



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



MSc / Dip / Cert Epistemology, Ethics and
Mind (online)

Programme Handbook 2021/22

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)

Welcome

Hello. Greetings, best wishes and a very warm welcome to the online MSc./ PG. Diploma / PG. Certificate in *Epistemology, Ethics and Mind* (EEM) programmes. My name's Alasdair and as your programme director, I should be the first port of call for any problems or queries you might have in respect of EEM.

In studying with us, you have become part of a community that contains some of the world's most distinguished students and scholars, a community that has been ongoing since 1583, and which continues to influence the way we think about, engage with, and shape the world.

Although many of you live far away from Scotland, we hope that you will feel part of our lively scholarly community. The University of Edinburgh is a truly international institution with an unparalleled global reputation for research and teaching. Nowhere is this reflected more strongly than in our online programmes, which bring together people from all over the world to share their passion for learning and furthering the bounds of knowledge.

This handbook has been designed to get new students started and to refresh the memories of continuing students. What follows should help to explain the structure of the degree, what is required of you and the support you can expect as a student at the University of Edinburgh.

I am very happy to be involved with this program and I look forward to hearing from you. Please let me know if there is anything I can do to help.

Wishing you every success with your studies,

Dr. Alasdair Richmond

Programme Director,

Philosophy, School of Philosophy, Psychology and Language Science

Contents

Introduction	Page 4
Essential Contacts – Support	Page 5
Staff Roles	Page 6
Programme Specification	Page 8
Course Enrolments	Page 9
Teaching & Learning Approaches	Page 10
Assessment	Page 11
Submission Procedures	Page 13
Assignment Deadlines, Marking and Moderation	Page 15
Exam Boards	Page 16
Dissertation	Page 18
Timelines	Page 21
Feedback to Students	Page 22
Attendance Monitoring	Page 24
Common Marking Scheme	Page 24
Extensions, Penalties & Special Circumstances	Page 25
Plagiarism	Page 26
Peer Proof Reading	Page 27
Graduations	Page 27
Paying Tuition Fees	Page 28
University Student Card	Page 29
Research Funds & Ethics	Page 30
If things go wrong	Page 30
Student Representation	Page 31
Useful Websites	Page 32
Freedom of Information & Data Protection	Page 33

Introduction

This handbook is designed to provide students with general information and guidance about studying in programmes housed by 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/21-22/dpt/drps_ppl.htm

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 as of September 2021.

The School of Philosophy, Psychology and Language Sciences (PPLS)

Established in August 2002, PPLS is one of 11 Schools in the College of Arts, Humanities & Social Sciences. The School runs both taught Masters programmes and research programmes in three Subject Areas:

- Philosophy
- Psychology
- Linguistics & English Language (LEL)

Essential Contacts and Support



Dr. Alasdair Richmond
Programme Director

Personal Tutor

A.Richmond@ed.ac.uk

+44 (0)131 650 3656

Skype name live:.cid.4fdf0b395d2249fe

Skype invitation link:

<https://join.skype.com/invite/igSgCheBJ1di>



Professor Mark Harris
Deputy Programme Director
Divinity Liaison

Mark.Harris@ed.ac.uk

+44 (0)131 650 8914



Sabina Ali
Postgraduate Administrator

PPLS Postgraduate Office

pplspgoffice@ed.ac.uk

+44 (0)131 651 5002



Ishbel Leggat
Academic Liaison Librarian

Ishbel.Leggat@ed.ac.uk

+44 (0)131 651 5214



Aran Ward Sell
Learning Technologist

Aran.Ward.Sell@ed.ac.uk

The PPLS Postgraduate Office

Office Hours	9.30am – 12.30pm and 1.30pm – 5.00pm
Tel.	+44 (0)131 651 5002
Email	pplspgoffice@ed.ac.uk

Sabina Ali is your Programme Administrator and should be your first point of contact for any administrative queries you have about your studies. However, Toni, Katie and Henry can also help if Sabina is unavailable.

The PPLS Postgraduate Office (PGO) provides administrative support for all postgraduate programmes, courses, staff and students in the School.

Each member of the PGO team is available to help and provide advice on all aspects of postgraduate administration in the School. However, they do specialize in particular areas:

<p>Sabina Ali</p> 	<p>Online Programme Administration and Admissions MSc Philosophy Administration Assessment Coordinator MSc and Online Student Support</p>
<p>Katie Keltie</p> 	<p>PPLS PG Administration Coordinator PhD Administration including examinations PhD Admissions PhD Student Support</p>
<p>Toni Noble</p> 	<p>PPLS PG On-Campus Admin Coordinator MScT On-Campus Admissions MSc Student Support MSc Psychology and LEL Administration</p>
<p>Henry Barnett</p> 	<p>PhD examination administration support PhD Administration including examination PhD Admissions PhD Student Support</p>

If you have any questions about studying in the school, please do not hesitate to contact the Postgraduate office during the office hours via email, phone or we can also set up an online meeting with you. Occasionally the office will be closed for training or meetings. If your enquiry is urgent, please call the number above and leave a message. We will get back to you as soon as possible.

Programme Director and 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. The Programme Director provides pastoral support and advice for any scholarly or personal issues that 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.

In addition, you will also be assigned a personal tutor (please note, in most cases this may be the same person as the programme director). The support of the personal tutor will be particularly beneficial to students on the programme who progress to the dissertation, as your tutor can offer advice about suitable research topics. This is usually done in the semester prior to starting the dissertation, but students are welcome to raise this issue with their personal tutor earlier if they wish.

You should have at least one individual meeting per semester with your Programme Director/Personal Tutor. If you would like additional meetings, you are welcome to request these. You can request a meeting by email with your Programme Director/Personal Tutor directly. You can also request a meeting through your MyEd portal.

Do bear in mind that your Programme Director, Personal Tutor and teaching staff are unavailable outside normal office hours (Monday to Friday, 9am – 5pm GMT/BST).

If you cannot, or do not want to, discuss an issue with either your Personal Tutor or 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.

Learning Technologist

For IT help and support please refer to the Technology Handbook in the first instance. You can find this on the Hub page under 'Degree Structure'. This provides all the information you should need to access the systems and environments in use on the programme as well as points of contact.

The Learning Technologist for this programme is Aran Ward Sell (aran.ward.sell@ed.ac.uk). Please contact Aran in the first instance if you have any trouble with technology issues related to your courses. If Aran is unavailable, please contact Selva Athi Narayanan (selva.athinarayanan@ed.ac.uk)

External Examiner

The External Examiner for the programme is Dr. Will Davies from the University of Oxford. Students must not contact any External Examiner directly. If you have any queries or wants to raise a mark with an External,

The HUB

The Epistemology, Ethics and Mind (EEM) Hub is the programme page on Learn which hosts important information relating to the programme content, structure, submissions, and announcements.

you should do so by contacting the PG Office in the first instance.



Programme Specification

The **MSc in Epistemology, Ethics and Mind** is made up of modules totalling **180 credits**. 120 credits are gained through coursework; the remaining 60 credits are awarded for a dissertation. Both parts of the programme have to be passed independently for the award of the MSc.

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

The **Certificate in Epistemology, Ethics and Mind** is made up of courses totalling **60 credits**. A Certificate may also be awarded if the coursework submitted for the MSc is considered to be below the standard normally required for a Diploma or MSc.

Length of Study

The programmes are designed to help you fit study around your work and other life commitments. The minimum and maximum times for completion for the MSc/ Diploma/Certificate programmes are tabled below. We would suggest part-time students take at least one course per semester. Please be aware that two courses per semester can be a heavy burden for those who also work full-time. Full time students always take 3 courses each semester of their study.

It is your responsibility to determine what you believe to be manageable and we recommended thinking carefully before deciding on your course choices.

PG Certificate	<i>60 credits of courses</i>	PT: 1-2 years
PG Diploma	<i>120 credits of courses</i>	FT: 9 months PT: 2-4 years
MSc	<i>120 credits of courses and 60 credits of dissertation (180 credits total)</i>	FT: 9 months PT: 2-4 years

Time commitment

There are two 11 week semesters each year, September to December and January to April. There are no courses offered during the summer months.

A key question for many students is how much time they should spend studying. The programme does demand a significant commitment from participants, so you will need to give serious thought to how you will integrate study with the rest of your working and personal life. While each 20 credit course carries a notional time commitment of 200 hours, this includes time likely to be spent in reflection, reading and contributing to seminars. We would remind you that 'full-time' really does mean full-time; if you have a full-time job you should not be enrolled as a full-time student. As a rough guide, we expect full-time students to study for approximately 35 hours a week and part-time students are likely to need to spend 12-15 hours a week reading and actively participating in the programme. This time commitment will likely increase in the period before assignment deadlines.

However, because the programme is delivered online, it's flexible in a way that more conventionally-delivered programmes cannot be.

Coursework

Your coursework comprises core and option courses. You will be assessed on these courses and the marks will be part of your overall coursework assessment. To see the courses available, please see the relevant Degree Programme Table (DPT) at: http://www.drps.ed.ac.uk/21-22/dpt/drps_ppl.htm

Course Enrolments

Course choices for all new students are made at your meeting with the Programme Director at the start of the academic year. Course choices for returning students are made by emailing the Postgraduate Office. If you are unsure which courses you would like to take, you should discuss this with your programme director during Welcome week or week one, and after this meeting you should confirm your agreed courses with the PPLS Postgraduate Office via email. Once your course enrolments are added to your student record you will then have access to the course materials on *Learn* and will appear on the course email list.

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

The Course Organiser decides the content of each course and students are expected to take advantage of each lecturer's expertise and to participate fully in the learning activities. A student's failure to engage with the course content *does not* constitute grounds for complaint or refund, unless this is due to technical issues on the part of the University of Edinburgh. Problems with the student's technological access also do not warrant a refund. Once you have started a course, it is not possible to withdraw after week 2 of teaching without financial penalty unless there are extenuating circumstances. If such a case is made and upheld by PPLS, the School can only *recommend* to the central Student Administration Fees team that the fee be waived as this is out with our remit.

Students are solely responsible for ensuring that they are fully aware of when each course will take place. Failure to complete a course through non-participation or non-completion of the assessment will result in a failing mark being achieved.

Students who wish to withdraw from a course must contact us at the time when they realise they won't be able to continue.

Programme Time and Signing up for Seminars

One of the greatest advantages of online learning is the flexibility it affords. You can watch the pre-recorded lectures and participate in the discussion boards at a time that suits you.

Programme time is always Edinburgh Time. This is British Summer Time (BST) until Sunday 31st October 2021, when the clocks change to Greenwich Mean Time (GMT). We change back to British Summer Time on 27th March 2022.

Please use the time calculator below to calculate the difference between Edinburgh and your local time:

→ <http://www.timeanddate.com/worldclock/converter.html>

Live Seminar timetables are organised during induction weeks. Once enrolled on courses you will be invited to join in polls to try to ensure that the majority of students on each course can attend the live seminars which can take place on Blackboard Collaborate or on Microsoft Teams.

Teaching and Learning Approaches

Teaching will be delivered entirely online. Both the core and option units will be taught through a combination of live seminars attended by all students at the same time and discussion-forum based sessions. (The live sessions will generally be recorded for review by those who are unable to attend). There will also be weekly pre-recorded lectures. The method of teaching will vary from course to course.

We expect students to check the Hub page for the programme daily, and to log into their course *Learn* pages at least once a week. Students who have not logged in to their course *Learn* pages within two weeks of the start of the programme, or who do not do so for three consecutive weeks during the semester, will be contacted by the Personal Tutor and asked to explain their absence.

Much of the learning takes place through individual reading and reflection, and through group discussion on asynchronous discussion boards. You are therefore expected to read extensively and deeply in preparation for all seminars, and to participate fully. This is an integral and highly valued part of the teaching process. From the outset you must cultivate the study skills required for scholarship at an advanced level: using library sources fully, effective note taking, critical analysis and writing.

The dissertation requires a sustained piece of supervised but independent work designed to display the research skills and training acquired in the first part of the Masters course. It requires you to demonstrate an ability to engage critically and analytically with the literature in the field and to employ relevant social science concepts and theory in formulating a thesis. A central aim is to examine your ability to manage the conduct and presentation of an independent research project.

Reading lists will be issued at the start of each course, and all core readings are available through Learn. Please contact the liaison librarian, Ishbel Leggat (Ishbel.leggat@ed.ac.uk) if you encounter problems accessing any of the readings.

Learn

The Virtual Learning Environment used by the university.

Assessment

Most courses have a combination of the following components of assessment (but please check the relevant *Learn* page for the courses you enroll on as some may have slightly different assessment methods and weighting).

Essay

Essays will have a submission deadline of 12 noon (local Edinburgh time). 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.

There will be times during the programme 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.

Participation

Assessment for the participation grade differs between courses and will be made clear to the students at the start of the course. Examples of assessed activities include presentations, quizzes, written debates, and other more.

Participation in the live seminars is not assessed (although this should not deter you from attending them!).

Participation is an integral and highly valued part of the teaching process.

The most common forms of participation for assessment are quizzes, essay plan, or a discussion board. Students should note that they cannot go over the set word limit.

Discussion Board and other online activities

Courses are supported by a number of online activities. The most important of these are discussion boards, which have been set up for each week of the course as well as the course in general. Discussion boards are there to help you. Other activities might include personal journals, self-grading (non-assessed) quizzes, wikis, and others more. These constitute learning tools and we encourage you to make use of them regularly.

Phil Skills Course

All **new** students are required to enrol in Phil Skills (PHIL11203). Returning students are welcome to enrol in this course as well, but are not required to do so. Students who hold an undergraduate degree in Philosophy may be exempt from this course; please contact the Programme Director if you believe that you are exempt. This course is a two week, zero credit course and carries no additional fees. For further information, please have a look at the DRPS entry for the course:

<http://www.drps.ed.ac.uk/21-22/dpt/cxphil11203.htm>

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 academic writing, not necessarily elegance.

Further information can be also be found online here:

- https://media.ed.ac.uk/media/1_tcrkc1ka
- https://media.ed.ac.uk/media/1_o6w7nqfi/
- <http://edin.ac/2d8t5JM>



Submission Procedures

All PPLS coursework submissions are electronic and must be submitted through Turnitin on *Learn*. This also includes the dissertation for online MSc students.

For electronic submission, you will need to log into *Learn* and submit from there. Please click on the following link to read the step by step guide on how to submit assignments for your courses:

<https://www.ed.ac.uk/files/atoms/files/submissionrequirements.pdf>.

It includes how to navigate *Learn* for the submission link for your course, agreeing to the 'declaration of own work' and how to title your assignment. You can also find this on the PSR Hub on the left hand side under 'Programme Information' and by clicking the 'Assessment' link.

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

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.

Learn Submissions

If you are worried about any of your submissions during the course (where applicable) you can ask the PG Office to confirm that your paper has been received. You must also ensure that your file for submission is titled as your exam number and word count.

If you have any problems using the system please email your assignment directly to the Postgraduate Office in advance of the submission deadline.

All coursework assessments should be anonymous in order to maintain fair marking. Your exam number must be at the top of every page and the page number at the bottom. Your name or matriculation number **must not** be on any of your assignments. **You will be able to find your exam number on your student card.** If you do not submit your assignment anonymously then

you are doing so with the knowledge that your submission will be identifiable by the marker and moderator.

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

On completion of marking, everything will be returned to the Postgraduate Office where we will take note of the mark awarded and you will receive an email letting you know when your provisional marks and feedback are available on *Learn*.

Layout of Assignments

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

Type or Print

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

Character Size & Styles / Fonts

- Should be at least 11 points, with body text (text other than headings) not exceeding 12 points.
- Where there is a choice of character style or font, a serif font – e.g. Times New Roman or Palatino – should be used for the main text and a 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 for 1.5.

Anonymity

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

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 content and table / figure legends, but includes all other material. Footnotes cannot therefore be used to include extra material, and the use of footnotes is discouraged.

Each course on *Learn* will note what word / page limits are applied. Please be sure to check the relevant word limit for your assessment. You must not exceed the word limit

Assignment Deadlines

All of the courses have a 2500 or 3000 word essay as part of their summative assessment. The essay deadline will be the same for every course so if you are completing more than one course at the same time you'll need to schedule this into your workload.

Formative Essay (optional)

Students have the opportunity to submit a formative essay (midway through semester 1 and 2, 2,500 words maximum) on a voluntary basis, on Turnitin via *Learn*. The essay cannot be a draft of summative essay but it can be on the same topic. The course teachers will provide formative feedback only on these essays; they will *not* be given a mark and will therefore not be part of the final course result. It is up to the course teacher to decide whether or not to provide a list of essay topics or whether to agree topics individually. The essays will not be part of the formal assessment of the course and will therefore not be part of the final mark.

The formative essays must only be submitted electronically via Turnitin on *Learn* by **12 noon** (Edinburgh time) of the appropriate deadline. They must not be submitted directly to the course teacher before or after the closing deadlines.

The closing deadlines are as follows:

Semester 1 Courses: Thursday 21st October 2021

Semester 2 Courses: Thursday 3rd March 2022

Summative Essay (compulsory)

For the written assignment, course teachers will provide a list of essay questions, or you may negotiate a title of your preference, with the discretion of the course teacher. Please note that staff cannot give feedback on full-length drafts of assessment essays. However, they can read and comment on essay plans and outlines.

Students must submit their coursework electronically via Turnitin on *Learn* by **12 noon** (Edinburgh time) of the appropriate deadline.

If you are taking courses from **Divinity** (THET course number), please check deadlines with the appropriate course organisers, since other subjects' deadlines may differ from those in Philosophy.

Please note Summative Essay submission deadlines **for Philosophy** are:

Semester 1 Courses: Thursday 16th December 2021

Semester 2 Courses: Thursday 28th April 2022

Marking and Moderation

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

- marks awarded
- written comments provided to students by way of feedback

There is no requirement for moderation to take place prior to work being returned to students, provided that:

- moderators have access to a second copy of the work and the primary marker's main feedback
- students are informed that marks are subject to change until confirmed by the Board of Examiners

The moderator's sample should amount to no less than 10% of the total number of submissions. It should normally include:

- at least one example of work from each marking band
- most or all examples where first-class or 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.

Examination Boards

Examination board meetings take place in February, June and October.

Examination boards ratify the results of coursework assessments, confirm progression to the dissertation stage of the MSc when all necessary credits have been completed and confirm the final degree award when a student completes the programme.

Coursework results are provisional until ratified by the examination board.

An External Examiner is appointed for every MSc programme to moderate and adjudicate marking. Students must not contact any External Examiner directly. If a student has any queries or wants to raise a mark with an External, students must do so by contacting the PG Office in the first instance.

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

Interim Boards

Held in June, this board meeting approves the coursework results for Cert /Dip/MSc programmes. When students have completed 120 credits of courses on MSc programmes the interim board also recommends progression to the dissertation stage of the programme.

Progression

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.

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

Award of Certificate

- Pass at least 40 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

Award of Masters

In order to be awarded the Masters, the following requirements must be met:

- Have satisfied any requirements for progression AND
- Attain an additional 60 credits by achieving a mark of at least 50% for the dissertation or research component

In order to be awarded Merit, the following requirements must be met:

- Attain an average of 60-69% for the 120 credits of coursework AND
- Attain an average of 60-69% for the 60 credit dissertation

Borderlines for both dissertation and course average elements are considered for awarding Merit

In order to be awarded Distinction, the following requirements must be met:

- A mark of at least 70% for the 60 credit dissertation or research component AND
- Pass all other courses with an average of at least 70%

Borderlines for both dissertation and course average elements are considered for awarding distinction

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

After the examination board meets, students' results will be communicated via the 'Assessment' and 'Progression' fields on their EUCLID student record. This will detail their coursework results and confirm whether or not they have been progressed to dissertation, awarded Diploma, Certificate or Failed.

Dissertation

MSc students who have completed the coursework element of their programme at Masters level and progress to the dissertation component are required to write a dissertation project of 8,000 words. The dissertation writing period is 3 months long for both full time and part time students.

The dissertation is worth 60 credits and should demonstrate that you are able to take primary responsibility for the planning, completion and presentation of a research project.

Dissertations submitted in earlier academic years may be available through the Edinburgh Research Archive website through the Library:

- <http://www.era.lib.ed.ac.uk/handle/1842/154>.

You can view these dissertations for information on layout etc, but please note that if you use any part of a dissertation that you have viewed within your own dissertation, you must acknowledge this as per usual guidelines.

Proposal

Submitting your dissertation plan is an essential step to getting a supervisor and securing a topic for your dissertation. We ask that you suggest the names of two or three supervisors you would like to work with, however, if your Programme Director believes a different person would be a more appropriate supervisor then you may not be assigned someone on your list. Your plan must include the following:

1. Proposed title of dissertation
2. Three to four paragraphs about the topic (no more than 1000 words)
3. A proposed bibliography
4. The names of two or three potential supervisors.
5. The dissertation period in which the work will be completed (see below).

You may find that your end project looks a bit different to the proposed one: that's normal, you are not tightly bound to the content of the proposal. However, writing a proposal is an important discipline for thinking about a large project, which is why it is mandatory. All proposals are subject to approval by the programme director.

Full-time students must submit their dissertation proposal by on **Thursday 24th February 2022**. Part-time students who are in their final semester of coursework study must submit their dissertation proposal in week 6 of their final semester of taught courses **Thursday 21st October 2021 or Thursday 24th February 2022** depending on which semester they will complete their courses. Proposals should be submitted directly to *Learn*.

Dissertation Topics

Dissertation topics are usually settled with the Programme Director and your potential supervisor by the middle of the second semester at the latest (for full-time students); for part-time students this will be the semester where you will complete the requirement of 120 credits of courses. We encourage you to start discussing possible topics with potential supervisors before this point. In the first instance, you should discuss possible dissertation topics with your Personal Tutor. Once the topic is settled, you will be assigned a supervisor for your project. Students can choose a supervisor out with the core team of

lecturers for the online programme, and are encouraged to make use of the full range of expertise the department has to offer.

Supervisor Allocation

Individual supervisors differ greatly in their styles of supervision. Some prefer very frequent interactions 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.

What can you expect from your supervisor?

You may wish to send a draft of your dissertation to your supervisor for comments prior to submission; if you 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.
- It is not normal for there to be more than 10 hours of supervision (time to read / comment on drafts, responding to emails and meetings). Arrangements are made by individual students and supervisors.
- Dissertation supervisors can offer advice, but they **cannot** be expected to guarantee anything; they are not responsible for your work – **you are**. Supervisors can also offer advice on writing academic English, but they will not proof-read your dissertation. Please refer to the *Code of Practice* for further information.

What is expected from you?

You are expected to keep in close contact with your dissertation supervisor throughout your research. Part time students are strongly recommended to start discussions with potential dissertation supervisors throughout their final year of coursework study.

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. When writing your dissertation, it's important that you're realistic about what can be achieved within the word limit and the fixed time scale. You should also bear in mind that he or she may not be available at all times throughout the summer due to conferences, international collaborations and holidays.

Enrolment for Dissertation

Full-time Students

Full-time students are automatically enrolled on the dissertation at the beginning of their studies as a core course for the programme. Once progressed, full time students immediately continue to the dissertation component of the programme and complete the research project over the Summer Period submitting by the mid-August deadline in their year of study.

Part-time Students

Once you have passed your 120 credits of courses to the required MSc level, you can choose to start your dissertation period from the following options:

- **Summer Period:** June – August
OR
- **Autumn Period:** September – November
OR
- **Spring Period:** February – April

The dissertation periods refer to the Scottish seasons...even if the weather never really changes!

Once you have chosen your dissertation period you are committed to the specified submission deadline. We therefore ask that you think very carefully about which period will work best for you.

Please be aware that choosing your dissertation period will be provisional on progression to the dissertation element of the programme by the examination board; once progressed you will be enrolled on the dissertation course and an invoice for payment issued.

Progression to the dissertation stage will be confirmed by the next available examination board after a student has been assessed on the required 120 credits of taught courses. In order to progress to the dissertation element MSc students must meet the requirements for progression (see Examination Boards section). **All students (full-time or part-time) are expected to commence work on their dissertation before confirmation of progression.**

Students must complete the entire award within the prescribed period for the MSc. You can find your maximum programme end date on MyEd.

2021/22 Deadlines

All **dissertations** must be submitted via *Learn* by **4.00pm** (local Edinburgh time) of the deadlines specified below.

Full-time Students

Full-time students must submit by **Thursday 11th August 2022**.

Part-time Students

Part-time students must submit by the deadline relevant to the dissertation period:

- Summer Period (June – Aug): **Thursday 11th August 2022**
- Autumn Period (Sept – Nov): **Thursday 9th December 2021**
- Spring Period (Feb – Apr): **Thursday 14th April 2022**

What might my timeline look like?

Full Time Student Example Timeline

On the right hand side there is an example timeline of a full time student's programme. All students will follow these deadlines and periods but may deviate in how many credits they take in which semester. In this example, the credits are split equally across the two semesters, but you may take more credits in one semester rather than the other depending on which courses you choose.

Semester 1	3 x courses (60 credits)
Semester 2	3 x courses (60 credits) <i>Dissertation proposal deadline: Thursday 24th February 2022, 12PM</i>
Summer	<i>Dissertation writing period: June-August</i> <i>Dissertation deadline: Thursday 11th August 2022, 4PM</i>

Part Time Student Example Timeline

As our part-time degree programmes are so flexible, there are a number of ways you could take your credits which can make your programme duration from anywhere between 2 years to 4 years.

In the example shown, this student has spread credits out over 4 years taking the maximum time available to them. This means that in some semesters they do not take any credits. In Year 4, their last year of teaching, the student starts preparing for their dissertation and will be in discussion with potential supervisors throughout the year. The dissertation proposal deadline is in week 6 of their final semester of coursework study which takes place in Semester 1 of Year 4 for this student. They can choose either the Spring period or Summer period for writing their dissertation. If the student finished earlier, such as in Year 3, they could opt for the Autumn writing period as it would remain within their maximum programme study duration.

Year 1	Semester 1	1 x course (20 credits)
	Semester 2	1 x course (20 credits)
Year 2	Semester 1	1 x course (20 credits)
	Semester 2	1 x course (20 credits)
Year 3	Semester 1	1 x course (20 credits)
	Semester 2	(0 credits)
Year 4	Semester 1	1 x course (20 credits) <i>Students are recommended to begin discussions with their potential dissertation supervisors throughout their last year.</i> <i>Dissertation proposal deadline: Week 6 of teaching</i> <i>Student can choose Spring or Summer period for dissertation writing, but cannot choose Autumn period as it will fall out with the maximum programme time (4 years)</i>
	Semester 2	(0 credits)
	Summer	<i>Dissertation writing period: June-August</i> <i>Dissertation deadline: August</i>



Feedback to Students

An important way to learn during your Masters studies is to obtain feedback on your work. Some types of feedback will be automatically provided (for example, you may receive written comments on coursework you hand in) but it is important to remember the other sources of feedback that are available to you, including answers to questions in class and during office hours, advice on how to approach assignments on *Learn* and in the handbooks, and informal discussions with your teachers and peers. Making good use of the various sources of feedback available to you is an important academic skill.

How to Use Feedback

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

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

Informal Feedback

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

Formal Marks

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

Written Comments

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

Using Your Feedback

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

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

Please pay close attention to comments you receive on your work and visit your marker(s) during their office hours if you are puzzled by their comments, or if you need a little more feedback on how to improve. It is usually possible via your MyEd, e-mail or telephone to arrange an alternative appointment.

Staff value meeting with students to discuss the feedback they provide, because these meetings provide useful case studies in how their comments are received / understood by students (which may differ from what was intended). Please do not wait to be summoned or invited to such a meeting: take the initiative in the interests of your own education and future. Students should note, however, that marks are non-negotiable and that disagreement with your marker's academic judgement does not constitute grounds for appeal under University regulations.



Attendance Monitoring

Your lecturers have access to a log of your activity on the *Learn* page for their course. This involves seeing how many times you have logged in over a period of time, and your last log-in. We may use this to monitor attendance, particularly in the first few weeks of a course.

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 %	Grade	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
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
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, Penalties and Special Circumstances

This information is applicable for all coursework and the dissertation.

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 penalty is a reduction of the mark by 5% of the maximum obtainable mark per calendar day (e.g. a mark of 65% on the common marking scale would be reduced to 60% up to 24 hours later). This applies for up to seven calendar days, after which a mark of zero will be given. The original unreduced mark will be recorded by the School and the student informed of it. These penalties follow the University's Assessment Regulations.

Late coursework will only be accepted without penalty if you have provided a good reason and have been granted an extension. Please note, it is not possible to grant extensions after the deadline has passed.

Extension policy

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

Retrospective extensions will not be granted.

Full details of how to apply for an extension can be found on our Extensions and Special Circumstances Service page here: <https://www.ed.ac.uk/student-administration/extensions-special-circumstances>

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

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

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

Special Circumstances

Special Circumstances will be considered where they are exceptional for the individual student, beyond their control, and where there is evidence that they have negatively affected their performance in assessment.

It is the student's responsibility to inform their Personal Tutor/Programme Director and the Postgraduate Office of any issues that may impact upon their studies. The student then submits a Special Circumstances form. It is very important to include evidence to support the request, since this is crucial to Boards of Examiners when they make their decision.

The Board of Examiners will consider the evidence submitted and make a decision as to whether circumstances were exceptional, beyond the student's control and adversely impacted performance. The application form to apply for special circumstances, as well as further guidance, can be found [here](#).

Plagiarism

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

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

All work submitted must comply with the University of Edinburgh Plagiarism regulations:

- <https://www.ed.ac.uk/academic-services/students/conduct/academic-misconduct/plagiarism>

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

If plagiarism is suspected, a report and supporting documentation is sent to the School and College Academic Misconduct Officers (SAMO and CAMO). 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 is submitted through TurnItIn which provides the PG Office with a report on any plagiarism that may have occurred.

Other Types of Academic Misconduct

Plagiarism is the most common type of academic misconduct; however there are other types of misconduct that will also not be accepted such as collusion, cheating, deceit and personation. Further information can be found on the Academic Services website:

- <https://www.ed.ac.uk/academic-services/staff/discipline/academic-misconduct>



Peer Proof Reading

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

Please note that restrictions apply to this service, you can search all the relevant information online:

- https://www.eusa.ed.ac.uk/support_and_advice/the_advice_place/academic/peerproofreading/



Graduations

Students can attend the graduation ceremony in person, however attendance is not required. For information on Graduations:

- <https://www.ed.ac.uk/student-administration/graduations>

Paying Tuition Fees

The fees for undertaking the online Epistemology, Ethics and Mind programme are set to reflect the nature of study and teaching methods. Full-time students may pay in instalments and those who take the programme part-time via flexible learning, pay on a course-by-course basis. If you have any questions about fees, please contact: fees@ed.ac.uk

Fees are subject to annual revision and are typically increased by approximately 5% per annum.

Payment Options

On-line distance learning students have the same rights and responsibilities for payment of fees to the University as on-campus students. The payment options are:

- sponsorship/scholarship funding
- in advance and/or at programme start
- by instalment
- per course enrolment (part-time students)

Full-time students paying by instalment must follow the same rules and timetable as for direct debit instalments:

- <https://www.ed.ac.uk/finance/students/fees/self-funded/instalments>

For UK based students instalment payment is by direct debit only from a UK bank. Non-UK based students can also pay by instalment; on-line, bank-to-bank transfer or by phone.

Students must complete the online distance learning programme mandate no later than one month after their programme start date. It is important that mandates are set up in the correct time scales.

An instalment plan letter will be sent to your University student email account confirming the amount to be paid on each instalment date once the mandate(s) are received and actioned by the Income Section.

Part-time students pay for each course as they study. An invoice will automatically be generated to your student email account shortly after each course enrolment is added to your student record on EUCLID for the academic year.

Communication

Contact from the Income Section team in Finance will be to your University student email account. It is important to check your emails regularly. Under serious circumstances the Income Section may also communicate using any other contact details you have given the University.

Income Section contact details:

<http://www.ed.ac.uk/schools-departments/finance/students/fees/comments>

Telephone: 44 (0) 131 651 5151

Email: finance.helpline@ed.ac.uk

Full guidance is provided at:

<https://www.ed.ac.uk/finance/students/fees/online-learning>

Cost of the dissertation

Part time students will receive an invoice for the full course fee after you are enrolled on the dissertation. Invoices must be paid within 30 days.

Course fees for 2021/22 are available on the University website: [Online learning fees 2021-2022 | The University of Edinburgh](#). The dissertation is a 60 credit course.

If you do not go on to submit a dissertation you will not be eligible for any refund.

Fee waivers if you withdraw from the dissertation course will only be considered in exceptional circumstances.

University Student Card

All University of Edinburgh students are issued with a University identity card. You should have already applied for and had your student card sent out to you at your home address prior to the programme commencing. If you do not have your student card please contact the IS helpline at:

- <http://edin.ac/18xu8GS>

It is vital that you have your student card. As well as finding it useful for identification purposes and showing your membership to the University of Edinburgh, the card carries your examination number which you need for assessment purposes. Only your exam number can appear on your written assessments for anonymous marking and it is only available to you on your card.

Should you visit the University of Edinburgh you will need to carry your University card with you.

Updating Personal Details

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

- Personal email address and mobile phone number.
- Preferred first name (the name you like to be known as).
- Current and future home and semester addresses.
- Details of who the University should contact in the event of an emergency.

The user guide for student self-service is available at:

- http://www.euclid.ed.ac.uk/student/Student_Self_Service.htm

The University Card acts as a student ID and has your exam and library numbers on it. You must obtain your student card.

Email Lists and Contacts

When you enrol at the University you will get a University of Edinburgh email account, this is the default email contact address that we will use to get in touch with you for a variety of essential communications. Failure to check your University email account will not be an acceptable excuse or grounds for appeal. 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.

The University administration's main way of contacting you is via your student email account.

Research Funds

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

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

Ethics

Philosophy research does not tend to require ethics approval. However if you are a Philosophy student requiring this approval please contact the PPLS PG Office for further guidance.

If Things Go Wrong

We hope that you will have a happy and productive time while studying with us. Occasionally, however, problems can arise. 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.

If you have any questions or concerns about any aspects of your academic life in the programme, you should feel free to consult relevant members of staff. Informal approaches may often be the most effective way of resolving difficulties. You will be allocated a Personal Tutor at the beginning of your studies, whose role is to provide you with pastoral and academic support – you might choose your Personal Tutor as your first point of contact in such a case. You can also contact your Programme Director or Postgraduate Office for further guidance on special circumstances.

For certain matters, you may be directed to the School Postgraduate Director. Other sources of specialist academic and pastoral support available:

- [EUSA The Advice Place](#)
- [Student Counselling Services](#)

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, Personal Tutor or Postgraduate Office immediately of any problems that are interfering with your coursework or progress.

Withdrawing from Study

Similarly if you would like to formally withdraw from the programme you must contact the Programme Director, Personal Tutor or Postgraduate Office immediately to begin the official withdrawal process. Please be aware that failure to participate in the course does not constitute withdrawal from the programme and your tuition fees will continue to be charged until the official withdrawal process is complete.

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 usually selected at the beginning of each academic year, and their role is to communicate the views of the students on programme to the academics responsible within the School. Further information will be made available on the programme hub page.

Useful Websites

Philosophy Hub – This is the homepage for the course and you are expected to check it daily. This site also contains a social space where you can interact informally with faculty and your peers. You can access it via *Learn*.

- <http://www.learn.ed.ac.uk>

PPLS Postgraduate pages – check this website regularly for news updates and access to the relevant forms

- <https://www.ed.ac.uk/ppls/current/postgraduate>

Student Administration

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

The Advice Place

- https://www.eusa.ed.ac.uk/support_and_advice/the_advice_place/

Student Counselling Services

- <https://www.ed.ac.uk/student-counselling>

Edinburgh University Students' Association

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

Institute for Academic Development: Learning Resources - The Institute for Academic Development (IAD) provides a number of workshops and resources for University of Edinburgh postgraduate taught students, to help you gain the skills, knowledge, and confidence needed for studying at postgraduate level.

- <https://www.ed.ac.uk/institute-academic-development>

English language support materials

- <https://www.ed.ac.uk/studying/international/student-life/language-support>

Using Social Media

- <https://www.ed.ac.uk/ppls/social-media>

Career Service

- <https://www.ed.ac.uk/careers>

Freedom of Information

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

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

Data Protection

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

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

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://edin.ac/10yseP8>.

School of Philosophy, Psychology and Language Sciences
The University of Edinburgh
Dugald Stewart Building
3 Charles Street
Edinburgh
EH8 9AD

t: +44 (0)131 651 5002

School of Divinity
The University of Edinburgh
New College
Mound Place
Edinburgh
EH1 2LX

t: +44 (0) 131 650 8959