Student Support Coordinator, in advance of the deadline, and not to your Personal Tutor.

Late Penalties: Degree work that is handed in late (with no agreed extension) will be penalised by a reduction of 5 marks if submitted within 24 hours of the deadline, with a progressive reduction of a further 5 marks for every subsequent 24 hours lateness, up to **5 CALENDAR DAYS**. Work submitted after 5 calendar days is considered not submitted and will receive a zero mark.

Erasmus/Year Abroad: As a student at the University of Edinburgh, you can apply to spend a year studying abroad, as part of the Erasmus exchange programme or as an international exchange student. For more information, see the link below or contact your Student Support Co-Ordinator: <http://www.ed.ac.uk/schools-departments/international-office/exchanges/home>

12. Regulations and Procedures

Common Marking scheme: The University and School have marking and moderation system in place that strives to be fair and reliable by making sure that assessment criteria have been applied consistently. Student work and marking is also scrutinised by External Examiners via the University Assessment Regulations.

For more information and to view the Common Marking Scheme used by the University and School for the marking of assessments, see the link below (table CMS)

<http://www.ed.ac.uk/schools-departments/student-administration/exams/regulations/common-marking-scheme>

For more information on University Guidance and Policy on the Moderation Process, see the link below:

<http://www.ed.ac.uk/academic-services/policies-regulations/regulations/assessment>

13. Award Criteria/Honours Classification

The University awards types of Undergraduate degrees, certificates and diplomas with the credit points required. Some are listed in the table below:

Undergraduate Certificate of Higher Education	At least 120 credits of which a minimum of 90 are at level 7 or higher.
Undergraduate Diploma of Higher Education	At least 240 credits of which a minimum of 90 are at level 8 or higher
Single Honours (in a named subject/discipline)	At least 480 credits of which a minimum of 180 is at levels 9 and 10, including at least 90 at level 10.
Single Honours (with a subsidiary subject)	At least 480 credits of which a minimum of 180 is at levels 9 and 10, including at least 90 at level 10.
Combined Honours (in two disciplines)	At least 480 credits of which a minimum of 180 is at levels 9 and 10, including at least 90 at level 10.
Non-Honours Degrees	At least 360 credits of which a minimum of 60 is at level 9.
General and Ordinary	At least 360 credits of which a minimum of 60 is at level 9.

Integrated Masters with Honours (in named subject/discipline)	At least 600 credits of which a minimum of 120 is at level 11.
Integrated Masters (with a subsidiary subject)	At least 600 credits of which a minimum of 120 is at level 11.
Integrated Masters (with combined honours in two disciplines)	At least 600 credits of which a minimum of 120 is at level 11.

The award of **Honours** is based on the student's performance in assessment in the Honour(s) years. A student who satisfies the examiners in the **Final Honours** assessment shall be awarded Honours in one of the following classifications: First Class, Second Class Division I, Second Class Division II, and Third Class. For more information on the award of Undergraduate Degrees, see the link below to the **University Assessment Regulations**: <http://www.ed.ac.uk/files/atoms/files/tar17-18.pdf>

14. Progression Requirements:

Full-time undergraduate study comprises 120 credit points in each year of study. Students must attain the credits and other requirements, e.g. core courses, for each stage of study as outlined in the relevant [Degree Programme Table](http://www.drps.ed.ac.uk/current/dpt/drps_geo.htm) (link to GeoSciences Degree Programme tables below): http://www.drps.ed.ac.uk/current/dpt/drps_geo.htm
 In addition, students must meet any other requirement set out in their programme and/or course handbook. In order to progress, a full-time student must attain the following minimum number of credits:
 80 credits by end of year 1
 200 credits by end of year 2
 360 credits by end of year 3
 480 credits by end of year 4
 600 credits by end of year 5 for Integrated Masters

For more information on progression and other degree regulations, see the link below: http://www.drps.ed.ac.uk/current/dpt/drps_geo.htm

For more information on the policy should students not meet the progression requirements, see the link below:

<https://www.wiki.ed.ac.uk/download/attachments/174611251/Policy%20and%20procedure%20for%20Progression%20of%20Undergraduate%20Students%2030120901.pdf?version=1&modificationDate=1379511756000&api=v2>

15. University Regulations

Assessment Regulations: the regulations set the minimum requirements and standards for students and staff, expressing in practical form the academic goals and policies of the University. See the link below for the Assessment Regulations for the academic year 17/18: <http://www.ed.ac.uk/files/atoms/files/tar17-18.pdf>

Academic Misconduct: Academic misconduct is any form of cheating that occurs in relation to a formal academic exercise. See link below for more information on Academic Misconduct: <http://www.ed.ac.uk/schools-departments/academic-services/staff/discipline/academic-misconduct>

Plagiarism: Plagiarism is the act of including in one's work the work of another person without providing adequate acknowledgement of having done so, either deliberately or unintentionally. The University takes plagiarism very seriously and is committed to ensuring that so far as possible it is detected and dealt with appropriately. For more information on plagiarism, how to avoid it, and how it is dealt with, see the link below: <http://www.ed.ac.uk/schools-departments/academic-services/staff/discipline/plagiarism>

Special Circumstances: Special Circumstances are circumstances which are beyond a student's control and for which there is sufficient documentary evidence to show that they had a significant adverse impact on the student's performance in an assessment or resulted in non-attendance or a non-submission for a scheduled assessment.

For more information on the University Special Circumstances Policy, see the link below:

http://www.ed.ac.uk/files/atoms/files/special_circumstances.pdf

16. Attendance Requirements: Students must attend and participate as required in all aspects of their programme of study. This includes being available for assessment, examination, and meeting your Personal Tutors face to face and electronically. Students are required to stay in Edinburgh till the end of the examination period should the examination schedule be adjusted at short notice. If for any reason you are unable to attend class or submit assessments you should contact your Student Support Coordinator as soon as possible.

17. Attendance Monitoring and Student Engagement: The University is obligated to monitor the attendance and engagement of students on Tier 4 visas as the visa sponsor, and may include all students in the audit process. The School has approved touch points that reflect attendance at lectures, meetings and other activities, attendance at examinations and submission of course work. Staff are obliged to investigate all instances of nonattendance and engagement to the College of Science and Engineering to meet Home Office guidelines. Failure to attend and engage in your degree programme can result in exclusion and cancellation of a Tier 4 visa.

For information on the School of GeoSciences Policy on Attendance Monitoring and Student Engagement please see <http://www.ed.ac.uk/geosciences/intranet/student-support/student-attendance-and-engagement>

18. Degree Programme Transfer Requests: Occasionally, students may decide that they wish to change the degree programme for which they were first admitted to at University. In such cases, students should first contact their Student Support Team who will be able to advise whether a change of programme is possible. For more information on the School Degree Programme Transfer Policy, see link below:

<http://www.ed.ac.uk/schools-departments/geosciences/teaching-organisation/ug-students/dpt>

19. Academic Appeals/Complaints Procedures

Students can raise an issue (confidentially, if they wish) at any time with the Head of Student Services at Sarah.McAllister@ed.ac.uk or 0131 650 4917.

Complaints: The University of Edinburgh is committed to enhancing the experience of our students, and as such, it is important for us to know what is and is not working. The complaint procedure is designed to ensure that complaints are properly investigated and are given careful and fair consideration. For more information on the Complaints Procedure, see link below: <http://www.ed.ac.uk/university-secretary-group/complaint-handling-procedure/procedure>

Academic Appeals: An academic appeal is a request for a decision made by the Board of Examiners to be reconsidered in relation to: marks, progression, degree classification or degree award. If you are considering lodging an appeal, it is important that **YOU ACT PROMPTLY**. There are specific grounds for which an appeal can be lodged. For more information on those grounds and the appeals process, see link below:

<http://www.ed.ac.uk/academic-services/students/appeals>

20. Helpful Information

Maps: The School of GeoSciences is based over three buildings in two campuses (Crew Building and the Grant Institute in King's Buildings, Geography in Drummond Street in the Central Campus). Maps can be accessed from the University Website:

<http://www.ed.ac.uk/maps/maps> or can be downloaded as a pdf:

<http://www.ed.ac.uk/maps/download>

Transport: The University is served by a comprehensive network of buses which are provided by the University and also by local bus providers. For information on Public Bus Services, see the link below: <http://www.ed.ac.uk/schools-departments/transport/public-transport/buses/public-bus-services>

For more information (and timetable) of the Shuttle Bus Service the University runs for staff and students between the Central Area Campus and King's Buildings Campus, see the link below: <http://www.ed.ac.uk/maps/shuttle-bus>

Employability and Careers Service: The Careers Service is committed to building beneficial relationships between students, graduates, employers and the wider University community to help current students and recent graduates achieve their career goals. To find out more about what the Careers Service can do for you, see the link below:

<http://www.ed.ac.uk/schools-departments/careers/home>

Reasonable Adjustments (to include mainstreamed adjustments): To put equality and diversity at the heart of learning and teaching, some common learning adjustments formerly given to disabled students only, are now accessible to all students. These include: course outlines and reading lists being available 4 weeks before a course starts, prioritised reading lists, and the use of microphones in lectures. For a full list of the mainstreamed learning adjustments, see the link below: <http://www.ed.ac.uk/institute-academic-development/learning-teaching/staff/inclusive/mainstreaming>

If further adjustments are needed due to a disability, students should visit the Disability Office as soon as possible where they will meet with an advisor to discuss what further support can be put in place (such as proofreading service and extra time for assignments). For more information on the [Disability Office](#) and the services provided, see the link below: <http://www.ed.ac.uk/schools-departments/student-disability-service/home>

21. Computing

Computing labs: The University provides open-access computers for use by students, staff and visitors. For more information on locations, opening times and how to use, see the link below: <http://www.ed.ac.uk/schools-departments/information-services/computing/desktop-personal/open-access>

Virtual Learning Environment (LEARN): Learn is the University main centrally-supported virtual learning environment (VLE). It is used by course teams to provide students with documents, notes, discussion spaces and other activities for their courses. For more information on Learn, see link below:

<http://www.ed.ac.uk/schools-departments/information-services/learning-technology/virtual-environments/learn/students/whatislearn>

Library/IS Skills: The University libraries offer a range of services such as borrowing books, accessing e-resources etc. For more information on Library Services, locations and opening times, see link below:

<http://www.ed.ac.uk/schools-departments/information-services/library-museum-gallery/using-library/library-access>

IS Skills offer students the opportunity to develop their IT Skills. For more information on the courses on offer and how to book them, see link below:

<http://www.ed.ac.uk/schools-departments/information-services/help-consultancy/is-skills>

MyEd: MyEd is the University's web portal. It is a gateway to web based services within and beyond the University and offers a personalised set of content with single sign on to key University services such as Learn and e-mail. For more information on MyEd and how to access it, see link below:

<http://www.ed.ac.uk/schools-departments/information-services/computing/comms-and-collab/myed-portal>

Email accounts: All students are given University e-mail accounts, and it's important you check this regularly. All official University e-mail correspondence will be sent to your University e-mail account rather than your personal e-mail account. For more information about your e-mail services, see link below:

<http://www.ed.ac.uk/schools-departments/information-services/computing/comms-and-collab/email/office365>

Social Media:

All students of the School of GeoSciences may be photographed throughout their time with us. These photographs may be posted in print publications and also on social media for promotional purposes. The School will always be sure to use your images sensitively. If you do not wish for your image to be shared in this way please contact Natasha Black, Marketing Manager. <http://www.geos.ed.ac.uk/people/person.html?indv=3443>