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

PhD STUDENTS 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 *Code of Practice for Supervisors and Research Students (CoP)*
http://www.ed.ac.uk/academic-services/policies-regulations/research-students.

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 *Code of Practice for Supervisors and Research Students*. 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)

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: pplspgoffice@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) looks 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.*

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

DEGREE PROGRAMME

PhD degrees

With respect to the PhD, the University of Edinburgh Postgraduate Regulations state that by the end of the degree, the student will have demonstrated that they "are capable of pursuing original research in a field of study … in a critical and scholarly way", and that the PhD thesis must be an original work making a "significant contribution to knowledge in or understanding of the field of study".

PhD degree duration

PhD students are registered for 3 years full time or 6 years part time.

PhD programmes allow for one further year of study in addition to the registration period. This is sometimes referred to as the "writing up" period. The maximum period of registration for the PhD is thus four years for full-time students and seven years for part-time students.

If students decide to take advantage of this additional period of study they will not be charged tuition fees but will need to pay a matriculation fee in order to refresh their registration.

Students should note that their access to School facilities may be reduced in the writing up period.

Milestones for Full-Time PhD Students
- By the end of the first year, students are required to have a fully developed research proposal;
- By the end of the second year, students are expected to have completed most of their collection of empirical data, or of primary theoretical sources, and begun their analysis;
- By the end of the third year, students are expected to have completed all analysis and produced a draft of their thesis;
- All students are expected to complete and submit their thesis within a maximum of four years.

Milestones for Part-Time PhD students
For part-time students the timetable is more flexible, but the overall requirements remain the same. Detailed timelines are agreed by the student and supervisor.

SUPERVISION (CoP[1] Sections 1.2 & 2)

Supervisors

Research students have two or more supervisors, with whom they work closely throughout their research. At least one supervisor 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 associated administrative procedures are carried out satisfactorily. Most are 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:

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[1] Code of Practice for Supervisors and Research Students:
http://www.ed.ac.uk/academic-services/policies-regulations/research-students

- **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. Students may have more than one assistant supervisor if appropriate for their area of 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;
- ensuring that the annual review of progress is held and reported properly;
- 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 (e.g., extensions of registration period, interruption of studies);
- 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 contact 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 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 Director in your subject area (see page 5), 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

PROGRESS MONITORING   (CoP SECTION 3)

The progress of postgraduate research students **must** be reviewed for each year of registration. This monitoring process allows students to reflect on their progress so far and plan for the following year. The process also allows students and supervisors the opportunity to raise and address any concerns that may arise so that the students receive the support they need in order to succeed on the programme.

Students and supervisors should plan to complete the review process in either early summer or late autumn each year. The appropriate "season" for review will be determined by when the student started their programme. Students who start in September should be reviewed between May and July while for students who start in January a later review in held between October and November is more appropriate.

Annual Review
All PhD students undergo a formal review within 9-12 months of their enrolment. This review process is then repeated at around the same time for every academic year that the student is active.

The Annual Review is carried out in order to:
−   Assess whether the candidate is capable of doing a PhD or MPhil, and;
−   Assess whether their work is sufficiently developed, and of the required standard, to justify continuation of PhD or MPhil registration.
−   Review the previous year's progress against the previous plan. If progress differed from that expected, the meeting reflects on how and why work did not proceed as anticipated;
−   Agree a sensible programme of work for the coming year including, where appropriate, a target thesis submission date;
−   Review the supervisory relationship (e.g., was the support appropriate and adequate in the last year? Could anything improve the relationship? Will the student's supervisory needs evolve in the coming year?).

The review facilitates support, and timely completion, of the research by ensuring that students proceed only when they have acquired the necessary expertise. The annual review is intended as a genuine hurdle and the preparation provided by research training, coupled with guidance from supervisors and advisor, provides the support needed to pass.

The Review Panel
The review is carried out by a panel, which usually has three or four academic members including supervisors and ideally one external panel member (an academic member of staff not directly involved in the project).

It is the responsibility of the student to arrange a date and time for the review with their supervisory team. Once the date is confirmed by all panel members, the student is required to complete a standard self-assessment form in preparation for the review. Further documentation and information may be requested by the review panel prior to the meeting.

Students must submit their form and additional documentation through the online submission system at least two weeks prior to their meeting date.

The form should include the research question, located in the appropriate academic literature, and should elaborate the research design, methodology and anticipated contribution to knowledge. It should discuss ethical and practical issues involved in the proposed research and include a programme of work and, where possible, a timetable.

The paperwork is submitted in advance of a meeting of the Review panel, which is usually opened with an oral presentation by the student. The assessors discuss the work presented with the student – asking questions, giving constructive feedback and making suggestions. It may last up to 2 hours, to allow enough time for a full assessment of the work and of the student.

Following the review, supervisors make one of the following recommendations to the College Postgraduate Studies Committee:

a) Confirmation of registration for the degree for which the student is enrolled
b) A repeat progression review to be held within three months
c) For part-time students only, deferment of the confirmation decision to the following annual review
d) Registration for a different research degree such as MPhil or Masters by Research
e) Registration for a postgraduate taught degree (MSc) or diploma, which may include credit for courses already taken
f) Exclusion from study

At the end of the review meeting, the principal supervisor will draft a written report of the meeting, including its recommendation to the College Postgraduate Studies Committee and feedback to the student. This report is entered into the second part of the online form which is then automatically sent to the other supervisors and student for confirmation of agreement. Once all parties have acknowledged the report it is then submitted to the College Postgraduate Studies Committee.

Where a serious problem is identified or exclusion (i.e., termination of candidacy for PhD) is considered, the Review panel will specify where the proposal is deficient and explaining what work needs to be done to bring the proposal up to the required standard in the report. A second review will be arranged at which the student has the chance to present a revised proposal. If the Review panel still finds that the student has not met the required standard, then discontinuation will be recommended.

Further guidance is available online:
https://www.ed.ac.uk/ppls/current/postgraduate/research-students

CHANGES TO THE PERIOD OF STUDY (CONCESSIONS) (CoP Section 5)

There is rarely any good reason for students to exceed the maximum period of registration. If there have been exceptional circumstances which have prevented the student to submit by the end of their fourth year, an application for extension can be made and may be approved by the College of Arts, Humanities and Social Sciences. When extensions are approved, students are required to pay additional fees. **Extension requests should be submitted 2 months prior to the submission deadline.**

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.** (More information on extensions and suspensions can be found in the University *Code of Practice for Supervisors and Research Students*).

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.

ATTENDANCE (CoP Section 5)

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: https://www.ed.ac.uk/ppls/current/postgraduate/permission-to-be-off-campus.

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 meetings as scheduled and complete work submissions as requested. This includes submitting work in progress to supervisors, responding to emails in a timely manner and attending all meetings. If you cannot attend you must inform your supervisor and the PG Office.

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 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**

SUBMISSION AND EXAMINATION OF THE THESIS   (CoP Section 4)

Approximately two months before the planned submission deadline, students must review the thesis submission information on the School website and complete the necessary forms. These forms trigger the administrative processes for submission preparation so should be completed in good time.

This site includes guidance on the process and links to all necessary forms.
https://www.ed.ac.uk/ppls/current/postgraduate/research-students

Further advice on this can be sought from the PG Office.

SKILLS TRAINING

The School places great importance on training for research students. All 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 put on by the College through the University's 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

RESEARCH AND TRAINING SUPPORT

Information on financial support for research and training activities is available online: http://www.ed.ac.uk/ppls/current/postgraduate/fees-and-funding.

PART-TIME TUTORING

All PhD students will be emailed towards the end of semester 2 with details of Tutoring opportunities and how to apply/express an interest in tutoring. If successfully appointed you will receive a contract of employment for this role.

You must ensure you have suitable academic knowledge of the course content you wish to tutor, and that the tutoring workload will not be detrimental to your programme of study. If you would like to be considered for a tutoring assignment in an area other than your expertise, you are advised to attend the relevant classes/lectures, in order to acquire the skills and knowledge to be considered as a tutor for the following year.

General training is available from the Institute of Academic Development for tutors in either on-line and/or classroom style courses:

- http://www.ed.ac.uk/institute-academic-development/learning-teaching

All courses are bookable through the events booking system on MyEd.

ETHICS

Attention to the ethical and legal implications of research for researchers, research volunteers, sponsors and collaborators is an intrinsic part of good research practice. The School of Philosophy, Psychology & Language Sciences (PPLS) attaches great importance to addressing the ethical implications of all research activities carried out by members of the School. We emphasise a collaborative approach to improving ethical awareness as part of professional research roles and training.

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

RESEARCH APPROVALS FOR EXTERNAL BODIES

If research or data gathering activities will be taking place in external institutions (e.g. Schools, Hospitals or Clinics), additional ethics approval may be required. Criminal record or health checks may also be required prior to approval being given for research to commence.

If you are going to be conducting research outside the University, it is important that you ask for guidance about this from the PG Office. You should do this as early as possible in the process of agreeing your approach to research as the clearance check process can be lengthy.

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/

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College Postgraduate
Committee
(rep may be from
another School)
        |
School Postgraduate
Committee (PG
Group)
Research Student Rep
Taught Student Rep
        |
Subject Area Research
Reps
Programme Taught
Reps
        |
   +--------+--------+
Research Students   Taught Students
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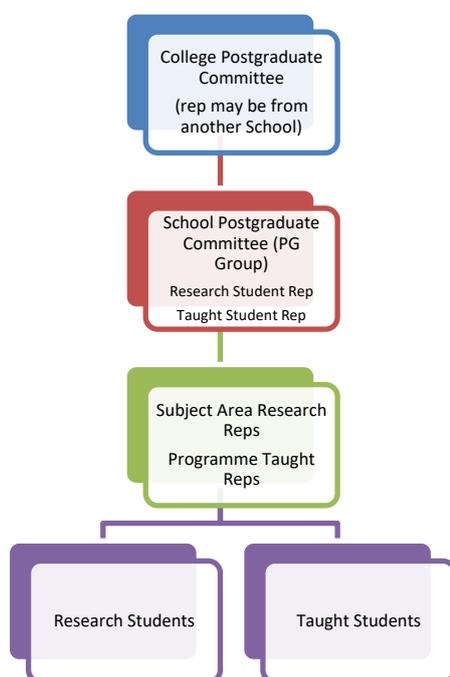
Why be a Student Representative?
- So that you can make a positive difference to the way your programme and the Postgraduate School is run.
- To develop your interpersonal, communication and negotiation skills and have something new and valuable to add to your CV.
- To ensure that student representation 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 PhD students within the School is allocated at the beginning of each academic year. Office allocation is usually completed by the end of week 2. Access to office space is guaranteed for students in years 1-3 (years 1-6 for part-time). The School aims to provide access to space during the writing up period however we cannot guarantee this.

Printing
Printing in the Dugald Stewart Building or 7 George Square is free of charge for PPLS PhD 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.Helpline@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.