<table>
<thead>
<tr>
<th>CONTENTS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction / Contacts &amp; Support</td>
<td>Page 3</td>
</tr>
<tr>
<td>Programme Specification / Course Enrolments &amp; Academic Activities</td>
<td>Page 6</td>
</tr>
<tr>
<td>Part Time Study</td>
<td>Page 7</td>
</tr>
<tr>
<td>Timetables / Assessment</td>
<td>Page 8</td>
</tr>
<tr>
<td>Submission Procedures</td>
<td>Page 9</td>
</tr>
<tr>
<td>Peer Proof Reading</td>
<td>Page 10</td>
</tr>
<tr>
<td>PPLS Writing Centre / Word &amp; Page Limits / Examinations</td>
<td>Page 11</td>
</tr>
<tr>
<td>Dissertation</td>
<td>Page 12</td>
</tr>
<tr>
<td>Feedback to Students</td>
<td>Page 14</td>
</tr>
<tr>
<td>Common Marking Scheme</td>
<td>Page 16</td>
</tr>
<tr>
<td>Grade Descriptors / Extensions &amp; Penalties</td>
<td>Page 17</td>
</tr>
<tr>
<td>Plagiarism</td>
<td>Page 18</td>
</tr>
<tr>
<td>Examination Boards</td>
<td>Page 19</td>
</tr>
<tr>
<td>Permissions to be Off Campus</td>
<td>Page 22</td>
</tr>
<tr>
<td>Students on a Tier 4 Visa / Updating Personal Details</td>
<td>Page 23</td>
</tr>
<tr>
<td>Email Lists &amp; Contact / Computing Labs / Libraries / Graduations</td>
<td>Page 24</td>
</tr>
<tr>
<td>Careers Service / Student Representation</td>
<td>Page 25</td>
</tr>
<tr>
<td>Health &amp; Safety / Mail &amp; Post / Feedback to the School &amp; Complaints / Freedom of Information</td>
<td>Page 26</td>
</tr>
<tr>
<td>Data Protection / School Postgraduate Committee / Useful Websites</td>
<td>Page 27</td>
</tr>
</tbody>
</table>
INTRODUCTION

This handbook is designed to provide students with general information and guidance about studying in the Graduate 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/18-19/.

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 2018).

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 taught MSc programmes, online distance learning MSc 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.

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

CONTACTS AND SUPPORT

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

<table>
<thead>
<tr>
<th><strong>Office Hours</strong></th>
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<tbody>
<tr>
<td>9.30am – 12.30pm</td>
</tr>
<tr>
<td>1.30pm – 5.00pm</td>
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</tbody>
</table>

**Tel:** 0131 651 5002  
**Email:** pplspgoffice@ed.ac.uk

<table>
<thead>
<tr>
<th><strong>PPLS Head of Postgraduate Administration</strong></th>
<th><strong>Miss Katie Keltie</strong></th>
<th><strong>PPLS PG Administration Co-ordinator</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>PPLS PG Administration Co-ordinator including examination</td>
<td>PhD Admissions</td>
<td>PhD Student Support</td>
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</table>


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 and student support in the School. However they do specialize in particular areas as detailed above. The PGO Team are trained as Student Support Officers and this is of benefit to our students as they are also well informed of academic policy and procedures, meaning that all advice given meets the students’ requirements, as well as fitting in with University policy and regulations.

The Postgraduate Office operates an open door policy and is available as a first line of student support; if you have any questions, 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. The team will get back to you as soon as possible.

**Programme Directors**
Also 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.

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Responsibilities</th>
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<tbody>
<tr>
<td>PPLS PG Administrator</td>
<td>Miss Toni Noble</td>
<td>PPLS PG PGT Admin Co-ordinator MSc Psychology and LEL Administration MSc Taught Admissions MSc Student Support</td>
</tr>
<tr>
<td>PPLS PG Administrator</td>
<td>Miss Becky Verdon</td>
<td>PPLS PGT Assessment Co-ordinator MSc Philosophy Administration PPLS PG Online Programme Admissions PPLS PG Online Programme Administration MSc and Online Student Support</td>
</tr>
<tr>
<td>PPLS PG Administrative Assistant</td>
<td>Miss Irene Rodriguez Merlos</td>
<td>PhD examination administration support PhD Admissions support General enquiries</td>
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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 each 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 by phoning 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.

Postgraduate Advisor
Your Subject Area Postgraduate Advisor is also 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.

Dr Joseph Gafaranga
Tel: 0131 650 3496
Email: J.Gafaranga@ed.ac.uk
Office: 3.05 Dugald Stewart Building

Computing / IT Support
Students are issued with a print budget in the first few weeks of semester 1. This budget can be used only on the printing facilities in the Dugald Stewart Building or 7 George Square. If your printing
Speech and Language Processing 2018/19

budget runs out you can contact is.helpline@ed.ac.uk to request more. Please ensure that you confirm your student number (e.g., s1234567) when doing so.

Free 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.

PROGRAMME SPECIFICATION

To obtain an MSc in Speech and Language Processing you must complete 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.

To obtain a Diploma in Speech and Language Processing you must complete 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.

To obtain a Certificate in Speech and Language Processing you must complete 60 credits.

Coursework Element
Your coursework comprises core and optional courses. You must obtain a total of 120 credits to fulfil your coursework for the degree. The Degree Programme Table can be found here: http://www.drps.ed.ac.uk/18-19/dpt/ptmcsclanp1f.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.

Optional Courses
Optional courses may be selected according to your interests and with permission from your Programme Director. You will be assessed on these courses and the marks will be part of your overall coursework assessment.

A description of each course can be found on the Degree Regulations and Programmes of Study (DRPS) website: http://www.drps.ed.ac.uk/18-19/index.php.

COURSE ENROLMENTS AND ACADEMIC ACTIVITIES

You will normally be required to submit coursework, attend an examination or a combination of both for assessment. In addition to the formal assessment you may be expected to carry out other assignments, such as class presentations. Details of particular assessment requirements are given in detail in the DRPS course entry, and during lectures.

You must 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 will be assessed on 120 credits of courses. If you wish to take additional courses for auditing purposes (attend out of interest, not for credit), this may be possible. You must get the permission of
your Programme Director and also the relevant organiser of the course you wish to audit, and evidence of this permission should then be forwarded to the PGO Team to ensure that you are adequately enrolled.

Permission must be sought by your Programme Director in order to ensure that workload is balanced, as in some cases you may be required to take part in assessment.

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.

Audited courses will not show on your final transcript.

Results for any audited course will be returned to students’ personal portals as ‘0 – Fail’, but this is not recorded anywhere else and will not show on any external record.

**Academic Activities**

Our postgraduates are an important part of the community, and you are strongly encouraged to participate in the various seminars, colloquia, workshops and conferences hosted by each subject area. A full list of the activities within each subject area can be found on the following webpages:

- Philosophy: [http://www.ed.ac.uk/ppls/philosophy/events](http://www.ed.ac.uk/ppls/philosophy/events)
- Psychology: [http://www.ed.ac.uk/ppls/psychology/events](http://www.ed.ac.uk/ppls/psychology/events)

**Teaching arrangements**

Teaching on the programme takes a number of different forms. Most courses consist of lectures, some courses having associated tutorials, 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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<tbody>
<tr>
<td>Tutorial</td>
<td>Small group session typically discussing prepared reading or a set of exercises</td>
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<tr>
<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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**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 in each year, and complete the dissertation through the summer of the second year.

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, 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 credits of coursework, and the earliest point at which a decision can be made for part-time students is at the interim examination board held in June of year 2.
**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 also 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 fail mark being achieved.

**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). Please refer to the DRPS course entry for details of assessment.

There will be times during your studies 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 found online: http://www.ed.ac.uk/ppls/linguistics-and-english-language/current/postgraduate/coursework-and-dissertations.

Layout of Assignments
The Psychology subject area recommends that students enrolled on their courses complete their assessment based on the APA format.

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:

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 to 1.5

Word Count
The word / page count specified on any assessment must be followed. If you need to go over this word / page count for any reason then you must get the permission of the course organiser.

Please note that there is no 10% rule for going over or under any word / page limit.

SUBMISSION PROCEDURES

Most PPLS PG coursework submissions are electronic and must be submitted through Turnitin on Learn. Occasionally you may be required to submit through the Learn Grade Centre or submit an additional paper copy – this information will be provided to you as part of your submission procedures for each assessment.

An online video guide can be found here: https://media.ed.ac.uk/media/How+to+Submit+Coursework+Online+Step+by+Step/1_6x0f1ck3.

For the electronic submission, you need to log into Learn and click on the link for the course you are submitting an assessment for. On the course content page you will see an assessment coversheet that you must review and agree that 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 (which can be found on your student card) and word count, eg B123456_2500, to the submission title box – do not add your essay title here, name or student number. Your essay title and exam number 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. If you are not sure then please contact the PG Office to confirm.

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.

Learn Grade Centre Submissions
Submitting directly through the 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.

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.

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 student 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 will be informed to resubmit by the deadline. 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 (GMT / BST) 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 your assignment is available.

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.

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.

PEER PROOFREADING

Proofreading through the Edinburgh University Students’ Association 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/student-life/language-support/proofreading.
Students must note that no extension will be approved for any student awaiting feedback from their proofreader.

Students with disabilities can contact the Student Disability Service for more ongoing proofreading assistance: https://www.ed.ac.uk/student-disability-service.

**PPLS WRITING CENTRE**

The PPLS Writing Centre offers each MSc student two appointments with a PhD tutor, per semester. You'll have the chance to discuss your work and get feedback on how well you've communicated your ideas. There are also interactive workshops on a variety of topics held throughout the year.

Visit https://writingcentre.ppls.ed.ac.uk/ to book now or to access a collection of guidelines and tips designed to help you improve your writing.

**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 be used to include extra material, and the use of footnotes is discouraged.

Any coursework submitted that exceeds the limits **even by one word** will be returned to the student for reducing; resubmission past the deadline specified will incur late submissions penalties.

Please note that there is no 10% rule for going over or under any word / page limit.

**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 will be made available online: http://www.ed.ac.uk/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.

Students are required to be on-campus throughout their entire studies, and this is especially important for any course you take that is assessed by exam. The Examinations Team may need to re-schedule exam dates / times due to unforeseen circumstances, so any student who has made arrangements to be away from Edinburgh during the examination period will not have special circumstances considered for missing an exam. Similarly, students cannot request an exam to be scheduled to fit their personal preferences.

Examples of past examination papers can be found in the Main Library website: http://www.ed.ac.uk/information-services/library-museum-gallery/exam-papers.
Towards the end of the first semester students should start discussing potential dissertation projects with members of staff. Early on in the second semester (fourth semester for part time students) students should agree on a dissertation topic and supervisor, with whom they are expected to keep in close contact throughout their research project. The supervisor is normally someone within the School, but if a student wishes to be supervised by a staff member outside PPLS, they can do with the approval of the Programme Director. In such cases, a person within PPLS may also be assigned as a supervisor to ensure that the supervision follows PPLS-specific requirements.

Students who have been progressed to the dissertation element of their programme are required to write a dissertation of up to 8,000 words. Some projects may require a more extensive write up. Up to 10,000 words may be allowed, but this requires written permission of your dissertation supervisor which should be forwarded to the PG Office for confirmation. Word limits above 10,000 words are only permitted in exceptional circumstances and require additional approval by the Programme Director.

Part time students must complete their dissertation in the same time allotted to full time students – over the summer months of the second year of study.

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.

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
- Supervisors will comment on only one draft of the dissertation. They will not comment on multiple revisions
- The discussion write up may not be commented on, however this can be dependent on your specific topic and can be queried further with your supervisor
- 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
- Supervisors vary in their approach: some may comment on a full draft whilst others only offer feedback on specific aspects

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 proofread your dissertation.

The deadline for handing in completed dissertations to the Postgraduate Office is Thursday 15th August 2019 by 4.00 pm.

**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 they 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.

**Ethics**

For your dissertation research, you may run experiments and / or collect data. You are expected to follow the ethics guidelines adopted by the School in carrying out such research projects: [http://www.ed.ac.uk/ppls/linguistics-and-english-language/current/postgraduate/research-preparation](http://www.ed.ac.uk/ppls/linguistics-and-english-language/current/postgraduate/research-preparation).

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 may) incur a fee. Guidance on how to apply can be found online: [http://www.ed.ac.uk/ppls/linguistics-and-english-language/current/postgraduate/research-preparation/research-passports](http://www.ed.ac.uk/ppls/linguistics-and-english-language/current/postgraduate/research-preparation/research-passports).

**Research Funds**

Costs of any research project can vary and you may be 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 amount will be reimbursed.

Any approved funds can take up to 4 weeks to be reimbursed so you may need to pay expenses yourself in the first instance.

**Frequently Asked Questions**

**Word Count**
- 8,000 words (no minimum word count is specified)
- 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
- The word count must be followed. If you need to go over the word count for any reason then you must get the permission of your supervisor and this should be forwarded to the PG Office for information

**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
- Email a pdf version to pplspgoffice@ed.ac.uk
- As per all coursework submissions, only your examination number must be on the dissertation in order to maintain 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 dissertation where the specialised nature of the topic identifies the student particularly for the 1st marker who will be your named supervisor)
- Each page must be numbered but you do not need to put your exam number on every page
- Email the coversheet through your University email account

Early submission & Late Penalties
- You can submit early but marking will not take place until after the deadline
- The deadline must be met unless you have an extension approved by the PG Office
- Late penalties will apply

Margins & Layout
- Default margins on your processor will do fine

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

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

Acknowledgements
- It is ok to add acknowledgements

Title Page

Title of Thesis
Examination Number
Name of Degree
The University of Edinburgh
Year of Presentation

FEEDBACK TO STUDENTS

An important way to learn during your studies is to read the 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 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 on submitted coursework and exams will be returned within 15 working days of any deadline / exam date, the PG Office will confirm when this is available to you for each PPLS PG owned course.

**How to Use Feedback**
Comments may be 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 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.

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 ‘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.

**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 University guidance, written coursework is to be moderated by a 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

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
speech and language processing 2018/19

- students are informed that marks are subject to change until confirmed by the examination board

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

phd students involved in the teaching of a course may also carry out some marking. however, marking by phd students will always be monitored and moderated by an academic staff member.

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. should there be any delays you will receive an email from the relevant course organiser to confirm.

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</td>
</tr>
<tr>
<td>70-79</td>
<td>a3</td>
<td>satisfactory 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>bad fail</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 PPLS PG 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 applicable.

Other than in exceptional circumstances, extensions will only be granted in unexpected cases of illness or family emergency. For any one assessment, 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 and apply for the special circumstances committee to disregard any late penalty applied.

Extension requests due to work commitments, conference attendance, time mismanagement, personal computing problems or ignorance of deadline will not be accepted. Students must note that no extension will be approved for any student awaiting feedback from their proofreader.
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 may make a case to the special circumstances committee for the waiver of any late submission penalties to be considered.

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 are unable to complete their work, they should discuss the possibility of a formal concession to their studies (in the form of an extension or interruption) with either the PG Office Student Support Staff 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.

Dissertation Extensions
Extensions of up to four weeks can be requested from the PG Office. Extensions of more than four weeks can only be obtained via a formal concession to a student’s studies (extension or interruption), which should be requested by their 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 programme cohort.

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. If students are seeking longer extensions, they should discuss the possibility of a formal concession to their 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, 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. 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 inform your Programme Director or the Postgraduate Office immediately to begin the official withdrawal process.

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 or your own previously assessed original work. 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/information-services/learning-technology/assessment/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 a 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.

**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
- Reviewing 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.

**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/academic-services/staff/discipline/academic-misconduct.

## EXAMINATION BOARDS

Examination board meetings take place three times a year, in January (interim semester 1 course board) June (interim semester 2 course and progression board) and October (final board). An External Examiner is appointed for every MSc programme to adjudicate marking. 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.

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.
Further guidance on the examination and progression requirements of the University can be found in the Taught Assessment Regulations: https://www.ed.ac.uk/academic-services/policies-regulations/regulations/assessment.

January Board
Held remotely in January, this board approves any semester 1 coursework results that are available at the time. Coursework results will be published to students following the January board: https://www.ed.ac.uk/ppls/content-to-be-reused/postgraduate/results.

Interim board
Held in June, this board approves the remaining coursework results and recommends progression to the dissertation stage of the programme. Coursework results will be published to students following the interim board: https://www.ed.ac.uk/ppls/content-to-be-reused/postgraduate/results.

The External Examiner may request to meet students. 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 AND
- Taught assessment regulation 56

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 AND
- Taught assessment regulation 57

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 AND
- Taught assessment regulation 57

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

Final Board
Held in October following the marking of the dissertation element. The board approves all marking and recommends awards at this stage. Following this, students’ results will be communicated via EUCLID. This will detail their award of MSc or Diploma.

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
• *Taught assessment regulation 57*

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 the coursework average are considered for awarding the Merit
• *Taught assessment regulation 59*

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 the coursework average are considered for awarding the Distinction
• *Taught assessment regulation 60*

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

**Special Circumstances Committee**
If you have any questions or concerns about any aspects of your academic life in the MSc programme, the Postgraduate Office Student Support Staff and Programme Director are 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.

Guidance on the special circumstances processes can be found online: [http://www.ed.ac.uk/academic-services/students/assessment/special-circumstances](http://www.ed.ac.uk/academic-services/students/assessment/special-circumstances).

Special circumstances are considered only when the examination boards meet so immediate action will not be taken. When an application is received you will be informed of when to expect a decision.

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

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 PG Advisor, or School Postgraduate Director. Other sources of specialist academic and pastoral support are available:
• Edinburgh University Students’ Association Advice Place [https://www.eusa.ed.ac.uk/support_and_advice/the_advice_place/](https://www.eusa.ed.ac.uk/support_and_advice/the_advice_place/)
• Student Counselling Services [http://www.ed.ac.uk/student-counselling](http://www.ed.ac.uk/student-counselling)
Exam Board Membership

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
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<tbody>
<tr>
<td>Convenor</td>
<td>Dr Mits Ota</td>
</tr>
<tr>
<td>Secretary</td>
<td>Miss Toni Noble</td>
</tr>
<tr>
<td>PG Advisors</td>
<td>Dr Joseph Gafaranga</td>
</tr>
<tr>
<td>Programme Directors</td>
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<td>Applied Linguistics</td>
<td>Dr Lauren Hall-Lew</td>
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<tr>
<td>Cognition in Science &amp; Society</td>
<td>Dr Chris Cummins</td>
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<tr>
<td>Developmental Linguistics</td>
<td>Dr Vicky Chondrogianni</td>
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<tr>
<td>English Language</td>
<td>Dr Claire Cowie</td>
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<tr>
<td>Evolution of Language &amp; Cognition</td>
<td>Prof Simon Kirby</td>
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<tr>
<td>Linguistics</td>
<td>Dr Michael Ramsammy</td>
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<td>Dr James Kirby (Sem 1)</td>
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<td>Prof Alice Turk (Sem 2)</td>
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<td>Prof Simon King</td>
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<td>Dr Korin Richmond</td>
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<tr>
<td>Speech &amp; Language Processing</td>
<td>Dr Jon Barker</td>
</tr>
</tbody>
</table>

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”. 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 so that staff can help you to manage your progress through your studies. 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
Students on a Tier 4 visa must check the current rules regarding attendance which can be found online: [http://www.ed.ac.uk/global/immigration](http://www.ed.ac.uk/global/immigration).

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

Students intending to complete their dissertation outwith Edinburgh must complete a permission to be off campus form that is approved by their dissertation supervisor.

### 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

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. 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
- 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 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 on the Edinburgh Global website [http://www.ed.ac.uk/global/immigration](http://www.ed.ac.uk/global/immigration). Information or advice required on your Tier 4 immigration status must be referred to this team also.

### UPDATING PERSONAL DETAILS

Students have the functionality to maintain their own personal details in their MyEd ‘Student Personal Details’ channel. You can maintain:
The user guide for student self-service is available online: [http://www.ed.ac.uk/student-systems/support-guidance/students/change-your-student-record](http://www.ed.ac.uk/student-systems/support-guidance/students/change-your-student-record).

**EMAIL LISTS AND CONTACT**

When you enrol at the University you get a @ed.ac.uk 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 your programme mailing list, and the PPLS Postgraduate mailing list – ppls-postgrad@lists.ed.ac.uk. These will be used to inform you of any events happening in the School, which may be of interest to you. You may also use these lists to communicate with all other postgraduates within the School (limited to academic use). If you have any queries regarding the lists, 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 will bounce to the administrator for approval / deletion.

**COMPUTING LABS**

All students have day access (9am to 5pm) to the School computing labs. In order to gain out of hours access students get permission from the School Facilities Team: ppls.facilities@ed.ac.uk.

**LIBRARIES**

Philosophy & Psychology Library
[http://www.ed.ac.uk/ppls/psychology/research/facilities/philosophy-and-psychology-library](http://www.ed.ac.uk/ppls/psychology/research/facilities/philosophy-and-psychology-library)


**GRADUATIONS**

Information on Graduations can be found online: [http://www.ed.ac.uk/student-administration/graduations](http://www.ed.ac.uk/student-administration/graduations).
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. Rebecca Valentine is responsible for careers provision within PPLS, she is based at the Main Library Building: http://www.ed.ac.uk/careers.

STUDENT REPRESENTATION

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 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. Informal feedback, to the Postgraduate Director, Deputy Postgraduate Director, the Postgraduate Advisor, individual Course Conveners or the PPLS Postgraduate Office, is welcome at any time. Postgraduate representatives receive training and support from the Edinburgh University Students’ Association: https://www.eusa.ed.ac.uk/representation/yourrepresentatives/.

Why be a Student Representative?
- So that you can make a positive difference to the way your programme and 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

Programme / Subject Area Representatives
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

School Student Representative
The School Postgraduate Committee deals with all policy issues for postgraduate students in the School. One taught and one research student representative is selected on a rotation basis within
the School. The role of the School Representative is to communicate the views of the students on programme to the academics responsible within the School.

**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.

Guidance on health and safety matters can be found on the Health and Safety Department website: [http://www.ed.ac.uk/health-safety](http://www.ed.ac.uk/health-safety).

Any questions or problems about matters of health and safety within the School can be taken up with the School Facilities team on [ppls.facilities@ed.ac.uk](mailto:ppls.facilities@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 outwith the usual test time.

**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.

**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**

Guidance on the students complaint procedures can be found online here: [http://www.ed.ac.uk/university-secretary-group/complaint-handling-procedure](http://www.ed.ac.uk/university-secretary-group/complaint-handling-procedure).

**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.
Further information can be found online: [http://www.ed.ac.uk/about/website/freedom-information](http://www.ed.ac.uk/about/website/freedom-information).

**DATA PROTECTION**

The General Data Protection Regulation (GDPR) 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 online: [https://www.ed.ac.uk/records-management/gdpr](https://www.ed.ac.uk/records-management/gdpr).

**SCHOOL POSTGRADUATE COMMITTEE**

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

The School Postgraduate Director is the convener of the Postgraduate Committee 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 Committee level.

**USEFUL WEBSITES**

- School of Philosophy, Psychology & Language Sciences [http://www.ed.ac.uk/ppls](http://www.ed.ac.uk/ppls)
- Open Access Computers [http://www.ed.ac.uk/information-services/computing/desktop-personal/open-access](http://www.ed.ac.uk/information-services/computing/desktop-personal/open-access)
- College of Arts, Humanities & Social Sciences [http://www.ed.ac.uk/arts-humanities-soc-sci](http://www.ed.ac.uk/arts-humanities-soc-sci)
- Campus Maps [http://www.ed.ac.uk/maps](http://www.ed.ac.uk/maps)
- Student Administration [http://www.ed.ac.uk/student-administration](http://www.ed.ac.uk/student-administration)
- The Advice Place [https://www.eusa.ed.ac.uk/support_and_advice/the_advice_place/](https://www.eusa.ed.ac.uk/support_and_advice/the_advice_place/)
- Student Counselling [http://www.ed.ac.uk/student-counselling](http://www.ed.ac.uk/student-counselling)
- Edinburgh University Students’ Association [https://www.eusa.ed.ac.uk/](https://www.eusa.ed.ac.uk/)
- Using Social Media in your Studies and Career [http://www.ed.ac.uk/careers/looking-for-work/social-media](http://www.ed.ac.uk/careers/looking-for-work/social-media)
- English Language Teaching Centre [http://www.ed.ac.uk/english-language-teaching](http://www.ed.ac.uk/english-language-teaching)
- Student Disability Service [http://www.ed.ac.uk/student-disability-service](http://www.ed.ac.uk/student-disability-service)
- Institute for Academic Development [http://www.ed.ac.uk/institute-academic-development/postgraduate](http://www.ed.ac.uk/institute-academic-development/postgraduate)