Welcome to the School of Philosophy, Psychology & Language Sciences (PPLS)

This handy guide provides an overview of the support available to you as a student in PPLS and as part of the wider University community. Please do not hesitate to get in touch if you need to. That’s what we’re here for!

Contents

Who We Are ............................................................................................................. 3
  Postgraduate Student Services ........................................................................ 3
  Student Support .................................................................................................. 4

Academic Support .................................................................................................. 4
  Language Support for Non-Native Speakers .................................................. 5

University Support ................................................................................................ 6
  Support for International Students ................................................................. 8

Looking After Yourself ............................................................................................. 9

Ten Tips to Stay Well ............................................................................................... 10

Mental Health Support ............................................................................................ 11

Our Student Community .......................................................................................... 12

Jargon Buster ......................................................................................................... 13

Quick Links to Student Information & Handbooks ............................................. 16

Equality, Diversity and Respect in the School of Philosophy, Psychology & Language Sciences

All students and staff are expected to treat each other with respect, regardless of ethnicity, disability, gender (including transgender), age, sexual orientation, or beliefs (including lack of religion or beliefs).

www.ed.ac.uk/equality-diversity/respect
Who We Are

Postgraduate Student Services

The main point of contact for all queries regarding your programme will be the Postgraduate Student Services Office, which is located on the ground floor of the Dugald Stewart Building (DSB), towards the back of the building.

We are also referred to as the Postgraduate Office.

PPLS Postgraduate Student Services (PSS)
Ground Floor
Dugald Stewart Building (DSB)
Charles Street
Edinburgh
EH8 9AD

Tel: +44 (0)131 651 5002
Email: pplspgooffice@ed.ac.uk

Opening hours: 9.30am – 12.30pm and 1.30pm – 5pm, Monday to Friday (closed daily between 9 – 9.30am).

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

Postgraduate Student Services staff aim to ensure that all students receive the support they need throughout their studies.

Get support with:

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

Academic Support

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

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

PhD Supervisory Team
At least one supervisor will be allocated to you, as detailed in your offer letter. This supervisor will be your principal or lead supervisor and will be your key contact for academic guidance and support. At least one other supervisor will be added for all students during the first semester.
Supervision teams may change in response to the direction of your project to ensure you are receiving the most appropriate support.

**PPLS Writing Centre**
- Discuss your work with PhD tutors in one-on-one appointments
- Attend workshops to learn more about how your work is evaluated
- Drop by for help with quantitative MSc dissertations

writingcentre.ppls.ed.ac.uk

**Institute for Academic Development (IAD)**
The IAD runs on-campus workshops, online courses, and one-to-one consultations to help improve study skills and academic performance.
edin.ac/iad

---

**Language Support for Non-Native Speakers**

**English Language Education**
English language courses, available online and on campus, designed to help non-native English speakers reach their full potential and make the transition to University life in the UK easier.

www.ed.ac.uk/english-language-teaching

**Peer Proofreading**
For non-native English speakers, the Peer Proofreading scheme can check your assignments for any problems with spelling, grammar and the general clarity of your written English.

eusa.ed.ac.uk/proofreading

**Tandem Language Cafe**
The Edinburgh University Students' Association run a popular language programme that includes a weekly English Language Café to help students improve their English and meet new people.

www.eusa.ed.ac.uk/tandem
University Support

Student Counselling Service
Short-term free counselling and consultation, along with instant access to self-help resources and drop-in presentation workshops.
edin.ac/student-counselling

Student Disability Service
Support for students with specific learning difficulties, physical and sensory impairments, autistic spectrum disorders, AD(H)D, chronic health problems, or mental health issues. Support can include teaching and learning adjustments, or one-to-one assistance.
edin.ac/student-disability-service

EUSA Advice Place
Get free, impartial and confidential information on a wide range of topics from Edinburgh University Students’ Association in Potterrow (academic, accommodation, crime and safety, harassment and complaints, money and funding, health and well-being).
edin.ac/advice-place

Careers Service
The Careers Service offers advice on career choices, help finding part-time work and building your CV.
edin.ac/careers

Accommodation
The Residence Life team supports students in University accommodation, and can advise on private renting, contract and landlord queries, and council tax issues.
edin.ac/ResLife
Scholarships and Student Funding
Find all the information and assistance you need regarding scholarships, student loans, discretionary funding, financial aid, and your tuition fee charge. edin.ac/student-funding

Living Costs
Find details on all costs related to your studies including accommodation, bills, internet access, insurance, tv licence, commuting and food shopping. edin.ac/student-living-costs

Official Documents
Documentation such as bank introduction letters, certificates of student status, evidence for council tax exemption, and student transcripts, can be accessed electronically on the documents page in Euclid student view. edin.ac/official-documents

Chaplaincy
The University Chaplaincy Service is for students of all faiths and none. The large multi-faith and belief team provide weekly services and offer non-judgemental personal support, including a drop-in Listening Service. edin.ac/chaplaincy

Computing and IT Help
For computing and IT support including printer issues, please contact the 24/7 Information Services helpline: edin.ac/is-helpline

Out-Of-Hours Student Support
If you experience a crisis outside of normal working hours, contact the University Security 24/7 contact number:
Tel: +44 (0) 131 650 2257
www.ed.ac.uk/contacts/out-of-hours-support
Support for International Students

**Student Immigration Service**
The Student Immigration Service supports international students with all things related to their student visa.
edin.ac/immigration

**Edinburgh Global**
Edinburgh Global hosts orientation and social events for non-UK students throughout the year.
edin.ac/global

**International and Exchange Student Society**
The International and Exchange Student Society (IESS) is a social and support society for all students, especially from abroad or on exchange in Edinburgh.
edin.ac/IESS

“I enjoy the closeness of interaction with lecturers, professors and other researchers. I feel like everyone was quite open from the start and welcomed me into the social culture of the department. Outside of my programme, the University has ample resources for my various interests. It definitely meets my needs!”

Sam Henry, MSc Psychology of Individual Differences, Class of 2018
Looking After Yourself

Registering with a GP
Your National Health Service Doctor (GP – General Practitioner) is there to help, listen, and support you. Find a GP near you on the NHS Lothian website: www.nhs24.scot

Sport and Exercise
A variety of world-class gyms, a 25m swimming pool, climbing wall, outdoor activity centre, indoor and outdoor sport grounds, a Support for Physical Activity programme to help you get active, as well as more than 100 weekly exercise classes and 60 sports clubs to choose from. edin.ac/sport

Feeling Good App
All students can download and get free access to the Feeling Good App, which uses a safe and effective programme called Positive Mental Training, widely used within the NHS in Edinburgh for increasing wellbeing and recovery from stress, worry and low mood. edin.ac/self-help-feeling-good-app

Managing Stress
The Student Counselling Service has produced a short guide for students on how to recognise and manage stress. edin.ac/managing-stress
Ten Tips to Stay Well

The following tips were created by psychology students in PPLS, drawing on recent psychological research on wellbeing and contributions from current students in the School.
Mental Health Support

In addition to the University’s Student Counselling Service and Student Disability Service (see page 6), there are other mental health support services available.

**Big White Wall**
Big White Wall is an online support network, available 24/7, guided by trained professionals. It’s free to students at the University.  
www.bigwhitewall.com

**Edinburgh Nightline**
Confidential support service run by students for students, available every night during term time from 8pm – 8am, or through their online chat portal ednightline.com or you can call 0131 557 4444.

**Samaritans**
Free listening and support service. The Edinburgh branch is located at 25 Torphichen Street, and open 9am – 10pm, or you can call free on: 116 123 (available 24/7).

**Breathing Space**
A confidential phone line for anyone in Scotland feeling low, anxious or depressed: breathingspace.scot or call 0800 83 85 87.

**Edinburgh Crisis Centre**
Support available 24/7 for anyone in Edinburgh who is experiencing a mental health crisis. Call 0808 801 0414, or text 07974 429075. edinburghcrisiscentre.org.uk

**Mental Health Assessment Service (MHAS)**
An emergency nurse-led service available 24/7 for people experiencing a mental health crisis or needing an emergency assessment, call 0131 537 6000.
Our Student Community

**PPLS Societies**

Our thriving community of students means there are lots of ways to get involved with your subject, have fun and meet like-minded people along the way. The School has four societies: Cognitive Science Society, LingSoc, PhilSoc and PsychSoc.

All four societies welcome students from all academic disciplines. The societies complement formal teaching with lecture series from guest speakers, research seminars and debates as well as finding plenty of time for non-academic pursuits of pub crawls, quizzes, movie nights, drinks receptions and more.

For a list of all University societies, visit: www.eusa.ed.ac.uk/activities/societies

**PPLS Student-Staff Liaison Committees**

Each subject area has its own class representatives, who attend student-staff liaison committees. If you have issues that you wish your representatives to raise, please contact them.
Jargon Buster

There are many acronyms at the University so here’s a handy guide to what they mean.

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>7GS</td>
<td>7 George Square (where the Psychology Building is)</td>
</tr>
<tr>
<td>CAHSS</td>
<td>College of Arts, Humanities and Social Sciences (the College PPLS belongs to)</td>
</tr>
<tr>
<td>CS</td>
<td>Course Secretary (administrative lead for each course)</td>
</tr>
<tr>
<td>Compulsory Courses</td>
<td>Courses that you must take for your degree programme</td>
</tr>
<tr>
<td>CO</td>
<td>Course Organiser (academic lead for each course)</td>
</tr>
<tr>
<td>Course</td>
<td>Courses involve blocks of lectures and other classes (e.g. tutorials and labs) usually taught over one semester or the full academic year.</td>
</tr>
<tr>
<td>Credits</td>
<td>Each course has a credit value which is counted towards a qualification. MSc students are required to take 120 coursework credits per academic year, and 60 dissertation credits.</td>
</tr>
<tr>
<td>Degree Programme</td>
<td>A degree programme is the standard qualification you study towards at university e.g. MSc Philosophy</td>
</tr>
<tr>
<td>Diet</td>
<td>Term used for when exams take place e.g. exam diet</td>
</tr>
<tr>
<td>DPT</td>
<td>Degree Programme Table. The list of courses required for your degree programme.</td>
</tr>
<tr>
<td><strong>DRPS</strong></td>
<td>Degree Regulations &amp; Programmes of Study – provides information on the courses and programmes of study offered by the University of Edinburgh, and sets out the regulatory framework by which these are governed. It also contains information about the various courses offered each year.</td>
</tr>
<tr>
<td>-----------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>DSB</strong></td>
<td>Dugald Stewart Building (where the Philosophy and LEL Building is)</td>
</tr>
<tr>
<td><strong>EUCLID</strong></td>
<td>University Student Record System</td>
</tr>
<tr>
<td><strong>EUSA</strong></td>
<td>Edinburgh University Students’ Association (see page 6)</td>
</tr>
<tr>
<td><strong>IAD</strong></td>
<td>Institute for Academic Development (see page 5)</td>
</tr>
<tr>
<td><strong>IS Helpdesk</strong></td>
<td>Information Services (Computing and IT help)</td>
</tr>
<tr>
<td><strong>LEARN</strong></td>
<td>Virtual Learning Site for Courses</td>
</tr>
<tr>
<td><strong>LEL</strong></td>
<td>Linguistics and English Language</td>
</tr>
<tr>
<td><strong>MA</strong></td>
<td>Master of Arts (Undergraduate)</td>
</tr>
<tr>
<td><strong>MSc</strong></td>
<td>Master of Sciences (Postgraduate)</td>
</tr>
<tr>
<td><strong>MyEd</strong></td>
<td>Student online portal used to access student services and maintain personal information.</td>
</tr>
<tr>
<td><strong>Course Options</strong></td>
<td>Optional courses sometimes known as electives</td>
</tr>
<tr>
<td><strong>PG</strong></td>
<td>Postgraduate – postgraduate qualifications are for students who have already completed an undergraduate qualification.</td>
</tr>
<tr>
<td><strong>PGO</strong></td>
<td>Postgraduate Office (see page 3)</td>
</tr>
<tr>
<td><strong>PPLS</strong></td>
<td>School of Philosophy, Psychology &amp; Language Sciences</td>
</tr>
<tr>
<td><strong>Prerequisite</strong></td>
<td>A prerequisite is a course that you must pass before you can do another, usually more advanced, course.</td>
</tr>
<tr>
<td>-----------------</td>
<td>---------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>PT</strong></td>
<td>Personal Tutor (see page 4)</td>
</tr>
<tr>
<td><strong>School</strong></td>
<td>The University of Edinburgh’s academic structure is based on three Colleges each containing Schools. Each School can have multiple subject areas.</td>
</tr>
<tr>
<td><strong>SCs</strong></td>
<td>Special Circumstances – the Special Circumstances procedure may be appropriate where a circumstance beyond a student’s control has negatively affected their ability to perform or complete a University assessment. If you believe this applies to you then please seek advice from the Postgraduate Student Services Office.</td>
</tr>
<tr>
<td><strong>SSLC</strong></td>
<td>Student-Staff Liaison Committee (see page 12)</td>
</tr>
<tr>
<td><strong>SSOs</strong></td>
<td>Student Support Officers (see page 4)</td>
</tr>
<tr>
<td><strong>Subject Area</strong></td>
<td>A particular area of study within Schools. PPLS has 3 subject areas – Philosophy, Psychology and Language Sciences (Linguistics and English Language).</td>
</tr>
<tr>
<td><strong>Tutor</strong></td>
<td>A member of academic staff who leads a tutorial.</td>
</tr>
<tr>
<td><strong>Tutorial</strong></td>
<td>A group interactive teaching session that consolidates lecture learning.</td>
</tr>
<tr>
<td><strong>UG</strong></td>
<td>Undergraduate. The first degree you study towards at university is called an undergraduate qualification.</td>
</tr>
<tr>
<td><strong>VPG</strong></td>
<td>Visiting Postgraduate – a student usually from another university studying at Edinburgh for a period of time.</td>
</tr>
</tbody>
</table>
#improvePPLS
Do you have an idea or suggestion for improvement in PPLS?
edin.ac/improvePPLS

Quick Links to Student Information & Handbooks

**Philosophy:** edin.ac/pg-philosophy

**Psychology:** edin.ac/pg-psychology

**Linguistics and English Language:** edin.ac/pg-lel