Precision Medicine
Doctoral Training Programme

PhD with Integrated Study

Programme Handbook
2017/18

This handbook was compiled by the programme team in accordance with the College of Medicine and Veterinary Medicine postgraduate taught (PGT) and postgraduate research (PGR) guidelines. Please note that every effort has been made to ensure that the information contained in this booklet was correct at the time of printing.

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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:

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The University of Edinburgh, Nine Edinburgh BioQuarter
9 Little France Road, Edinburgh EH16 4UX
Telephone: +44 (0)131 651 7891 | Email: precision.medicine@ed.ac.uk
Welcome to the University of Edinburgh! We are delighted that you have chosen to join the Precision Medicine Doctoral Training Programme’s PhD with Integrated Study.

The Precision Medicine Doctoral Training Programme (DTP) offers PhD with Integrated Study studentships funded by the Medical Research Council (MRC), The University of Edinburgh and The University of Glasgow. Hosted by the University of Edinburgh in collaboration with the University of Glasgow and the Karolinska Institute, this prestigious programme provides PhD research training alongside taught courses over four years of study and welcomed its first cohort of students in September 2016.

This new DTP focuses on training PhD students in key MRC skills priorities in quantitative skills (mathematics, statistics, computation, and developing digital excellence) as applied to a variety of data sources (from ‘omics’ to health records), and interdisciplinary skills including imaging and stratified medicine.

Under the umbrella of the College of Medicine and Veterinary Medicine (CMVM) and delivered through the Usher Institute of Population Health Sciences and Informatics (Deanery of Molecular, Genetic & Population Health Sciences), this Programme offers a selection of courses from Institutes and Schools across the University, and at the University of Glasgow, in a wide range of subject areas in the priority areas listed above, alongside PhD research study. A professional team of experts will support your progress through your courses and research study.

This handbook collects the essential information about University regulations, programme structure, assessments, etc. that you will need during your studies. Please take the time to read the handbook and keep it for future reference. The handbook is updated at least once a year so be sure to follow the Handbook link in the programme webpage to ensure you have the most up-to-date version.

Every student must comply with the detailed requirements of the curriculum for the degree as set out in:

- the appropriate Degree Programme Table
- the programme handbook
- the courses of study, the order in which courses are attended
- the items of assessment for the programme which are published in the University Degree Regulations and Programmes of Study.

The University Degree Regulations and Programmes of Study set out University-wide and programmes specific regulations: [http://www.drps.ed.ac.uk/17-18/](http://www.drps.ed.ac.uk/17-18/)

The Taught Assessment Regulations and Postgraduate Assessment Regulations for Research Degrees set minimum requirements and standards for students and staff, expressing in practical form the academic goals and policies of the University.

The Taught Assessment Regulations should be reviewed for the taught element of the PhD with Integrated Study and are available here: http://www.ed.ac.uk/files/atoms/files/tar17-18.pdf

The Postgraduate Assessment Regulations for Research Degrees should be reviewed for the research element of the PhD with Integrated study and are available here: http://www.ed.ac.uk/files/atoms/files/pgrasstregs2017-18.pdf


DISCLAIMER
This handbook does not supersede the University Regulations.

The information provided in this handbook is intended to help you avoid unnecessary problems. It is each student’s responsibility to familiarise themselves with the contents of this handbook, the Postgraduate Taught and Research Assessment regulations, and the Code of Practice for Supervisors and Research Students (links provided above).

3 Programme Structure

3.1 PhD with Integrated Study
The University aims to foster a vibrant, successful and interactive research community that generates ideas and discoveries, creates new fields of knowledge and makes a difference to the societal, cultural, environmental, health and wealth development of Scottish, UK and global communities.

Research students have a major role to play in these aims. To this end, the University seeks to provide research students with an exceptional and distinctive experience that prepares them to make significant contributions to knowledge during and beyond their period of candidature at the University.

The Precision Medicine Doctoral Training Programme is jointly overseen by the University of Edinburgh and the University of Glasgow and is supported by a funding award from the Medical Research Council (MRC) Doctoral Training Programme in Precision Medicine, a collaboration between the Usher Institute of Population Health Sciences and Informatics (Deanery of Molecular, Genetic & Population Health Sciences), the College of Medicine and Veterinary Medicine (CMVM), the College of Medical, Veterinary & Life Sciences at Glasgow University and the Karolinska Institute. The University of Edinburgh is the lead institution.

This PhD with Integrated Study programme consists of standard PhD research study as outlined in the Postgraduate Assessment Regulations for Research Degrees: http://www.ed.ac.uk/files/atoms/files/pgrasstregs2017-18.pdf

The PhD research study runs alongside a taught element which is delivered in accordance to the Taught Assessment Regulations: http://www.ed.ac.uk/files/atoms/files/tar17-18.pdf
Two variants of this programme based on the student's prior experience include:

i) A 3.5-year PhD for students who already have a Masters degree in a relevant subject (such students will be given 90 Recognition of Prior Learning (RPL) credits at time of entry and study duration shortened to 3.5yrs). This model integrates research (600 credit project) with additional taught courses equivalent to 30 credits.

ii) A 4-year PhD for students entering the programme with a BSc (Hons). This model integrates research (600 credit project) with assessed taught postgraduate training (120 credits).

The duration of your programme will be confirmed at the start of your programme based on the completion of your Training Needs Analysis (see Section 3.1.1 below).

As students on this programme, you will be encouraged to select courses from three different specialisms: Quantitative Skills, Data, and Life Sciences. The courses that comprise specialisms have a mix of on-campus and online delivery. You and your supervisors will have flexibility on taught module timing (120 credits throughout the first 3 years) and content specialisms aligned with MRC skill priorities.

This degree programme comprises a total of 720 credits, of which at least 540 are at SCQF level 12 (thus equivalent to the PhD) and at least 690 at SCQF level 11 or above (thus ensuring that taught components are consistent with the requirements for Masters).

The prescribed period for this programme is 4 years. Guidance from the MRC (the funding body for this programme) indicates that target submission for the majority of students is within 4 years and 6 months of programme start date. Students with Recognition of Prior Learning (RPL) credits (see below) will be expected to complete within 4 years in total (3.5 years funded study and 6 months “writing up period”).

This structured programme of study integrates research with assessed taught postgraduate training in a range of skills and subject focused modules, up to a maximum of 120 credits.

As illustrated below, if you are a student on the 4-year programme, you will take 120 credits of taught courses over 3 years of study. If you are a student on the 3.5-year programme, you will take 30 credits (preferably in year 1) spanning 2 Specialisms in addition to the 90 RPL credits given at time of entry.

<table>
<thead>
<tr>
<th>Phase 1; months 1-3</th>
<th>Phase 2; months 4-12</th>
<th>Phase 3; months 13-36</th>
<th>Phase 4; months 37-48</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.5yr PhD</td>
<td>Induction</td>
<td>Specialism 1</td>
<td>Specialism 2</td>
</tr>
<tr>
<td>4yr PhD</td>
<td>Specialism 1</td>
<td>Specialism 2</td>
<td>Specialism 3</td>
</tr>
<tr>
<td>All</td>
<td>Transferable skills; Presentation, Research Ethics, Leadership, Innovation &amp; Entrepreneurship</td>
<td></td>
<td></td>
</tr>
<tr>
<td>All</td>
<td>Cohort-building; Reading groups, Student-led learning, 3 Minute thesis, Seminars, Sandpits etc</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The outcome of the assessment of the taught component may be used in determining progression on the programme, or eligibility for an exit award at Masters/Diploma/Certificate level, providing that you as a student have attained the requirements for the award as set out in the University regulations. For the award of
PhD with Integrated Study, the research component must meet the assessment criteria for a PhD in the current University regulations.

3.1.1 Training Needs Analysis
To ensure individual training needs for the formal taught element of the programme are met and to determine the length of each student’s PhD with Integrated Study programme (3.5 or 4 years), you will be asked to complete a Training Needs Analysis form, which will review your individual experience and competency levels to date in the areas of Quantitative Skills, Data, and Life Sciences. Additional training needs including opportunities for professional development and transferrable skills training will be reviewed throughout your programme and will be available separately.

3.1.2 Recognition of Prior Learning
If you have completed a relevant Masters programme prior to joining the Precision Medicine Doctoral Training Programme, you will likely be assigned Recognition of Prior Learning (RPL) credits totaling 90 credits. This means you will only be required to complete 30 credits, which should be taken over two specialisms. This will be confirmed upon review of your completed Training Needs Analysis.

Students with a previous BSc only (rather than an MSc qualification) will be encouraged to take courses that span all three specialisms throughout this programme.

3.2 Choosing Courses
As part of the Training Needs Analysis outlined above, you will be asked to review your competencies in each subject area by reviewing the learning outcomes of each course. You are asked to select courses to be taken throughout the first three years of the programme. You should discuss your course selection with your supervisory team at the earliest opportunity. The Training Needs Analysis, where course selections are made, will be reviewed and approved by both your Primary Supervisor and the DTP Programme Director. Course selections will be reviewed each year by the Programme Administrative Officer upon completion of your annual review, ahead of enrolling you on courses for years 2 and 3 of the programme. Note that courses may not be offered each year, depending on uptake. You will have the opportunity to review your course selection for future years. See http://www.ed.ac.uk/usher/precision-medicine/information-for-students/programme-requirements/taught-element/course-selection for further information on course selection.

3.3 Degree Programme Tables
The Degree Programme Tables show the progression through the taught element of the programme

University of Edinburgh Lead Students: http://www.drps.ed.ac.uk/17-18/dpt/prphdispme1f.htm

University of Glasgow Lead Students: http://www.drps.ed.ac.uk/17-18/dpt/prphdpreme1f.htm

Please bear in mind that the courses offered may differ from year to year, depending on availability. This means that you need to be strategic about which courses you take, and when.
3.4 Academic year 2017/18
The Calendar of the University Academic Year can be found at: http://www.ed.ac.uk/semester-dates/201718
For forward planning on year and semester dates, please see: http://www.ed.ac.uk/semester-dates/201819

4 Staff and support

4.1 Administrative advice
Guidance and support during the programme of study is available from a number of different sources. Your Supervisors should be your first point of contact for matters relating to academic and pastoral support. They are available to advise you about your choice of courses, to support you as you plan your programme of study, support you through the thesis process, and to help you to address personal problems affecting your academic work. It is your responsibility to inform your Supervisor immediately of any problems that are interfering with your coursework or progress.

The Programme Director is available to answer questions in relation to the programme as a whole, or issues you may have that you prefer not to discuss with your Supervisor.

Contact the DTP Programme PG Administrative Officer for general day-to-day advice about any administrative aspects of the Programme.

If in doubt, approach any of the above – from the Programme Director, the DTP Programme PG Administrative Officer, or the College Office – and we will try to answer your question or pass you on to the person who can.

Supervisors
Supervisors are responsible for monitoring your progress and reporting annually. They should ensure that they are aware of milestones as outlined for this programme (see section 8.6 below) and will submit reports each year as required.

Supervisors should be honest with their feedback to students and raise any concerns with the Programme Director as soon as possible.

4.2 Programme team
Programme Director
Professor Philippa Saunders PhD, FMedSci.
Professor of Reproductive Steroids,
MRC Centre for Inflammation Research,
The Queen's Medical Research Institute,
47 Little France Crescent
Edinburgh EH16 4TJ
Telephone: +44 (0) 131 242 6388 (office)
Email: P.Saunders@ed.ac.uk

PA: Sheila Marshall
PA Telephone: (0) 131 242-9484 (Part-Time)
PA Email: Sheila.Marshall@ed.ac.uk
DTP Programme Postgraduate (PG) Administrative Officer

Susan Mitchell
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The University of Edinburgh
Nine Edinburgh BiocQuarter
9 Little France Road
Edinburgh EH16 4UX

Telephone: +44 (0) 131 651 7891
Email: precision.medicine@ed.ac.uk

In case of emergency, students should dial 2222. This number is only available from the University internal telephone system. Students in Residences or those calling from a mobile should dial (0131) 650 2257.

4.3 College contacts

College of Medicine and Veterinary Medicine
Graduate School: College Hub
The University of Edinburgh
The Chancellor's Building
49 Little France Crescent
Edinburgh EH16 4SB

Hours: 09:00 to 17:00, Monday to Friday
Email: mvmpg@d.ac.uk
Website: http://www.ed.ac.uk/medicine-vet-medicine

Director of Postgraduate Taught
Professor Anna Meredith
Email: Anna.Meredith@ed.ac.uk

Director of Postgraduate Research
Professor Philippa Saunders
Email: P.Saunders@ed.ac.uk

4.4 IT Help and support

If the problem is a very specific, course-related one, raise it first with your Course Organiser. If it is a general, broader issue, use the following routes to get the support you need:

The IS Helpline provides a first point of contact for enquiries relating to library, computing services and online learning. More details of the IS Helpline service are available on the IS website:
http://www.ed.ac.uk/schools-departments/information-services/help-consultancy/help-services/contact-helpline

The IS helpline may be contacted in the following ways:
Phone: +44 (0)131 651 5151
Email: IS.Helpline@ed.ac.uk
If you are contacting the helpline by email, please use your University of Edinburgh email account. This will ensure your enquiry is prioritised.
5 Programme aims and outcomes

Precision medicine is a transformational approach that integrates an individual’s data to characterise risk, molecular mechanism and resilience and thus target prevention and treatment. While advances in precision medicine have been made in a small number of disease contexts, these are absent for most. The opportunity is to generate evidence from advanced data on myriad clinical samples (blood, cells, biopsies, faeces [microbiome], urine) and meld these with the individual genomics, e-record, imaging and other data-rich ‘-omic’ parameters to enable discovery and tailored therapies.

This programme aims to train the next generation of research leaders (as outlined in the figure below) with the vital inter-disciplinary skillsets to unravel disease mechanism and devise new therapies through three distinctive attributes:

(i) a focus on bold research;
(ii) use of appropriate computational methods;
(iii) application to unique and varied data assets.

It will also provide expert training in informatics-based approaches and biomedical technologies enabling graduates to design, perform and derive new knowledge from personalised medicine.

As students on this programme you will acquire and develop new quantitative and interdisciplinary skills, while integrating optimally with MRC-funded researchers across nine MRC Centres and Units in Edinburgh and Glasgow and internationally via the Karolinska Institutet.

6 Teaching, learning and assessment

6.1 Methods and media

The taught element of this programme is delivered using a combination of on-campus and online distance learning (ODL) courses offered by both the University of Edinburgh and the University of Glasgow. You should take travel plans into account when selecting your courses and note if they are delivered on-campus or online. Courses could include a mix of on-campus or online tutorials, multimedia interactive learning materials, peer-to-peer discussion and independent study. Due to the wide-ranging courses and contributing disciplines (from the Humanities, Sciences and
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Medicine) within this programme, course delivery methods may be unique to each course and differ from one another.

The courses are assessed by a diverse range of methods that often take the form of formative work that provides you with on-going feedback and summative assessment, which is submitted for credit. Each course will have different methods of assessment and the weight of each assessment may vary from course to course. More information on the various methods of assessment will be provided in individual course handbooks. To enable you to manage your time effectively, details of the assignment deadlines for each course will be available when you first access the course content.

Assessments may include:
- online assignments (e.g., online group presentations, etc.)
- written assignments or tasks to be submitted throughout the course
- formal examinations

With each assignment, you will be provided with instructions detailing exactly what is expected from you, what the assessment criteria is, and how your submitted work will be marked.

Students must comply with any assessment requirements specific to their degree programme and the University’s taught assessment regulations for the current academic session:
http://www.ed.ac.uk/academic-services/staff/assessment/assessment-regulations

6.2 Feedback
Generally, feedback on formative and summative in-course assessed work will be provided within fifteen working days of submission, or in time to be of use in subsequent assessments within the course, whichever is sooner. However, some forms of summative in-course assessed work will not be returned within fifteen working days and course handbooks or websites will provide details when, where and how feedback is offered for the course concerned.

6.3 Discussion Boards
Some of your courses may ask you to participate in discussion boards. As well as being an excellent way to get to know your colleagues, discussion boards are a practical way to further your knowledge of a topic.

We encourage you to get to know your study colleagues who may work in similar disciplines but in widely different situations.

6.4 Other Assignment Issues
Written assignments may be submitted via Turnitin. It is important that your name does not appear anywhere on your written assignment – instead, you should use your exam number which will be something like B012345. Your exam number is printed on your University of Edinburgh Student Card. Note that your exam number is different from your student number, which takes the form s123456.
7 Marking

For the taught element of this programme, each course has its own specific criteria by which assignments will be assessed – you will find these in the course guides. All criteria are developed, however, with reference to the principles of the University’s Postgraduate Common Marking Scheme, which is given here for your information:

<table>
<thead>
<tr>
<th>Mark (%)</th>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>90-100</td>
<td>A1</td>
<td>An excellent performance, satisfactory for a distinction</td>
</tr>
<tr>
<td>80-89</td>
<td>A2</td>
<td>An excellent performance, satisfactory for a distinction</td>
</tr>
<tr>
<td>70-79</td>
<td>A3</td>
<td>An excellent performance, satisfactory for a distinction</td>
</tr>
<tr>
<td>60-69</td>
<td>B</td>
<td>A very good performance</td>
</tr>
<tr>
<td>50-59</td>
<td>C</td>
<td>A good performance, satisfactory for a master’s degree</td>
</tr>
<tr>
<td>40-49</td>
<td>D</td>
<td>A satisfactory performance for the diploma, but inadequate for a masters degree</td>
</tr>
<tr>
<td>30-39</td>
<td>E</td>
<td>Marginal Fail</td>
</tr>
<tr>
<td>20-29</td>
<td>F</td>
<td>Clear Fail</td>
</tr>
<tr>
<td>10-19</td>
<td>G</td>
<td>Bad Fail</td>
</tr>
<tr>
<td>0-9</td>
<td>H</td>
<td>Bad Fail</td>
</tr>
</tbody>
</table>

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

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

7.2 Progression Boards
See Progression Monitoring in Section 8.6.3

8 Assessment regulations

Every student must comply with the detailed requirements of the curriculum for the degree as set out in:
- the appropriate Degree Programme Table
- the programme handbook
- the courses of study, the order in which courses are attended
- the items of assessment for the programme which are published in the University Degree Regulations and Programmes of Study.

The University Degree Regulations and Programmes of Study set out University-wide and programmes specific regulations: http://www.drps.ed.ac.uk/17-18/

The Taught Assessment Regulations and Postgraduate Assessment Regulations for Research Degrees set minimum requirements and standards for students and staff, expressing in practical form the academic goals and policies of the University.

The Taught Assessment Regulations should be reviewed for the taught element of the PhD with Integrated Study and are available here:

The Postgraduate Assessment Regulations for Research Degrees should be reviewed for the research element of the PhD with Integrated study and are available here: http://www.ed.ac.uk/files/atoms/files/pgrasstregs2017-18.pdf

8.1 Academic misconduct and plagiarism

It is an offence for any student to make use of unfair means in any University assessment, to assist a student to make use of such unfair means, to do anything prejudicial to the good conduct of the assessment, or to impersonate another student or allow another person to impersonate him or her in an assessment. Any student found to have cheated or attempted to cheat in an assessment may be deemed to have failed that assessment and disciplinary action may be taken.

For information on how the University defines academic misconduct, including plagiarism, and how it deals with suspected cases:
http://www.ed.ac.uk/academic-services/students/conduct/academic-misconduct

For further guidance on the application of the regulation see the Taught Assessment Regulations (Regulation 30 Academic Misconduct):

Plagiarism is a form of academic misconduct and is viewed by the University as a serious disciplinary offence. Plagiarism is the presentation of another person’s work as the student’s own, without proper acknowledgement of the source, with or without the creator’s permission, intentionally or unintentionally.

You can avoid plagiarism by ensuring that any work submitted for assessment is your own. If your work includes quotations, theories, ideas, data or any other material, which are the work of another person or persons, you should make sure that you have taken all reasonable steps to acknowledge the source.

The University of Edinburgh uses Turnitin, plagiarism detection software, to carry out an electronic comparison of students’ work against electronic sources including another students’ work. Turnitin makes no decisions as to whether a student has plagiarised; it simply highlights sections of text, which are duplicated in other sources.

For further information on Turnitin: http://www.ed.ac.uk/information-services/learning-technology/assessment/plagiarism
The above link also includes information on how to avoid plagiarism.

8.2 Assignment submission

It is your responsibility to meet your assessment deadlines. The dates given for submission are strictly applied and extensions will only be given in exceptional circumstances.
If something happens that means you are unable to submit the assignment by the stated deadline (e.g. health or personal issues), you must get in touch with the course organiser before the assignment deadline to request an extension or to request special circumstances (read more about special circumstances in Section 8.9). Your request will be considered by the course organiser who will decide whether to grant you an extension or refer your request to the Special Circumstances Committee.

**8.3 Penalties for late submission**

Students need to submit assessed work and examinations by the published deadline and to hand in their examination scripts before leaving the examination venue. Where the student provides a good reason for late submission, schools may consider accepting late submission of up to seven calendar days without exacting a penalty.

If work is submitted late we would advise that you follow the application guidance under the Taught Assessment Regulations (Regulation 28 Late Submission): [http://www.ed.ac.uk/files/atoms/files/tar17-18.pdf](http://www.ed.ac.uk/files/atoms/files/tar17-18.pdf)

**8.4 Penalties for failure to submit**

Failure to submit a piece of assessed work will result in 0% being awarded which would have serious consequences for your overall degree. It is, therefore, in your interest to submit work, even if very late. As indicated above, penalties for late submission will be applied unless there are fully documented, adequate mitigating circumstances.

**8.5 Borderlines**

Boards of Examiners must consider students whose marks are borderline for passing a course, and for progression, award or classification purposes. Undergraduate Progression Boards and postgraduate Board of Examiners making progression decisions must consider students whose marks are borderline for progression purposes. Borderline marks are defined as marks from two percentage points below the class or grade boundary up to the boundary itself, e.g. 58.00% to 59.99% for an undergraduate 2.1 classification or 38.00% to 39.99% for a pass. Boards of Examiners and Progression Boards must use the University borderline definition and must not set and use a different definition.


**8.6 Progression and award**

Progression through this integrated PhD programme requires completion of formal taught and research milestones elements.

**8.6.1 Progression Requirements**

To monitor your overall progress throughout your programme, you will have a Thesis Committee consisting of your supervisors and one or more members who are independent of the supervisory team. A member of the DTP Academic Committee will chair each Committee.

As students on this programme, in addition to successful completion of your taught courses, you are also responsible for meeting the following Research Milestones:
Year 1
(i) 10 week report - write a short report (1000-1500 words) which includes an abstract (max 200 words), an introduction which provides the background to the project and puts the scientific questions being addressed in context, the aims of the project, a short section on any progress to date, the plan of work for year one, relevant references. This report should be submitted to the DTP PG Administrative Officer and will be assessed by the Academic Steering Committee. You will receive written feedback on your report.

(ii) 10-11 months - you will have a progression review that will consist of three elements:
   a) a written report prepared by you in consultation with your supervisors which should be available to members of the Thesis Committee at least one week in advance of the meeting
   b) an interview with your thesis committee which will include a brief (~20 minute) presentation by you
   c) a written report by the thesis committee which will be submitted to the DTP PG Administrative Officer.

   Your report should not exceed 5000 words (excluding figure legends and references). The report should include the background to the project, aims, methods, results and plans for the remaining research period. Appendices should list completed training courses, additional training, any publications/presentations at meetings and outreach activities.

(iii) Taught Specialism 1 and 2 will also be completed in Year 1.

Year 2
(i) 23-24 months - you will have a meeting with your Thesis Committee during which you will give a short presentation. In advance of the meeting you will provide a short report (1000-2000 words) as well as a list of training courses completed, publications, presentations at conferences and outreach activities.

(ii) You are encouraged to present a poster during the second year of your programme.

Year 3
(i) 36 months - you will have a meeting with your Thesis Committee during which you will give a short presentation. In advance of the meeting you will provide a short report (1000-2000 words) as well as a list of training courses completed, publications, presentations at conferences and outreach activities.

(ii) If on the 4-year programme, Taught Specialism 3 will be completed before the end of Year 3.

(iii) You are required to carry out an oral presentation to your peers, supervisors and the Scientific Advisory Committee.

Year 4 (of 6 or 12m duration depending on programme)
4yr Degree;
(i) 48 months - you will submit a thesis and undergo a viva.

3.5yr Degree;
(i) 42 months - you will submit a thesis and undergo a viva.
8.6.2 Thesis Submission

Information about the thesis submission process will be provided to students ahead of the first Precision Medicine Doctoral Training Programme students’ submission deadlines.

8.6.3 Progression Monitoring

Progression through this PhD with Integrated Study programme requires completion of formal taught and research elements. Taught courses will be examined by the organisational unit to which course ownership is attributed and is subject to review by the local Board of Examiners. The DTP PG Administrative Officer will collate all DTP student exam marks, in addition to monitoring research programme requirements for each student.

A Joint Precision Medicine Doctoral Training Programme (PM-DTP) Progression Board with both UoE and UoG representation will meet annually and review student and cohort progress.

Year 1 Progression

Information that feeds into the end of Year 1 Progression Board decision will be:

- Grades for the Year 1 courses that each student has taken
- The 10 week review and subsequent supervisor(s) feedback
- The 10 month progression review, supervisor(s) feedback and Thesis committee written report.
- Feedback from DTP Leadership Team on other relevant aspects of training

4 Year Programme Students

If a student has not completed 60 credits by the end of the first year, a tailored plan of remedial action will be determined by the PM-DTP Progression Board in consultation with the Thesis Committee (where appropriate). This plan may include a deferred decision on progression with a second thesis committee meeting agreed within 6 months of initial review.

Exceptionally, students may be granted permission to take less than 60 credits in the first year, in this case, the PM-DTP Progression Board will be made aware of this.

3.5 Year Programme Students

If a student has not completed 30 credits by the end of the first year, a tailored plan of remedial action will be determined by the PM-DTP Progression Board in consultation with the Thesis Committee (where appropriate). This plan may include a deferred decision on progression with a second thesis committee meeting agreed within 6 months of initial review.

Students may be granted permission to take less than 30 credits in the first year, in this case, the PM-DTP Progression Board will be made aware of this.

Year 2 Progression

Information that feeds into the end of Year 2 Progression Board decision will be:

- Grades for the Year 2 courses that each student has taken
- Accomplishment summary and subsequent supervisor(s) feedback
• Feedback from DTP Leadership Team on other relevant aspects of training

Where appropriate, a tailored plan of remedial action is determined by the Supervisory Committee, in consultation (where appropriate) with the PM-DTP Progression Board. Students who are found to be making unsuitable progress at this review point may be asked to consider submission for a Master of Science by Research at the institution of their Lead Supervisor.

Year 3 Progression

Information that feeds into the end of Year 3 Progression Board decision will be:

• Grades for the Year 3 courses that the student has taken.
• Accomplishment summary and oral report and subsequent supervisor(s) feedback
• Feedback from DTP Leadership Team on other relevant aspects of training

If a student has not completed 120 credits by the end of the third year, a tailored plan of remedial action is determined by the PM-DTP Progression Board in consultation with the Thesis Committee (where appropriate).

Students who are found to be making unsuitable progress at this review point may be asked to consider submission for a Master of Science by Research at the institution of their Lead Supervisor.

Progression rates and completion timelines overall will be monitored by the Academic Steering Committee (ASC). The ASC will comprise the DTP Leadership Team plus three supervisor representatives (3 year membership) and 4 student representatives (1 year membership). The ASC will meet once per semester to review processes for student recruitment, selection, progression and monitoring; advise on potential supervisors and projects; and review the training programme and future development.

8.6.4 Taught Course Failure

4 Year Programme Students

There are no resit opportunities for postgraduate students. Should a student fail a taught course, they may be eligible for Credits Awarded on Aggregate for the failed course as per Taught Assessment Regulation 56: http://www.ed.ac.uk/files/atoms/files/tar17-18.pdf

When all the marks for the taught components of the programme (120 credits) are available, if the student has achieved PASS marks in at least 80 credits and has an overall average of 40% or more over the full 120 credits, then they will be awarded credits on aggregate for the failed courses.

The award of Credits on Aggregate can only be confirmed once the full 120 credits of taught components have been completed.

3.5 Year Programme Students

There are no resit opportunities for postgraduate students. Should a student fail a taught course, they will need to take additional credits the following year. Permission to do so is granted by the PM-DTP Progression Board.
Students on the 3.5 Year Programme are not eligible to receive Credits Awarded on Aggregate.

8.7 Graduation

8.7.1 Determination of final award

To be eligible for award of the “PhD in Precision Medicine” from the University of Edinburgh, students must have completed the required 720 credits of advanced level courses and have attended the required skills training and DTP activities, in addition to having their PhD dissertation approved according to the University of Edinburgh’s Degree Regulations.

8.7.2 Exit awards

In the unlikely event that a student does not progress to complete the PhD programme, but passes credits from the taught element of the programme, a number of exit routes have been identified.

4 Year Programme Students

General Postgraduate Certificate

If the student successfully completes 60 credits of study they shall be eligible for the award of a General Postgraduate Certificate in Precision Medicine. In order to be awarded the certificate students must:

a) pass at least 40 credits with a mark of at least 40%; and
b) attain an average of at least 40% for the 60 credits of study examined for the certificate

General Postgraduate Diploma

If the student successfully completes 120 credits of study they shall be eligible for the award of a General Postgraduate Diploma in Precision Medicine. In order to be awarded the diploma students must:

a) pass at least 80 credits with a mark of at least 40%; and attain an average of
b) at least 40% for the 120 credits of study examined for the diploma

Master of Science by Research

As stated in 8.6.3 Progression Monitoring, students who are found to be making unsuitable progress may be asked to consider submission for a Master of Science by Research.

3.5 Year Programme Students

Master of Science by Research

As stated in 8.6.3 Progression Monitoring, students who are found to be making unsuitable progress may be asked to consider submission for a Master of Science by Research.
8.7.3 **Graduation Ceremony**

Once your final award has been confirmed, you will receive a letter from the Postgraduate Office informing you of the date of the graduation ceremony and inviting you to attend in person. You will be sent an ‘in person’ graduation registration form. This form must be completed and received by Student Administration at least 21 clear days before the date of graduation, if you wish to attend the ceremony in Edinburgh. Awards of degrees *in absentia* can also be made.

For more on graduation see: [http://www.ed.ac.uk/student-administration/graduations](http://www.ed.ac.uk/student-administration/graduations)

8.8 **Interruptions and extensions**

Where circumstances warrant it, the Programme Director can apply for these on behalf of students. Please speak to your Supervisor or the Programme Director as soon as possible if you think you may need either an interruption or an extension.

8.8.1 **Interruption of studies**

If, for good reason, you are unable to continue your programme of study for a considerable period of time, the Programme Director may apply on your behalf for an interruption of studies. If the application is successful, the period of interruption will not be included in the maximum period for completion of the award for which you are registered. This means, in effect, that the ‘clock stops’ on your study during the interruption.

Any one period of authorised interruption of study will not exceed one year unless authorised by the College. “The total period of Authorised Interruption of Study is the same for full-time and part-time students and will not exceed 100% of the prescribed period of full-time study”.

An Interruption of Study (IoS) can only be authorised by the College Postgraduate Learning and Teaching Committee and only granted for stated reasons for specified (not open-ended) periods.

Students in receipt of a studentship or scholarship should note that an interruption of study may have implications in relation to receipt of funding (i.e. payments may be suspended during a period of interruption). An IoS is applicable where a student is unable to work on his or her studies for a significant period of time due to circumstances that are largely beyond his or her own control. These circumstances can include:

- Medical and health problems
- Personal and family problems or bereavement
- Problems experienced because of failure of University equipment or lack of access to equipment
- Problems experienced because of deficiencies in the provision of supervision or facilities
- Undertaking distinct time-limited specialised training or employment that would be beneficial to the student’s project or generic skills training

If there are medical problems, medical certificates will be required.
Interruptions are not appropriate where a student is able to work on his or her studies but is not progressing at the expected rate, where the reasons are foreseeable or to allow a student to undertake long-term periods of paid employment.

Interruptions are not available to permit a student to take extended annual leave/holiday leave or to effectively extend the period available to a student to complete his or her studies.

An application for IoS should be made in advance where possible or as soon as practicable after the problem has emerged or been discussed. **A retrospective interruption of study cannot be applied.**

You must submit your request to apply for an interruption of studies to your Supervisor as soon as practicable. The University will consider requests on their merits. The key criterion is that the applicant provides convincing evidence of their inability to continue studying.


### 8.8.2 Extension of studies

If you have a good reason for needing to extend your programme of study beyond the maximum period permitted within the regulations you may apply through the Programme Director for an academic extension. Note that, due to funding restrictions, it is unlikely that any funded studentships would be extended.

Reasons for an extension might include circumstances where progress has been hampered by unforeseen difficulties with facilities or equipment or in obtaining or analysing data and hence completion of the studies has been delayed. A request for an extension cannot be based solely on the need for more time to complete. The Programme Director is expected to make the case for extension as soon as the need for an extension becomes apparent and before expiry of the student’s normal maximum period of registration.

Second or further applications for extension for a student will be subject to greater scrutiny and a higher level of supportive documentation is required.

For further guidance on the application of the regulation see DRPS (Regulation 33 Extensions of Study) [http://www.drps.ed.ac.uk/17-18/regulations/PGDRPS2017-18.pdf](http://www.drps.ed.ac.uk/17-18/regulations/PGDRPS2017-18.pdf)

For fee information, see: [http://www.ed.ac.uk/schools-departments/student-funding/tuition-fees/postgraduate/postgraduate](http://www.ed.ac.uk/schools-departments/student-funding/tuition-fees/postgraduate/postgraduate)

### 8.9 Special circumstances

It is a student’s responsibility to report any special circumstances to the Board of Examiners, including all relevant documentary evidence. This is done via the Supervisor/Programme Director and according to College administrative arrangements. Students must refer to specific instructions in course and programme handbooks. If a student’s ability to perform has been affected by a Special Circumstance, Boards of Examiners have Special Circumstances Committees to consider individual cases. It is a student’s responsibility to report any special circumstances, including all relevant documentary evidence. Information about
Special Circumstances, including the Special Circumstances Policy, can be found here at the link below. Please note, this policy only applies to the taught components undertaken by research postgraduate students.

http://www.ed.ac.uk/academic-services/students/assessment/special-circumstances

While there is no desire to invade your privacy, a Board of Examiners must be satisfied that mitigating circumstances have indeed been significant.

8.10 Withdrawal and exclusion
Any student may withdraw permanently from his/her programme of study at any point in the year. Students may be excluded for unsatisfactory academic progress. The College follows the procedure for Withdrawal and Exclusion from Studies. Further guidance and information about the appeals procedure can be found at: http://www.ed.ac.uk/files/atoms/files/withdrawal_exclusion_from_study.pdf

Of course, we hope that you will have a happy and productive time while you are studying with us. Occasionally, however, problems can arise. Generally, the earlier a problem is identified and raised the more quickly and easily it can be dealt with. Informal approaches to staff may often be the most effective way of resolving difficulties. You may wish to speak to your Supervisor or the Programme Director if you are having a problem with the programme.

Additional, formal channels do exist, to be used in situations of difficulty or conflict. If you find yourself in this situation and wish for confidential or independent advice, contact the EUSA Advice Place on +44 (0)131 650 9225 – also see The Advice Place web site at: http://www.eusa.ed.ac.uk/advice

8.11 Appeals
An academic appeal is a request for a decision made by a Board of Examiners to be reviewed in relation to marks, progression, degree classification, degree award, decisions of Student Discipline Officers or the Student Discipline Committee, decision of Fitness to Practise Panels, and exclusion decisions.

If you are considering lodging an appeal, it is important that you act promptly. It is important to note that the appeal process cannot be used to challenge academic judgment, i.e. a judgment made about a matter where only the opinion of an academic expert will suffice. A student cannot submit an appeal simply because they believe that they deserve a better mark or different outcome. There are specific and fairly narrow grounds under which an appeal may be submitted. These are set out in the relevant University Student Appeal Regulations. Further guidance and information about the appeals procedure can be found at http://www.ed.ac.uk/academic-services/students/appeals

Students wishing to appeal are strongly advised to contact The Advice Place before submitting an appeal (+44 (0)131 650 9225) or: https://www.eusa.ed.ac.uk/support_and_advice/the_advice_place/academic/appeals
9 Teaching and Learning Approach

9.1 Student engagement
As a postgraduate student, you are expected to be self-directed and motivated. You are responsible for organising your time and making sure you meet assessment deadlines and any other requirements. If you are studying courses delivered as Online Distance Learning this is particularly important and you are expected to study approximately 7-10 hours per week for a 20-credit course.

Students should expect different teaching methods and approaches based on their chosen courses, which may cross disciplines or even Universities (as courses are offered from both the University of Edinburgh and University of Glasgow). Expected learning outcomes and expectations for each course (including any required seminars, practical sessions or online discussion boards) are outlined in the course catalogue entry for each course.

9.2 Student feedback
As a University, it is very important to us to receive feedback on your experience at the University of Edinburgh. Student feedback and evaluation is a valued input to programme review and development within this programme and at the University of Edinburgh generally. We realise you have many demands on your time so we try to keep surveys to a minimum; however, we would encourage you to take a few minutes to complete any surveys that you receive.

http://www.ed.ac.uk/academic-services/quality/student-engagement

You will be asked to complete online evaluation forms on each course you take and on the programme itself. The feedback we get from these helps us manage and teach the programme and we very much appreciate the time you give in completing them. Informal feedback on the programme or individual courses is welcome at any time.

By taking the opportunity to provide feedback on your experience, you are not only influencing the period of your own studies, but that of future students and the future development of the University.

The University uses a number of methods to gather feedback from students. These are:
- Course monitoring questionnaires
- Degree programme monitoring questionnaires
- Student staff liaison committees (SSLCs)
- Surveys

9.2.1 Course and programme monitoring
All current undergraduate and taught postgraduate courses obtain annual feedback from students. This information is considered in a number of areas, including the Student Staff Liaison Committee and the School Teaching Committee. These committees make annual reports to the college committee responsible for quality assurance. The college committees report in turn to Senate Quality Assurance Committee.

Annual course monitoring feedback is also used in reviews by professional, statutory and regulatory body visits or accreditation exercises.
9.2.2 Student surveys

All the data we gather is used to shape future decision about the full spectrum of areas that make up the student experience. We analyse the results from the surveys and make recommendations for change based on the findings. Some of the findings may prompt further research so we can gain more of an understanding of how students feel about particular issues.

http://www.ed.ac.uk/students/academic-life/quality-assurance/student-surveys

Postgraduate Research Experience Survey (PRES)
The Postgraduate Research Experience Survey runs in the Spring every two years and is a UK-wide survey that collects the views of current postgraduate researchers. The survey asks about your experience of supervision, the research environment and your development as a researcher.

The survey is open in late spring every two years and is completed online. The next survey is in 2017. If you are eligible to complete the survey, you will receive an email with a link to the survey and will be able to complete the survey through MyEd.

http://www.ed.ac.uk/students/academic-life/quality-assurance/student-surveys/postgraduate-research-experience

Programme reviews
In addition to annual course evaluation and School reviews, the University conducts internal reviews of all degree programmes at least once every six years. Some programmes may also be reviewed or accredited by external bodies. Student feedback is a vital and highly valued aspect of all such reviews.

http://www.ed.ac.uk/academic-services/quality-unit/quality-assurance/internal-review

Student Representative structure
Staff members at the University of Edinburgh work closely with student representatives. Edinburgh University Students’ Association (EUSA) coordinates student representation and provides training and support for student representatives across the University. 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 (following guidelines in the guidance: http://www.ed.ac.uk/files/atoms/files/guidanceschoolcommsrep.pdf) or facilitate alternative ways for representatives to contact all classmates e.g. via m-list.

For further information on student representation:
http://www.eusa.ed.ac.uk/representation/

9.2.3 College Postgraduate Learning and Teaching Committee and Postgraduate Researcher Experience Committee

Student Representatives sit on the College Postgraduate Learning and Teaching and Research Experience Committees. They are able to raise concerns and issues, which they may feel may be relevant to these Committees. The Committees provide liaison between postgraduate students and the structures of the College.
9.3 Complaints
The University of Edinburgh is committed to enhancing the experience of our students. Our intention is that our teaching, support services and student union activities provide positive experiences and opportunities for our students. It is, therefore, important that we know what is, and what is not, working. We endeavour to listen to concerns and to ensure they are dealt with appropriately.

The complaint procedure is designed to ensure that complaints are properly investigated and are given careful and fair consideration.

If you are considering making a complaint to the University, you should first:

- Try to sort out the problem with those who are directly involved. Generally, complaints are resolved more easily and effectively at an early stage and by those who have a direct influence on the situation. We call this "Frontline Resolution".
- Have a look at the information and guidance accessible via the link below which explains the complaint procedure.
- If you are a student, speak to an Adviser at the Edinburgh University Students' Association (EUSA) Advice Place. EUSA Advisers have a great deal of relevant experience and knowledge of the University procedures.

http://www.eusa.ed.ac.uk/support_and_advice/the_advice_place/
http://www.ed.ac.uk/university-secretary-group/complaint-handling-procedure/

9.4 Dignity and Respect
The University is currently developing a framework on Dignity and Respect and is committed to creating a culture where all staff and students are treated with respect and feel safe and fulfilled within our community. It welcomes and supports freedom of thought and expression; whilst promoting these values we must ensure we create a culture where everyone is treated with dignity and respect.

http://www.ed.ac.uk/medicine-vet-medicine/staff-and-current-students/equality-diversity/dignity-respect

9.5 Code of Student Conduct
The Code of Student Conduct sets out expectations for student behaviour and the procedures the University uses to resolve matters when students' behaviour is unacceptable. Oversight of the University's Code of Student Conduct is the responsibility of the Curriculum and Student Progression Committee (CSPC). CSPC makes recommendations to the University Senate, which has primary responsibility for student conduct.

http://www.ed.ac.uk/academic-services/staff/discipline/code-discipline
http://www.ed.ac.uk/students/academic-life/contract

9.6 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.

https://www.eusa.ed.ac.uk/support_and_advice/peer_learning_and_support/
10 Useful information and services available to students

10.1 New Student Guide
The website [http://www.ed.ac.uk/new-students](http://www.ed.ac.uk/new-students), is aimed at all new students and provides guidance on a range of necessary actions such as securing accommodation, completing the process of registration, as well as useful advice on money, health, orientation events and student support.

10.2 Technology and Libraries
Our computer support services, training opportunities and library resources will help you make the most of your study time. [http://www.ed.ac.uk/schools-departments/information-services/students/useful-info](http://www.ed.ac.uk/schools-departments/information-services/students/useful-info)

[http://www.ed.ac.uk/students/academic-life/technology-libraries](http://www.ed.ac.uk/students/academic-life/technology-libraries)

Learning opportunities to develop your information and IT skills are available through the IS website. These materials include online self-teach learning and workbook resources for personal development and to help you work and study more effectively.

10.3 Getting help
The IS Helpline provides a first point of contact for enquiries relating to library, computing services and online learning. The helpline is available around the clock with 24/7 cover. More details of the IS Helpline service is available on the IS website: [www.ed.ac.uk/is/helpline](http://www.ed.ac.uk/is/helpline)

Please contact using your University email account to ensure your enquiry is prioritised.
[is.helpline@ed.ac.uk](mailto:is.helpline@ed.ac.uk)

10.4 E-mail
When you join the University, you will get a University of Edinburgh e-mail account and address, which will be used for a variety of essential communications. You must access this and manage this account regularly as important information from the University will be sent to this address. It is your responsibility to check this and failure to do so will not be an acceptable excuse or grounds for appeal.

If you already have a web-based e-mail account and think you are unlikely to check your University e-mail account, it is your responsibility to set up a forward on your University e-mail.

Each student in the University has their own University email address, which consists of their student number @sms.ed.ac.uk (eg: s1223456@sms.ed.ac.uk). Please be aware that the University administration’s main way of contacting you is via your student email account. You will need to check it regularly even if it is not used as your main email service. We **strongly recommend** setting up a forward from your University email account to your usual email account. Important information and fee invoices are sent to your student email address, and certain information and help services of the University will respond preferentially to University-provided accounts.

**Most formal communication from the University and the Programme Team will be sent to your student email account. It is very important that you develop a habit of checking your student email on a regular basis.**
10.4.1 How do I forward my email to another account?
Login to Office 365 on the web, then select Options (in the top right corner), and then See All Options - Select Connected Accounts, where you can set up forwarding, choosing, if you wish, to keep a copy of each email on Office 365.
http://www.docs.is.ed.ac.uk/docs/Subjects/Email/Office365/FromTheWiki/O365Forwarding.pdf

10.4.2 University computing regulations
It is important that all students act within the law and within acceptable use policy. For example, the holding or distribution of computer files containing any material which is offensive, discriminatory, obscene or otherwise illegal is a serious breach of the University's regulations. Remember that the regulations on copyright also apply to electronic media such as the web.

Full details on University Computing Regulations can be found at:
http://www.ed.ac.uk/information-services/about/policies-and-regulations/computing-regulations

10.5 Change of details
From your initial registration as an Edinburgh student to receipt of your final award, you can use the student self-service to view course and programme information and update your personal details. It allows you to:

- Check your registration and matriculation status
- Edit personal and contact information
- View course details and results
- View your final award and Higher Education Achievement report (HEAR)
- View any applications for further study at Edinburgh

The user guide for student self-service is available at:
http://www.ed.ac.uk/student-systems/support-guidance/students/student-self-service-channel

10.6 My Profile
This link provides access to Online resources designed around you and your specific needs. Access to MyEd web portal is possible on smart phones, laptops and desktop computers:
http://www.ed.ac.uk/students/academic-life/my-profile

10.7 Matriculation
Matriculation is your formal act of registration with the University. It carries with it the obligation to abide by the rules of the University, including the payment of fees and other tuition costs, and gives you privilege of access to student services and University facilities. The matriculation process is explained in detail at
http://www.ed.ac.uk/student-systems/support-guidance/students/matriculation

Students will have their attendance confirmed by the Programme Team each year of the programme and must meet with the DTP PG Administrative Officer each year to confirm attendance. Further information will be provided each year ahead of attendance confirmation.
Students from the University of Edinburgh will also matriculate with the University of Glasgow, giving students on the University of Edinburgh Lead Precision Medicine Doctoral Training Programme the opportunity to take agreed courses at the University of Glasgow, and vice versa. Arrangements for matriculating with the University of Glasgow will be confirmed by the DTP PG Administrative Officer.

10.8 The University Card
Shortly after receiving your offer of admission, you will be invited to apply for the University Card. This acts as an ID, library and building access control card and is issued to all students and staff of the University. There is more information about the card at: http://www.ed.ac.uk/information-services/help-consultancy/card

10.9 Tuition fees and payments
Studentship awards for the Precision Medicine Doctoral Training Programme include direct payment of tuition fees. Students on this programme should not receive an invoice, as payment will be made on your behalf. If you receive an invoice please contact the Programme Team at precision.medicine@ed.ac.uk as soon as it is received and we will liaise with the Fess department on your behalf.

Full guidance regarding fees payments is provided at: http://www.ed.ac.uk/students/finance
Telephone: 44 (0) 131 650 9214
Email: feepayment@ed.ac.uk

10.10 Careers Service
The Careers Service provides information and advice for postgraduate students including taught and research masters and PhD students on career options, job search and application strategies and other support from the Careers Service.

The Careers Service website has many pages of useful information and advice: http://www.ed.ac.uk/schools-departments/careers

The Postgraduate section of their website can be found here: http://www.ed.ac.uk/schools-departments/careers/postgrad/overview

Resources that you might find useful include:

- ‘Careers and Opportunities’ has useful resources and sources of support for helping you make the most of your time at Edinburgh http://www.ed.ac.uk/students/careers
- ‘Your future’ includes an online career planning programme which will help you through the career planning process: http://www.ed.ac.uk/careers/your-future/career-planning
- ‘CVs Applications and Interviews Advice’ includes advice on CVs and application forms and help with job interviews – the section on applying for academic jobs may be of particular interest: http://www.ed.ac.uk/careers/postgrad/phd/options/academic-career

You can contact the Careers Service at:
Phone: +44 (0)131 650 4670
10.11 Health and Wellbeing

10.11.1 Health Services
During your time in Edinburgh, there may be occasions when you need to see a health care specialist such as a doctor, pharmacist, dentist or optician. A range of health and supporting services are provided by the University and throughout Edinburgh to help you feel your best.

http://www.health-service.ed.ac.uk

10.11.2 Your Wellbeing
The Student’s Health and Wellbeing website provides information on health services, sport and exercise, mental wellbeing and support in a crisis.

http://www.ed.ac.uk/students/health-and-wellbeing

10.11.3 The Chaplaincy
The Chaplaincy is for all faiths and none – a place at the table for everyone. Our team covers a wide variety of beliefs, including humanism and all major world religions, but you don’t have to be religious or spiritual to attend events at the Chaplaincy or use our services. To find out more about the Chaplaincy go to their web site at:

http://www.ed.ac.uk/chaplaincy

Information about the Chaplain and the Chaplaincy Team is at:

http://www.ed.ac.uk/chaplaincy/about/staff-and-team

phone: +44 (0)131 650 2595
email: chaplaincy@ed.ac.uk

10.11.4 Student Counselling Service
Sometimes the pressures of study on top of an already busy life can bring unexpected stresses or other events happen in life which impact on your studies. The Counselling service offers counselling to help students work through their difficulty, understand themselves better and find ways of managing their situation.

You can find further information on how to access the Service and what counselling can offer at: http://www.ed.ac.uk/student-counselling

Email Counselling
When you embark on further studies you are able to contact your supervisors regarding all issues relating to your course. However, the pressures of study on top of an already busy life can bring unexpected stresses or other personal issues arise which you may not wish to discuss with your supervisor. Sometimes it can be helpful to talk in confidence to a counsellor.

We are aware that face to face counselling is not possible for some students and offer an e-mail option to ensure that the Service is available to all.

Further information on the email counselling service and suitability:
https://www.ed.ac.uk/student-counselling/services/email-counselling
10.11.5 Student Disability Service

Disabled students, including those with specific learning difficulties, are warmly welcomed to the University of Edinburgh. The Student Disability Service offers information and advice on all aspects of support for disabled students and can help you plan your studies at Edinburgh.

The Student Disability Service is a service which supports disabled students. Our main focus is providing advice and support. We support students with dyslexia, mental health issues and students on the autistic spectrum, as well as those who have physical and sensory impairments.

We also work with the rest of the University to improve access in the widest sense.

If you think you are eligible for adaptations, adjustments to teaching, assessment practice, or personal assistance, it is essential that you contact the Student Disability Service as soon as possible if you have not done so already.

The Service is keen to offer support in a flexible way in order to meet the needs of all students. Arrangements here may be different from those you already have, so an early consultation is essential.

Tel: 0131 650 6828
Email: disability.service@ed.ac.uk
Web: www.ed.ac.uk/student-disability-service

Disability Support
Contact Disability Support about additional funding, disability legislation and policy, building access and additional arrangements for exams.
http://www.ed.ac.uk/students/academic-life/disability-support

10.11.6 Support for Study

Where there are concerns about your wellbeing or behaviour and the impact this is having on your studies or on other students and/or staff, you may be involved in the University’s Support for Study procedures.
http://www.ed.ac.uk/students/support-for-study

10.11.7 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 cooperation 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 documents published in two parts on the Organisation and Arrangements of health and safety within the University. Individuals are required to comply with any procedure 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...
10.11.8 **Sport and Exercise**

The University of Edinburgh’s superb sport and exercise facilities are ranked among the very best in the UK. Sport & Exercise caters to a diverse range of users from occasional exercisers to international athletes and is split into four distinct units; the Pleasance sports centre, FASIC physiotherapy, Peffermill playing fields and Fir bush outdoor centre.

The Pleasance complex houses two multi-purpose sports halls, catering for a diverse range of indoor sports – everything from badminton to ultimate Frisbee. More information can be found at [http://www.ed.ac.uk/sport-exercise](http://www.ed.ac.uk/sport-exercise).

10.12 **Skills and personal development**

10.12.1 **Institute for Academic Development**

The Institute for Academic Development (IAD) provides a number of workshops and resources for University of Edinburgh postgraduate taught and research students (online distance learners and on-campus students), to help you gain the skills, knowledge, and confidence needed for studying at postgraduate level.

**On-Campus and Online Workshops**

The IAD offers a range of on-campus and online workshops/events and one-to-one study skills sessions.

Examples of on-campus and online workshops are highlighted below and a comprehensive list and booking details can be found on the IAD website, MyEd or on the blog.

- Critical: reading, essay planning and writing
- Getting started with your scientific writing: who’s afraid of the big blank page
- Time management
- Project planning
- Dissertation planning and writing
- Getting started with Endnote (bibliographic tool)
- Preparing for exams
- Managing your digital footprint (online presence)

**Resources**

There are various resources available on the IAD website, including:

- Preparing for your studies
- Studying at postgraduate level
- Developing your English
- Literature searching
- Managing research workloads
- Writing a postgrad level
- Assignments: planning and drafting
- Critical thinking
- Digital media
- Guides and codes
Institute for Academic for Academic Development
Website: www.ed.ac.uk/iad/postgraduates
Blog: http://iad4masters.wordpress.com/
Twitter: https://twitter.com/iad4masters
Email: iad.masters@ed.ac.uk
Digital Footprint: www.ed.ac.uk/iad/digitalfootprint

eProfessionalism
An eProfessionalism guide and case study are available on the digital footprint website, here:

Study Support
Workshops, fact sheets, resources and advice for undergraduates and postgraduates to help you develop your academic and study skills, and skills development support and workshops for PhD students:
http://www.ed.ac.uk/students/academic-life/study-support/postgraduates

Exams and Timetables
Timetabling information confirming scheduled lectures, a searchable timetable of forthcoming exams, examination adjustment deadlines, details of current and forthcoming exam diets:
http://www.ed.ac.uk/students/academic-life/exams-and-timetables

Edinburgh University Students’ Association
Class Reps
Class Reps are the foundations of student representation. They represent the views of their fellow students directly to the staff in their Schools and are often the first point of contact between students and staff.

Class Reps ensure that academic and support staff are continually listening to and engaging with students to improve the student experience. Ultimately, class reps will improve courses for those currently involved and those who take them in the future.

By participating in student representation, class reps can help improve the delivery, content, assessment, feedback and materials for your courses and they help build a stronger academic community within their School to improve School-wide issues. They reflect on and share their work using blog posts in their Student Rep Forum on Learn and can earn Open Badges and work towards the Edinburgh Award and will also receive recognition for their work through recognition on the HEAR report.

Find out more about the role, available training and how class reps fit into our wider representative structures at:
https://www.eusa.ed.ac.uk/representation/yourrepresentatives/classreps/

Student Representation
Decisions are taken by the University or government which hugely impact on your student experience and it is important that you are represented so that those decisions benefit you. University of Edinburgh students are automatically members of
Edinburgh University Students' Association and can vote - and stand - in student elections and get involved in everything we do. Your Students' Association campaigns to improve the Edinburgh student experience and represents your views to the University to make sure that the student voice is heard.

Find out more about the different representative roles and how you can make your voice heard at www.eusa.ed.ac.uk/representation.

**Tandem**
Launched in Edinburgh in 2007, Tandem is a popular language exchange programme run by the Global team in the Students' Association. All students are welcome! Tandem is designed to help you meet people and learn languages in a fun, relaxed, social environment without tutors, exams or lectures. Tandem can be accessed remotely online through Skype and also includes many face-to-face events, from a weekly Language Café, to monthly speed language matching.

For more details about Tandem and other Global initiatives, check out www.eusa.ed.ac.uk/global.

**Peer Proofreading**
Powered by student volunteers, the Students’ Association Peer Proofreading scheme provides free writing support for non-native English speaking students. Find out more at www.eusa.ed.ac.uk/proofreading.

**The Advice Place**
https://www.eusa.ed.ac.uk/support_and_advice/the_advice_place/
The Advice Place is home to EUSA’s professional advice team offering students free, impartial and confidential information on everything and anything that our members need to know. Ask a question on the online form (via the above link) and we’ll get back to you as soon as possible.

The Advice Place
Phone: 0131 650 9225/ 0800 206 2341 or text on 07537 402004
Email: advice@eusa.ed.ac.uk ; academic.advice@eusa.ed.ac.uk

**10.13 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.

**10.14 Other University Services**

**Scholarships and Student Funding**
Student funding information can be found here, including information for current students who have already commenced their programme of study.
http://www.ed.ac.uk/student-funding/
Development and Alumni
Our role is to work with the academic community to engage alumni, friends, companies and trusts in the life of the University.

The Development and Alumni Office offers a range of services and activities, and acts as a point of contact for the world network of alumni clubs and groups. More information can be found at: http://www.ed.ac.uk/development-alumni

Edinburgh Global
Edinburgh Global provides a range of services for staff, current students and prospective students. This includes visa advice, opportunities to go abroad, and guidance on setting up partnerships. http://global.ed.ac.uk

Student Administration
Student Administration are responsible for providing services to all students throughout their time at the University of Edinburgh and for supporting Colleges and Schools and other student services in delivering a high-quality student experience. http://www.ed.ac.uk/student-administration

University Support Services A – Z
An A – Z of Student Support Services can be found here, including some of the support services already included above. http://www.ed.ac.uk/students/student-services

Skype
You might be asked to use Skype for 1-to-1 meetings with members of the Programme team.

If you’re not familiar with this service, Skype is a software application that allows users to make audio and video calls to other users on the internet. It also provides live text-based online chat.

Free download is available from: https://www.skype.com/en/download-skype/skype-for-computer/


Skype is also available for other platforms such as Linux, Android and iOS. Skype have prepared many guides explaining how to use their service and resolve common issues: https://support.skype.com/en/

10.15 Glossary of terms
Under the University Accessible and Inclusive Learning Policy, ‘key technical words and/or formulae shall be provided to students at least 24 hours in advance of the class’. Where there are words and terms not listed here, the Programme Team will provide these at least 24 hours prior to each tutorial taking place.