



THE UNIVERSITY *of* EDINBURGH
School of Philosophy, Psychology
and Language Sciences

MSc / Dip / Cert
SPEECH AND LANGUAGE
PROCESSING
PROGRAMME HANDBOOK
2019-2020

If you require this document or any of the internal University Of Edinburgh online resources mentioned in this document in an alternative format please contact the PPLS Postgraduate Office (pplspgoffice@ed.ac.uk, +44(0)131 651 5002)

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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/19-20/>.

Handbooks were correct at the time of printing (September 2019), changes may be made for future sessions.

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 and 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 & Language Processing programme 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 (Ground Floor)

Office Hours

9.30am – 12.30pm

1.30pm – 5.00pm

Tel: 0131 651 5002




Email: pplspgoffice@ed.ac.uk

PPLS Head of
Postgraduate
Administration

Miss Katie Keltie



PPLS PG Administration Co-ordinator
PhD Administration including examination
PhD Admissions
PhD Student Support

PPLS PG Administrator	Miss Toni Noble 	PPLS PG PGT Admin Co-ordinator MSc Psychology and LEL Administration MSc Taught Admissions MSc Student Support
PPLS PG Administrator	Miss Becky Verdon 	PPLS PGT Assessment Co-ordinator MSc Philosophy Administration PPLS PG Online Programme Admissions PPLS PG Online Programme Administration MSc and Online Student Support
PPLS PG Administrator	Miss Annette Nimmo 	PhD examination administration support PhD Administration including examination PhD Admissions PhD Student Support General enquiries

The Postgraduate Student Services Office is responsible for preparing postgraduate course documentation and co-ordinating postgraduate teaching across the School. If you are not sure who / where to ask about something – the Postgraduate Student Services Office is a good place to start!

Postgraduate Student Services staff are also the Student Support Officers for postgraduate students. We aim to ensure that all students receive the support they need throughout their studies, including support with:

- Special Circumstances applications
- Degree transfers and progression
- Absences, Interruptions of Study and withdrawal
- Information on university support services
- University procedures 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.

Co-Programme Directors

Prof Simon King



Tel: 0131 651 1725

Email: Simon.King@ed.ac.uk

Office: 3.11 Informatics Forum

Dr Korin Richmond



Tel: 0131 651 1769

Email: Korin.Richmond@ed.ac.uk

Office: 3.03 Informatics Forum

For the majority of master's students, your Programme Director will be named as your Personal Tutor. You may find reference to either title in University documentation; however for postgraduate programmes the role is most commonly referred to as Programme Director. Programme Directors can provide academic guidance and support throughout your studies with us. They can advise you on course choices, review your performance, and write you academic references.

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.

External Examiner

Students must not make direct contact with the External Examiner, all queries to be passed on should be directed to the PPLS PG Office: pplspgoffice@ed.ac.uk. The External Examiner for this programme is: Dr Jon Baker, University of Sheffield.

Senior Personal Tutor

The Senior Tutor oversees the Personal Tutor system across the School: PPLS.senior.tutor@ed.ac.uk

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

PROGRAMME SPECIFICATION

To obtain an MSc in Speech & 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 & 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 & Language Processing you must complete 60 coursework 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/19-20/dpt/ptmscslanp1f.htm>.

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/19-20/>.

COURSE ENROLMENTS AND ACADEMIC ACTIVITIES

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>
- Psychology: <http://www.ed.ac.uk/ppls/psychology/events>
- Linguistics & English Language: <http://www.ed.ac.uk/ppls/linguistics-and-english-language/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:

Lecture	Traditional plenary session. The lecturer presents to the class
Tutorial	Small group session typically discussing prepared reading or a set of exercises
Workshop	Typically a task-based session with the staff acting in an advisory capacity
Seminar	Usually involves short presentations by students

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, please 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.

Further information can be found online here: <https://www.ed.ac.uk/timetabling-examinations/timetabling/personalised-timetables/student-timetables>.

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.

Most 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 guidance on criteria can be found under the 'Assessment' tab in any Learn page.

Further information can also 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. Check with your Course Organiser on how they want assessments completed.

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 sans 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. Check with your Course Organiser.

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.

If your submission is late you will need to email the Postgraduate Office to confirm when you do submit. In such cases late penalty points will apply (see Extensions and Penalties section below for details).

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 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 is designed to help all of our students grow as writers. They have an ever-expanding database of documents and articles to provide guidance and answer your questions. They hold group workshops on a variety of topics and also offer one-on-one appointments with personalised feedback to all students: <https://writingcentre.ppls.ed.ac.uk/>

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.

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>.

DISSERTATION

The dissertation / research project is an independent piece of work. You will be allocated a supervisor, who will provide you with advice and guidance in relation to the dissertation / research project, but you should remember that the sole responsibility for the academic quality of your dissertation / research project lies with you. You should research and develop your own ideas, and discuss your proposed approaches with your supervisor. Feedback you receive from your supervisor is intended as guidance, and must not be interpreted as an indication that your work will receive a particular final mark / outcome. You may be allocated a supervisor whose area of expertise is not a precise match for your chosen area of research, but who has the required expertise to supervise a dissertation / research project. All supervisors are experienced and knowledgeable regarding academic writing.

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, if so you must get the written permission of your dissertation supervisor and this should be forwarded to the PG Office for information.

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 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 13th August 2020 by 4.00 pm.**

Dissertation format guidelines are available online: <http://www.ed.ac.uk/ppls/linguistics-and-english-language/current/postgraduate/coursework-and-dissertations>.

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

Supervision Styles

Although your dissertation supervisor will guide you through the research process, you will find yourself having to learn a number of skills (depending on your research interests) throughout the course of the dissertation. Your supervisor is there to help you but will not be able to do the work for you. You should also bear in mind that 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>.

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>.

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.

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.

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 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.

Peer Support

Peer support in the context of the University means a student with more experience sharing their knowledge, skills, abilities and expertise with a new or less experienced student. Peer Support may focus around advancing your academic work, providing opportunities to socialise with other students within your School or offering additional support to ensure your wellbeing while at University. The Students' Association offers Peer Learning & Peer Support opportunities for Masters Students. Peer Learning schemes are facilitated by student volunteers, who run structured study sessions to help attendees become familiar with their disciplines, consolidate their knowledge, improve their grades and make friends. Peer Support schemes (e.g. academic families and mentoring) are also led by student mentors, who offer pastoral and wellbeing support to students.

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
- 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

Mark %	Grade	Description
90-100	A1	An excellent performance, satisfactory for a distinction
80-89	A2	
70-79	A3	
60-69	B	A very good performance
50-59	C	A good performance, satisfactory for a masters degree
40-49	D	A satisfactory performance for the diploma, but inadequate for a masters degree
30-39	E	Marginal fail
20-29	F	Clear fail
10-19	G	Bad fail
0-9	H	

GRADE DESCRIPTORS

Mark %	Description
90-100% (A1)	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.
80-89% (A2)	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.
70-79% (A3)	Focused, clear and well-structured work. Effectively and convincingly argued. Critical understanding of conflicting theories and evidence. Excellent presentation and referencing.
60-69% (B)	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.
50-59% (C)	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.
40-49% (D)	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.

30-39% (E)	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.
20-29% (F)	Fail. Seriously inadequate knowledge of the subject. Little awareness of relevant issues or theory. Major omissions and inaccuracies.
10-19% (G)	Fail. Short, unclear, factually inaccurate. Lack of understanding of key reading and academic concepts.
0-9% (H)	Fail. No academic merit. No indication that the course has been followed.

EXTENSIONS AND PENALTIES

Students are expected to monitor their workload, be aware of all deadlines and be able to organise themselves accordingly. In exceptional circumstances, an extension of up to seven calendar days may be possible. This in line with the University Taught Assessment Regulation 28 <https://www.ed.ac.uk/academic-services/policies-regulations/regulations/assessment>.

If possible, please submit your extension request at least 3 working days before the relevant deadline(s). However we do accept requests submitted at any point up until the deadline. Retrospective extensions will not be granted.

How to apply for an extension

If you would like to apply for an extension please complete the online application form which can be found on our website (the link will be available on our LEARN pages). If you have any issues using the online form, then please email us directly with your extension request confirming the reasons why, how many days you require and attach your supporting documents to the email: pplspgoffice@ed.ac.uk.

Penalties

If assessed coursework is submitted late without an agreed extension to the deadline, it will be recorded as late and a penalty will be exacted. The original unreduced mark will be recorded by the School and the student informed of it. These penalties follow the University's Assessment Regulations.

No of days late	Penalty
Up to 7 days	5 point per day
7 + days	Automatic mark of 0 recorded

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.

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>.

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.

STUDENT WELLBEING

As with all transitions in life, applying to and studying at university can be both exciting and challenging – whether it is your first time at university or you are returning to higher education, and whether you have a pre-existing mental health condition or not, it is important to look after yourself. University can be busy and stressful at times, this can in turn cause our state of wellbeing to fluctuate. We all have strategies for coping with ups and downs in life and it is important to continue using and revising these skills, to help support and maintain your wellbeing which is crucial to allow you to experience a positive and happy university journey.

We provide a range of evidence-based resources, workshops and support which are available to you and can enable you to cope with the ups and downs of university life. These are provided by a number of different services, including the Centre for Sport and Exercise, Chaplaincy, Counselling Service and the Edinburgh University Students Association.

- Centre for Sport and Exercise: <https://www.ed.ac.uk/sport-exercise>
- Chaplaincy: <https://www.ed.ac.uk/chaplaincy>
- Student Counselling Services: <http://www.ed.ac.uk/student-counselling>
- Edinburgh University Students' Association Advice Place: https://www.eusa.ed.ac.uk/support_and_advice/the_advice_place/

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 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 early February (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.

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>.

February 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

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

Details of Award of Diploma

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

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

Details of Award of Certificate

- Pass at least 60 credits with a mark of at least 40% AND
- Attain an average of at least 40% for the 60 credits of study examined for the Certificate

After the 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

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
 - A borderline student with a coursework average of 58 or above will be awarded a Merit only if their dissertation result is 60 or above and the aggregate of the Coursework and Dissertation mark is 60 or above

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%
 - A borderline student with a coursework average of 68 or above will be awarded a Distinction only if their dissertation result is 70 or above and the aggregate of the Coursework and Dissertation mark is 70 or above

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

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 campus form available online: <http://www.ed.ac.uk/ppls/linguistics-and-english-language/current/postgraduate/permission-to-be-off-campus>.

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>.

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

Students intending to complete their dissertation out with 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.

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 information and advice can be found online: <http://www.ed.ac.uk/global/immigration>.

UPDATING PERSONAL DETAILS

Students have the functionality to maintain their own personal details in their MyEd 'Student Personal Details' channel. You can maintain:

- Personal email address and mobile phone number
- Preferred first name (the name you like to be known as)
- Current and future home and semester addresses
- Details of who the University should contact in the event of an emergency
 - *It is strongly recommended that you enter emergency contact details*

The user guide for student self-service is available online: <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>

University Libraries <http://www.ed.ac.uk/information-services/library-museum-gallery>

National Library of Scotland <http://www.nls.uk/>

Class Libraries <http://www.ed.ac.uk/information-services/library-museum-gallery/using-library/lib-locate/class-libs>

GRADUATIONS

Information on Graduations can be found online: <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, they are based at the Main Library Building: <http://www.ed.ac.uk/careers>.

STUDENT REPRESENTATION

What to Expect with Student Representation

Staff members at the University of Edinburgh work closely with student representatives. Edinburgh University Students Association coordinates student representation and provides training and support for student representatives across the University. Student representatives ('Reps') listen to you to identify areas for improvement, suggest solutions, and ensure that your views inform strategic decisions within the University, building a stronger academic community and improving your student life. All Schools are expected to facilitate communication between student representatives and the students they represent. Schools should either share with student representatives the University student email address of the students they represent or facilitate alternative ways for representatives to contact all classmates e.g. via m-list.

How it Works in PPLS

The School has a well-established system for postgraduate representation, enabling students to raise general issues of concern about their programme. Programme reps 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.

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
- Postgraduate representatives receive training and support from the Edinburgh University Students' Association: <https://www.eusa.ed.ac.uk/representation/yourrepresentatives/>

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 (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.

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.

The University Health and Safety Policy

The University Health and Safety Policy is supported by a Framework document published in two parts on the Organisation and Arrangements of health and safety within the University. Individuals are required to comply with any procedures or arrangements formulated under the authority of this Policy. Any questions or problems about matters of health and safety can be taken up initially with the School Safety Adviser.

Further guidance on health and safety matters can be found on the Health and Safety Department website at <http://www.ed.ac.uk/healthsafety> including contact details for all professional staff within the corporate Health and Safety Department

Fire

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

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.

Do you have an idea or suggestion for improvement in PPLS?

<http://ask.ppls.ed.ac.uk/feedback/>

Please note: If you have a concern about your academic progress, please contact your Personal Tutor. If you would like to discuss a personal matter, please contact PPLS PGO Office.

Complaints

Guidance on the students complaint procedures can be found online here:

<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>.

DATA PROTECTION

Under Data Protection Law, personal data includes all recorded information about a living, identifiable individual. Students using personal data as part of their studies must comply with the responsibilities as outlined in the linked guidance. Before using personal data as part of their studies students must become familiar with the linked guidance, discuss implications with their supervisor and seek appropriate ethics approval. They must also obtain consent from the data subjects to take part in the studies. Failure to comply with the responsibilities is an offence against University discipline, and could lead to a breach of Data Protection Law. A data protection breach can cause distress to the people the information is about, and can harm relationships with research partners, stakeholders, and funding organisations. In severe circumstances the University could be sued, fined up to £20,000,000, and experience reputational damage.

USEFUL WEBSITES

- School of Philosophy, Psychology & Language Sciences <http://www.ed.ac.uk/ppls>
- Open Access Computers <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>
- Campus Maps <http://www.ed.ac.uk/maps>
- Student Administration <http://www.ed.ac.uk/student-administration>
- The Advice Place https://www.eusa.ed.ac.uk/support_and_advice/the_advice_place/
- Student Counselling <http://www.ed.ac.uk/student-counselling>
- Edinburgh University Students' Association <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>
- English Language Education <https://www.ed.ac.uk/english-language-teaching>
- Student Disability Service <http://www.ed.ac.uk/student-disability-service>

- Institute for Academic Development <http://www.ed.ac.uk/institute-academic-development/postgraduate>