



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

MSc by RESEARCH HANDBOOK 2019-2020

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

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INTRODUCTION

This handbook is designed to provide students with general information and guidance about studying on research programmes in the School of Philosophy, Psychology & Language Sciences (PPLS) and should be referred to in conjunction with the University's Policies and Regulations:

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

This handbook does not supersede University Regulations available online under Degree Regulations and Programme of Study (DRPS): <http://www.drps.ed.ac.uk/18-19/>.

We consider it each student's responsibility to make themselves familiar with the contents of this handbook and also the University's Policies and Regulations. We believe that the 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.

Handbooks were correct at time of printing (August 2019)

All research students and supervisors should make themselves familiar with University *Code of Practice for Supervisors and Research Students*.

<http://www.ed.ac.uk/files/atoms/files/copsupervisorsresearchstudents.pdf>

CONTACTS - SUPPORT

Administrative and Student Support: Postgraduate Student Services

The School Postgraduate Student Services Office (PG Office) is situated on the Ground Floor of the Dugald Stewart Building

Office Hours

9.30am – 12.30pm





1.30pm – 5.00pm

Tel: 0131 651 5002

Email: pplspg@ed.ac.uk

The PG Office provides administrative support for all postgraduate programmes, courses, staff and students in the School. Each member of the team is available to help and provide advice on all aspects of postgraduate administration in the School. However they do specialize in particular areas as detailed below.

The PG Office operates an open door policy; if you have any questions, please do not hesitate to come to the office during the office hours described above. Occasionally the office will be closed for training or meetings. If your enquiry is urgent, please call the number above and leave a message. The team will get back to you as soon as possible.

PPLS Head of Postgraduate Administration	Miss Katie Keltie 	PPLS PG Administration Co-ordinator PhD Administration including examination PhD Admissions PhD Student Support
PPLS PG Administrator	Miss Annette Nimmo 	PhD Administration including examination PhD Admissions PhD Student Support
PPLS PG Administrator	Miss Toni Noble 	PPLS PG PGT Admin Co-ordinator MSc Psychology and LEL Administration MSc Admissions MSc Student Support
PPLS PG Administrator	Miss Becky Verdon 	PPLS PGT Assessment Co-ordinator MSc Philosophy Administration PPLS PG Online Programme Admissions PPLS PG Online Programme Administration MSc and Online Student Support




Academic & Pastoral Support: Subject Area Postgraduate Director

The Subject Area Postgraduate Director (PG Advisor) look after the academic administration of the research programmes in each subject area in the School. They are responsible for the smooth running of admissions, co-ordinating examinations, progress reviews, programme evaluation and curriculum development. In addition to your Supervisor, the PG Advisor is available to all research students as source of pastoral support and advice for any scholarly or personal issues, which may arise whilst students are on the Programme. These may include advice with course or topic choices at critical stages in the Programme, but may equally relate to less routine matters.

It is your responsibility to inform your Supervisor or PG Advisor immediately of any problems which are interfering with your coursework or progress through the programme, including any religious or medical requirements that might affect your participation in any aspects of the programme.

If you cannot, or do not want to discuss an issue with your Supervisor or Postgraduate Advisor, you can contact the PPLS PG Office. The PG Office staff will be able to direct you to the most appropriate person to advise you.

Other sources of specialist academic and pastoral support are listed in the *Code of Practice for Supervisors and Research Students*.

<p>Postgraduate Director Philosophy</p>	<p>Dr Dave Ward</p> 	<p>Room 6.05, Dugald Stewart Building 0131 650 3652 Dave.Ward@ed.ac.uk</p>
<p>Postgraduate Director Psychology</p>	<p>Dr Rene Mottus</p> 	<p>Room S4, 7 George Square 0131 650 3410 Rene.Mottus@ed.ac.uk</p>
<p>Postgraduate Director Linguistics & English Language</p>	<p>Dr Joseph Gafaranga (Semester 1)</p>  <p>Dr Michael Ramsammy (Semester 2)</p>	<p>Room 3.05, Dugald Stewart Building 0131 650 3496 J.Gafaranga@ed.ac.uk</p> <p>Room 3.03, Dugald Stewart Building 0131 650 3959 M.Ramsammy@ed.ac.uk</p>

PROGRAMME STRUCTURE

MSc by Research students are registered for 1 year full-time or 2 years part-time.

At the beginning of your studies you must meet with your Supervisor to discuss how you would like to arrange your studies. You may opt to register for either of the following routes:

1. Dissertation of up to 30,000 words (180 credits) OR
2. Courses (40 credits) and dissertation of up to 25,000 words (140 credits)

In the case of option 2, courses appropriate to your research area will be selected from the level 11 list of postgraduate courses available online (http://www.drps.ed.ac.uk/19-20/dpt/cx_s_su793.htm) in consultation with your Supervisor. **You will be formally assessed on these courses, however the outcome of your dissertation alone will determine your overall degree result.** Teaching takes place during two semesters (from September to March).

You should be working on your dissertation throughout the year (from September to August), although you should expect to start relatively slowly with the work on the dissertation itself, as you carry out a number of tasks which contribute towards refining your topic.

Confirmation of your study route should be submitted to the PG Office no later than the end of week 2 of semester 1.

SUPERVISION

Supervisors

MSc by Research students have at least one supervisor, with whom they work closely throughout their research, at least one of whom will be from their subject area.

At the point of admission all new research students are allocated a principal (or lead) supervisor who is responsible for directing the student's work and ensuring that administrative procedures are carried out satisfactorily. Some will be allocated an assistant (or co-) supervisor at the same time, although sometimes a decision on the assistant supervisor is delayed until an appropriate point during the student's first semester at the University.

It is quite possible, and often beneficial for the student, to arrange joint supervision with someone from another subject area whose expertise is especially relevant to the student's research topic. Such decisions are always made in consultation with the student. The difference between the roles of principal, co- and assistant supervisor is usually one of degree of involvement in the student's research:

- **A principal supervisor** is fully engaged with the student's work and provides the main support. The principal supervisor (or lead co-supervisor) is also the lead contact for any administration relating to changes to the student record;
- **A co-supervisor** is also fully engaged in the student's work, but is not responsible for administrative matters;
- **An assistant supervisor's** role may vary from occasional meetings with the student and reading of the work produced to active participation in some aspects of the student's research.

Work with supervisors is central to the research student's career. The supervisors' role is to provide guidance on the structure and content of the thesis. This will usually include:

- agreeing with the student a suitable field of study and training, as appropriate;

- reading and offering comments and suggestions on written work, from early reviews of the background literature to the full draft of the final thesis;
- supporting the student to plan and manage their research effectively;
- being the first point of contact if there are any problems - whether intellectual, practical or emotional - which the student wants to discuss;
- applying for any concessions that may be deemed necessary;
- giving guidance on academic publishing and careers, and providing references for job applications after completion of the thesis.

The student and supervisors are both responsible for staying in touch throughout the period of study. They should arrange to meet regularly, and exchange frequent correspondence if the student is away on fieldwork. It is important that supervisors know how to reach the student at all times. It is also important that the supervisors keep the supervisee informed of any periods when they will be away from the University.

Supervision Styles

Individual supervisors differ greatly in their styles of supervision. Some prefer very frequent meetings and more structured tasks for the student; others prefer more informal ways of working. Some are more directive, while others see their role more as encouraging and enabling. Second supervisors may assume very different roles. Sometimes they become more important than the first supervisor; sometimes both supervisors choose to meet the student together for supervisions; and sometimes the role is providing a more limited input to the student's work.

Whatever the pattern of supervision that develops, it is vital that it be suited to the specific needs of the particular student at the time, and that both parties discuss and negotiate how best to work. What works well for one student may not be appropriate for another. Moreover, what students need from their supervisors may well vary over different stages of the degree. The supervisory relationship is an evolving one. It is therefore crucial to a successful relationship that students learn to say what they need from their supervisors, and that supervisors be flexible and open enough to respond appropriately.

Supervision Support

Occasional disagreements, stresses and strains are part of most healthy supervisions, but it is important for all parties to be able to contain and manage any tension which might develop in the relationship between supervisor and researcher. The second supervisor is always there to provide an alternative point of view and different kinds of support. Your fellow students (and other members of the teaching staff) can also provide a great deal of informal support and guidance. However, if you feel you are having a serious problem with your supervisor or supervisors, you should in the first instance approach the subject area as quickly as possible. There are a number of different ways you can do this: through the postgraduate advisor in your subject area, or your student representatives. You can also go to the School Postgraduate Office for further guidance.

Notes of Meetings

Students must keep notes of key supervision meetings in order to have a record of action points and a method of confirming understanding of discussions with supervisors (CoP section 2.1).

Supervisors are required to record supervision meetings on the student record and these notes can also be added there for ease of reference.

All research students and supervisors should make themselves familiar with *University Code of Practice for Supervisors and Research Students*.

<http://www.ed.ac.uk/files/atoms/files/copsupervisorsresearchstudents.pdf>

COURSES AND ACADEMIC ACTIVITIES

Course Choices

MSc by Research students who are completing courses as part of their programme of study will discuss these course options and enrolments with their supervisory team in order to identify the most relevant courses.

Auditing courses

You can be assessed only on 40 credits of coursework but if you wish to take additional courses for auditing purposes only (attend out of interest, not for credit), this may be possible. You must get the permission of your Supervisor and also the relevant organiser of the course you wish to audit. This option is also open to students completing a dissertation only programme.

As an auditor, you will not obtain a mark for the course but you may be asked to take part in the assessment required for the course. You are committing to attending all lectures. If you wish to only get access to the online materials you can request to be enrolled through Learn.

Teaching arrangements

Teaching on courses takes a number of different forms. Most core courses consist of lectures, some courses having associated tutorials. Some of the option courses follow a similar lecture/tutorial format but others take the form of seminars and workshops. The following descriptions may be of use to those unfamiliar with the terminology often used in MSc courses:

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

Timetables

Students should note that all course days, times and venues are subject to change and must check their personalised timetables via MyEd. Specific course timetabling information can be viewed on each course entry within DRPS.

Students are solely responsible for ensuring that their course choices do not clash and that they are fully aware of when and where each course will take place. Failure to complete a course through non-attendance or non-completion of the assessment will result in a failing mark being achieved.

Academic Activities

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

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

COURSE ASSESSMENT

Assessment methods vary between courses. Students will normally be required to submit some coursework, attend an examination, or some combination of the two. In addition to the formal assessments, students may additionally be expected to carry out other assignments (for example, presentations to the class).

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.

Layout of Assignments

Where the layout requirements have been specified on the DRPS entry for a course then you must follow those instructions. Other submissions can be made using the following generic information available under the current student section of your subject website.

Word Count

Word / page limits are important for two primary reasons. First, academic and professional writing will typically require you to produce pieces of a specified length, and so it is a necessary part of your training to be able to do so. Second, a standard word / page length for each assessment ensures fairness between students.

Word / page counts **MUST** be stated as part of your assignment title when submitting. The word count excludes the references, the main title, table of contents and title page (if you have one), but includes all other material. Footnotes cannot be used to include extra material, and the use of footnotes is discouraged.

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

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

COURSEWORK SUBMISSION PROCEDURES

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

An online video guide can be found here:

https://media.ed.ac.uk/media/How+to+Submit+Coursework+Online+--+Step+by+Step/1_6x0f1ck3.

For the electronic submission, you need to log into Learn and click on the link for the course you are submitting an assessment for. On the course content page you will see an assessment coversheet that you must review and agree that the work you are about to upload is your own. Once you have marked the coversheet as 'reviewed', the submission folder with the Turnitin link to upload your assignment will become visible.

When the Turnitin link appears you will be able to submit your coursework. You will see a pre-filled form with your name automatically filled in and must only add your **exam number** (which can be found on your student card) and **word count**, eg **B123456_2500**, to the submission title box – **do not add your essay title here, name or student number**. Your essay title and exam number should be at the beginning of your assignment. To upload your assignment click on the browse button to open your computers file browser and select the document you want to submit. Please make sure that you are careful and choose the correct file for submission.

When you successfully submit your assignment you will receive a confirmation receipt from the system. You can also check your submissions by viewing your Turnitin assignment inbox. If you are not sure then please contact the PG Office to confirm.

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

Learn Grade Centre Submissions

Submitting directly through the Learn Grade Centre does not produce a receipt like Turnitin, if you are worried about your submission you can ask the PG Office to confirm that your assignment has been received. You must also ensure that your **file for submission** is titled as your exam number and word count when submitting through Learn Grade Centre.

If you have any problems using the systems please contact the Postgraduate Office in advance of the submission deadline to let them know of your issue.

All coursework assessments should be anonymous in order to maintain fair marking. Your exam number must be at the top of every page and the page number at the bottom. Your name or student number **must not** be on any of your assignments.

The Postgraduate Office will check all coursework submitted to ensure it meets the requirements stated for each submission. If a piece of coursework does not meet the requirements it will not be accepted and the student will be informed to resubmit by the deadline. The Postgraduate Office is not required to check the coursework until the deadline applies so this can result in late submission penalties being applied to your work; please ensure that you are aware of any requirements for each piece of work you submit.

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

On completion of marking, everything will be returned to the Postgraduate Office where we will take note of the mark awarded and you will receive an email to your University email account letting you know when your assignment is available.

Any student enrolled in a class outside PPLS must ensure that they check with the relevant submission office to find out how to submit; procedures can vary across the University.

Anonymity

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

EXAMINATIONS

Examinations take place in December and April / May every year. If any of your courses are assessed by examination, timetables detailing the time and venue of exams will be made available online at the end of October: <http://www.ed.ac.uk/student-administration/exams>.

Students are required to attend examinations; absence from examinations with no special circumstance submitted prior to the exam will result in a mark of '0' being recorded. Examinations may be rescheduled due to unforeseen circumstances, students who have left campus before the end of the examinations period will not have grounds for special circumstances if they miss an exam. Similarly, students cannot request an exam to be scheduled to fit their personal preferences.

Examples of past examination papers can be found in the Main Library website: <http://www.ed.ac.uk/information-services/library-museum-gallery/exam-papers>.

COURSEWORK FEEDBACK

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

How to Use Feedback

Performance feedback, in the form of constructive criticism, comes to students from their tutors in three broad forms. Making good use of the various sources of feedback available to you is an important academic skill.

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.

Marking and Moderation

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

- marks awarded
- written comments provided to students

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

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

The moderator's sample should amount to no fewer than 5 scripts or less than 10% of the total number of submissions, whichever is greater. It should normally include:

- at least one example of work from each marking band
- most or all examples where fail marks have been awarded
- at least one example from each borderline threshold

Where a moderator has concerns about the marking standard or marks-profile of the course, they may:

- elect to double mark each piece of work
- recommend an across-the-board shift of the primary marks upwards or downwards

Marking Turnaround

Feedback on formative and assessed work should be provided within 15 working days of submission, or in time to be of use in subsequent assessments within the course, whichever is sooner.

DISSERTATION

The examination process for the MSc by Research programme is detailed in Section E of the Assessment Regulations for Research Degrees:

<https://www.ed.ac.uk/files/atoms/files/2019-postgraduateresearch.pdf>

All PPLS MSc by Research programmes are type 1 and are examined by the College of Arts, Humanities and Social Sciences Postgraduate Committee.

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

Word Count

- Up to 25,000 words for students enrolled on coursework and dissertation (140 credits)
- Up to 30,000 words for students enrolled on dissertation only (180 credits)

You may wish to give a draft of your dissertation to your supervisor for comments prior to submission; if you agree to do so, please note the following points:

- Supervisors must be given a minimum of a week to provide comments
- Supervisors will comment on only one draft of the dissertation. They will not comment on multiple revisions
- The discussion write up may not be commented on, however this can be dependent on your specific topic and can be queried further with your supervisor
- Further arrangements are made by individual students and supervisors

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.

The deadline for handing in completed dissertations to the Postgraduate Office is **Thursday 13th August 2020 by 4.00 pm**.

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

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

Ethics

For your dissertation research, you may run experiments and / or collect data. You are expected to follow the ethics guidelines adopted by the School in carrying out such research projects. Further information is available online:

- Psych: <http://www.ed.ac.uk/ppls/psychology/current/postgraduate/research-ethics>
- LEL: <http://www.ed.ac.uk/ppls/linguistics-and-english-language/current/postgraduate/research-ethics-guidance>

If you are going to conduct research in clinical based environments or schools / nurseries, you may be required to apply for a Research Passport or Disclosure (Criminal Record Check) which may incur a fee. Please contact the Postgraduate Office for advice on this if you think it applies to you.

Research Funds

Costs of any research project can vary and you may be expected to incur expenses. Postgraduate Advisors may inform students if there are funds available to support dissertation costs although it should not be assumed that the full costs will be reimbursed. Any approved funds can take up to 4 weeks to be reimbursed.

PEER PROOF READING

Proofreading through the Edinburgh University Students' Association is available on a first come first served basis to students whose first language is not English.

Please note that restrictions apply to this service, you can search all the relevant information online: <http://www.ed.ac.uk/studying/international/student-life/language-support/proofreading>.

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

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

PPLS WRITING CENTRE

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

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

COMMON MARKING SCHEME

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

GRADE DESCRIPTORS

Mark %	Description
90-100% (A1)	Fulfils all criteria for A2. In addition work has exceptional insight and independent thought, and possibly publishable quality. Could change conventional understanding of the topic.
80-89% (A2)	Outstanding work. Insight and depth of analysis beyond usual parameters. Sustained, fluent and authoritative argument. Comprehensive knowledge, and convincing command of the topic. Accurate and concise use of sources.
70-79% (A3)	Focused, clear and well-structured work. Effectively and convincingly argued. Critical understanding of conflicting theories and evidence. Excellent presentation and referencing.
60-69% (B)	Substantial knowledge and understanding of concepts, theories and evidence relating to the topic. Answers the question fully. No significant errors of fact or interpretation. Good presentation and referencing.
50-59% (C)	Accurate knowledge of topic. Satisfactory interpretation and uses of sources and evidence. Some gaps in knowledge, or limited use of evidence. Overly descriptive. Possible confusion or lack of clarity. Writing, referencing and presentation satisfactory.
40-49% (D)	Diploma-level performance. Some knowledge of the topic, and use of relevant sources. Likely to have significant deficiencies in argument, evidence or use of literature. Likely to contain factual errors. May fail to answer the question. Writing, referencing and presentation may be weak.
30-39% (E)	Fail. Flawed understanding of topic. Poor awareness of theory. Poor approach. Poor coverage of the topic. Writing, referencing and presentation likely to be very weak.
20-29% (F)	Fail. Seriously inadequate knowledge of the subject. Little awareness of relevant issues or theory. Major omissions and inaccuracies.
10-19% (G)	Fail. Short, unclear, factually inaccurate. Lack of understanding of key reading and academic concepts.
0-9% (H)	Fail. No academic merit. No indication that the course has been followed.

EXTENSIONS AND PENALTIES

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 of up to seven calendar days may be possible. This in line with the University Taught Assessment Regulation 28 <https://www.ed.ac.uk/academic-services/policies-regulations/regulations/assessment>.

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

How to apply for an extension

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

Penalties

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

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

Students with Adjustment Schedules

Extension requests from students with adjustment schedules that allow 'short notice extensions' will be treated sympathetically where possible. Students should however be prepared to give a reason for the extension request; simply citing an adjustment schedule is not an adequate reason. If students are seeking longer extensions, they should discuss the possibility of a formal concession to their studies (in the form of an extension or interruption) with either the PG Office or their Programme Director.

CHANGES TO THE PERIOD OF STUDY (CONCESSIONS)

If a student is unable to work on their research for reasons of health, domestic or other legitimate circumstances, an interruption of studies may be sought through the supervisor. It is the student's responsibility to inform supervisors of any such situation as quickly as possible. It is not possible to apply for an interruption retrospectively.

Where possible it is important that any changes to registration are requested in advance. Students should make a point to discuss any issues with their supervisors as soon as they arise to allow for action to be taken in a timely manner. If it is agreed that a concession is appropriate the supervisor will then contact the PG Office who will help them to process the request.

RESULTS AND DEGREE OUTCOME

Coursework Results

Your coursework results will be considered by the appropriate subject area PG Examination Board held in January and June each year. An External Examiner is appointed for every course to adjudicate marking. External Examiners are required to assess marking and feedback across an entire course, and not to comment on an individual student's course profile; this is a remit of the examination board. When the board meets the finalised marks will have been agreed by the External Examiner.

Students must not contact any External Examiner directly. If a student has any queries or wants to raise a mark with an External, students must do so by contacting the PG Office in the first instance.

After the examination board meets, students' results will be communicated via EUCLID.

Dissertation Result and Degree Outcome

Section E of the Assessment Regulations for Research Degrees:

<https://www.ed.ac.uk/files/atoms/files/2019-postgraduateresearch.pdf>

All PPLS MSc by Research programmes are type 1 and are examined by the College of Arts, Humanities and Social Sciences Postgraduate Committee. PPLS does not require an oral assessment for this type of programme.

Around 2 months prior to submission you will be asked to complete a Notice of Intention to Submit (NITS) which will trigger the nomination of examiners for your dissertation. Two examiners will be nominated, one internal and one external. Your supervisor cannot act as internal examiner for your dissertation.

Examiners will complete an independent report on your dissertation before conferring to confirm their recommendation of outcome. Examiners may determine a numerical grade for your dissertation but the recommendation of outcome will be made on the following grounds:

- (a) **Award Pass with Distinction in MSc by Research.** (Regulation 52a)
This award is recommended where the dissertation result is above 70%
- (b) **Award Pass with Merit in MSc by Research.** (Regulation 53a)
This award is recommended where the dissertation result is above 60%
- (c) **Award MSc by Research.** The research project or dissertation satisfies the requirements for the award of the degree as laid down in the University's Degree Regulations and Programmes of Study as appropriate and that the degree should be awarded; or
- (d) **Award exit award.** The research project or dissertation is substantially inadequate in one or more of the requirements for the MSc by Research. However, the work is of sufficient quality to merit the award of postgraduate diploma or certificate; or
- (e) **Fail.** The research project or dissertation is substantially deficient in respect of all or any of the requirements for the degree and does not meet the requirements for any award.

The recommendations of examiners will be submitted to the College of Arts, Humanities & Social Sciences Postgraduate Committee for ratification. Upon confirmation from the committee the award will be communicated to students via EUCLID.

Special Circumstances Committee

Your Supervisor and Postgraduate Advisor are available as a first line of support and advice for any scholarly or personal issues which may arise while you are on the programme. It is your responsibility to inform them immediately of any problems that are interfering with your studies, including any religious or medical requirements that might affect your participation in any aspect of the programme.

If you feel that your circumstances have affected your academic performance you should complete the special circumstances process so that these can be taken into account when examination boards and committees meet.

Guidance on the special circumstances processes can be found online:

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

Special circumstances are considered only when the examination boards meet so immediate action will not be taken.

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

In general, it is most important that you let us know of any concerns you have, whether these affect the programme generally or yourself personally. Do not 'bottle up' any problems or anxieties that may interfere with your progress on the programme. Share them with us at an early stage, and we will do our best to help and advise you.

Other sources of specialist academic and pastoral support are available:

- Edinburgh University Students' Association Advice Place:
https://www.eusa.ed.ac.uk/support_and_advice/the_advice_place/
- Student Counselling Services <http://www.ed.ac.uk/student-counselling>

ATTENDANCE

It is important that you attend the University regularly and are fully engaging with your research programme. Please make sure that you attend all meetings scheduled with your supervisor as these meetings act as a check point for attendance and engagement. If you are unable to make a meeting you have scheduled, please contact your supervisor as soon as possible to arrange an alternative meeting time. There may also be additional points during the year when students will be asked to check in with the Postgraduate Office.

If you are intending to be off campus for more than two weeks at a time, please complete the relevant permission to be off campus form available on the PPLS Postgraduate website: <http://www.ed.ac.uk/ppls/current/postgraduate>.

STUDENTS ON A TIER 4 VISA

As a Tier 4 student, the University of Edinburgh is the sponsor of your UK visa. The University has a number of legal duties to manage our sponsorship of your visa. These include:

- monitoring your attendance on your programme and
- reporting to the Home Office where you suspend or withdraw from your studies, complete them early, fail to register or are repeatedly absent to the point of being excluded from studies.

As a student with a Tier 4 visa sponsored by the University of Edinburgh, the terms of your visa require you to, (amongst others):

- Ensure you have a correct and valid visa for studying at the University of Edinburgh, which, if a Tier 4 visa, requires that it is a visa sponsored by the University of Edinburgh;
- Attend all of your University classes, lectures, tutorials, etc where required. This includes participating in the requirements of your course including submitting assignments, attending meetings with tutors and attending examinations. If you cannot attend due to illness, for example, you must inform your School. This includes attending Tier 4 Census sessions when required throughout the academic session.

Monthly research activity reports

Please complete a short report on your research activity in the first week of each month. This should summarise your activities for the previous month and will allow your record to be updated to indicate your ongoing engagement with the programme. These should be emailed to the postgraduate office: pplspgoffice@ed.ac.uk

Engagement will be monitored centrally on a monthly basis so it is important that you keep this up to date.

Please note that any email relating to your Tier 4 sponsorship, including census dates and times will be sent to your University email address - you should therefore check this regularly.

Further details on the terms and conditions of your Tier 4 visa can be found in the "Your rights and responsibilities" section at www.ed.ac.uk/immigration

Information or advice about your Tier 4 immigration status can be obtained by contacting the International Student Advisory Service, located at the International Office, 33 Buccleuch Place, Edinburgh EH8 9JS Email: immigration@ed.ac.uk

SKILLS TRAINING

The School places great importance on training for research students. Students are required to attend research methodology courses and courses pertinent to their research project as directed by their supervisory team.

Additionally, students are strongly encouraged to attend skills training courses offered through the Institute for Academic Development and through the Computing and Library services. Courses include workshops on Thesis Writing, Effective Presentation, Time Management, Literature Searching, Career Development, etc. All courses are free of charge and full details and further links may be found at: <http://www.ed.ac.uk/schools-departments/institute-academic-development/postgraduate>

PLAGIARISM

Plagiarism is the act of copying or including in one's own work, without adequate acknowledgement, the work of another or your own previously assessed original work.. You are responsible for ensuring that you do not plagiarise.

The University's degrees and other academic awards are given in recognition of the student's personal achievement. Plagiarism is academically fraudulent and an offence against University discipline.

Plagiarism, at whatever stage of a student's course, whether discovered before or after graduation, will be investigated and dealt with appropriately by the University.

Plagiarism is a serious offence that can result in expulsion from the University. Please make absolutely sure you do not inadvertently lay yourself open to charges of plagiarism. If you quote or paraphrase work you have read, whoever it is by, acknowledge this clearly with a reference to your source.

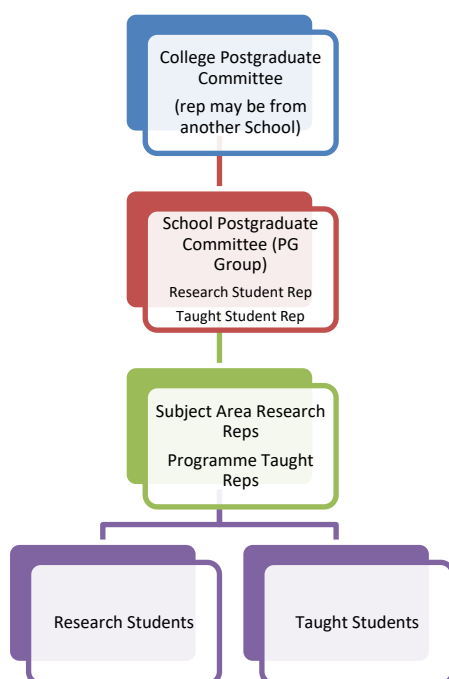
Out of respect for your hard work, we will always ask for maximum penalties for those few individuals who see fit to plagiarise or cheat. No details of 'home' academic discipline, national or cultural origin, or poor command of English are any excuse. If you do not understand any aspect of the relevant regulations, **ASK** and make sure you do.

For current University regulations on plagiarism, see the Research Assessment Regulations (regulation 19): http://www.ed.ac.uk/files/atoms/files/pgr_assessmentregulations.pdf

STUDENT REPRESENTATION

The School of Philosophy, Psychology & Language Sciences has a well-established system for postgraduate representation, enabling students to raise general issues of concern about their programme.

Representatives are selected at the beginning of each academic year, and their role is to communicate the views of the students on programme to the academics responsible within the School. Postgraduate representatives receive training and support from the Edinburgh University Students' Association. <https://www.eusa.ed.ac.uk/representation/yourrepresentatives/>



Why be a Student Representative?

- So that you can make a positive difference to the way your programme and the Postgraduate School is run.
- To develop your interpersonal, communication and negotiation skills and have something new and valuable to add to your CV.
- To ensure that student representation continues to be taken seriously.

Programme / Subject Area Representatives

Each taught programme within each subject area will select its own student representative and each subject area will select one or two students to represent the research students.

School Student Representatives

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

The Postgraduate Committee

The School Postgraduate Committee) deals with all policy issues for postgraduate students in the school.

The School Postgraduate Director is the convenor of the Postgraduate Committee and liaises with the School and the College on behalf of all students and staff in the Postgraduate School. The PG Advisors are responsible for communicating between subject area and PG Group level.

FACILITIES, COMMUNICATION AND ADMINISTRATION

Email Lists

When you enrol at the University you will get an email account, this is the default email contact address that we will use to get in touch with you. If you would prefer to continue using another email address, it is your responsibility to re-route any emails from the University account to your personal one. It is University policy that any email sent to a university email address is seen as adequate contact.

Your university email address will also be added to the PPLS Postgraduate emailing list – ppls-postgrad@lists.ed.ac.uk. This will be used to inform you of any events happening in the School which may be of interest to you. You may also use this list to communicate with all other postgraduates within the School (please limit this to academic use). If you have any queries regarding the list, please contact the Postgraduate Office. Please note that the Postgraduate Office are the administrators for all postgraduate emailing lists and therefore have access to all messages sent.

In an attempt to minimise spam on PG emailing lists, we have restricted access to emails coming from the '@ed.ac.uk' domain. **If you are using the emailing lists, please do so using your university account or your email will not be delivered.**

Fire

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

Health & Safety

All students should to read the Health & Safety regulations that are displayed on various notice boards. If students require out of hours access to the building they should request this from the Postgraduate Office.

Office Space

Office space for MSc by Research students within the School is allocated at the beginning of each academic year. Office allocation is usually completed by the end of week 2.

Printing

Printing in the Dugald Stewart Building or 7 George Square is free of charge for PPLS postgraduate students. A large print budget is allocated to students automatically at the start of their programme. If a top up is required students can email the computing support team to request this via IS.Help@ed.ac.uk. Please include PPLS PhD Print Budget in the subject line.

If you print in other locations in the University you may be charged.

Security / Personal Possessions

Students' personal possessions are **not** covered by the University's insurance policy. Please be sensible about security issues, leaving the doors of empty offices locked, and making sure that building doors are closed securely in the evenings and at weekends. If items do go missing, please inform Security.

USEFUL WEBSITES

- **PPLS Postgraduate pages:** <http://www.ed.ac.uk/ppls/current/postgraduate>
- **CHSS Postgraduate pages:** <http://www.ed.ac.uk/arts-humanities-soc-sci>
- **University Student Administration:** <http://www.ed.ac.uk/student-administration>
- **Institute for Academic Development:**
<http://www.ed.ac.uk/institute-academic-development/postgraduate>
- **Edinburgh University Students' Association:** <http://www.eusa.ed.ac.uk/>
- **The Advice Place:** <http://www.eusa.ed.ac.uk/advice/>
- **Student Counselling Services:** <http://www.student-counselling.ed.ac.uk/>
- **Student Disability Service:** <http://www.ed.ac.uk/student-disability-service>

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.

The Legislation passed by the UK Government relating to Points-Based Immigration requires all universities to monitor the attendance of their international students. In the College of Humanities & Social Science, we intend to meet this duty by monitoring the attendance of all of our students, as this will give us a positive opportunity to identify and help all students who might be having problems of one kind or another, or who might need more support.