THE UNIVERSITY of EDINBURGH

PPLS Undergraduate Student Handbook 2019-2020

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

THE UNDERGRADUATE STUDENT HANDBOOK

This handbook is a supplement to the *Pocket Guide to Student Support* to provide you with more specific information that relates to your academic studies.

If you are looking for course specific information such as deadline dates, staff contact details etc. please refer to your individual course guides. The course guides are available through Learn or to download here http://www.ppls.ed.ac.uk/ and then clicking on the relevant subject then degree programme.

IMPORTANT LINKS

MyEd is the University of Edinburgh student portal. Here you have access to your university email account, Learn, your grades, Library Resources and many more things - www.myed.ed.ac.uk

Your **university email address** is the method that the University will use to contact you so it is vital that you check it **regularly**. Failure to do so is not an acceptable excuse for missing something nor is it grounds for appeal against any penalties incurred.

Virtual Learning Environment (Learn)
All PPLS courses, and most others, use Learn, an online tool designed to support teaching and learning. Staff use Learn as the primary form of communication about courses. We strongly urge you to check Learn on a regular basis. Module information, tutorial lists, handouts, reading lists, contacts, handbooks and so on will be made available on Learn.

To log into Learn:
- log into MyEd
- locate the 'myLearn' channel which is normally on the 'Studies' tab
- click on the 'Launch my Learn page' button.

PPLS Student Hub: http://students.ppls.ed.ac.uk/
The PPLs Student Hub has lots of useful information including information about assignment submission (e.g. a step-by-step guide to submitting coursework via turnitin), work count and late penalty information and study skills.

Students have been given functionality to maintain their own personal details in EUCLID, accessed via their MyEd 'Student Personal Details' channel.   They can now maintain:

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

Students now also have access in EUCLID to basic Programme information and details of the Additional Achievements that will appear on their Higher Education Achievement Report (HEAR). See https://edin.ac/2Jf4CwS

The user guide for student self-service is available at: https://edin.ac/14PSe1z

Degree Regulations and Programmes of Study: http://www.drps.ed.ac.uk/19-20/index
These contain authoritative descriptions of all courses, including class times, and degree structures.

Academic Calendar 2019-2020: https://www.ed.ac.uk/semester-dates/calendar

DEGREE TRANSFERS

https://edin.ac/2Mz1yC6

Students wishing to transfer into a programme owned by the School of Philosophy, Psychology and Language Sciences (PPLS) are advised to speak to a PPLS Student Support Officer at an early stage. Transfers are not always straightforward, even for transfers between a combined honours degree and a related single honours degree programme.

The application process opens in semester 2 for requesting degree transfers. Students can expect to hear the outcome of their transfer application during the summer break.

Decisions are made by the PPLS Senior Personal Tutor and are based on:

- Academic achievement at University
- Academic achievement prior to entry and/or entry qualifications
- Relevant special circumstances

Should your transfer require a full time repeat year or if you are transferring into the College of Arts, Humanities and Social Sciences (CAHSS) you should apply directly to the college office: https://edin.ac/2MtXCme The college office has strict deadlines governing degree transfers.

ATTENDANCE AT CLASSES, LECTURES AND TUTORIALS

In accordance with the University general degree regulations you are expected to attend all teaching and assessment events associated with all courses that you are enrolled on. The College of Arts, Humanities and Social Sciences undertakes routine monitoring of attendance at tutorials and seminars for all students enrolled on courses delivered by Schools within our College. We undertake monitoring of attendance and engagement to enable us to identify where individual students may be experiencing difficulties and to ensure that timely and appropriate intervention can be delivered to provide support and guidance. We also undertake monitoring for sponsored students specifically to meet our obligations to the UKVI. If you miss one or more of your tutorials and/or seminars you may be contacted by your local Student Support Team and be asked to provide an explanation for your absence.

All data is gathered and stored in line with the University policies and guidance on data handling and you can view the privacy statement at:

https://www.ed.ac.uk/student-systems/use-of-data/policies-and-regulations/privacy-statement

All students are expected to attend all their University classes, lectures and tutorials etc. whether or not these are described as "compulsory" by the School. This includes participating fully in the requirements of all courses, including submitting assignments, contributing to tutorials and workshops or laboratories, attending meetings with Personal Tutors and sitting examinations. If you are ill or have to miss a lecture or more importantly a tutorial for any reason, please contact the teaching office or relevant course secretary as soon as possible.

Tutorials

For the majority of PPLS courses, including all pre-honours courses, you will be automatically allocated a tutorial group. If you need to change your group then you can

request this via the Group Change Request Form on the timetabling website:
https://edin.ac/2MsORsF

Please note that this form is only available for the first 3 weeks of each semester.

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.

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.

The School Tier 4 policy can be accessed on website:

https://www.ed.ac.uk/ppls/current/undergraduate/student-engagement-and-attendance-monitoring

Further details on the terms and conditions of your Tier 4 visa can be found at
http://www.ed.ac.uk/global/immigration/applying-for-visa/tier-4-visa-requirements

Information or advice about your Tier 4 immigration status can be obtained by contacting the International Student Advisory Service: https://www.ed.ac.uk/global/immigration/contact-us

Class only

It is sometimes possible to 'audit' a course. This is known as 'Class only'. This is when you attend the lectures (but not tutorials or labs) of a course without receiving credit for it. If you audit a course, you will not be able to take the course for credit in the future. To enrol as "class only" you need to check some details with the following two people:

- The **Course Organiser** to make sure they are happy for you to do this.
- The **Course Secretary** to check that there is space for you in the class. Students taking the class for credit will be given priority for spaces.

Once you have checked with both of these people, confirm this with the Teaching Office and ask to be enrolled as Class Only.

COURSEWORK AND ASSESSMENT

The PPLS Writing Centre gives undergraduates and taught postgraduates the chance to talk with PhD tutors about writing. All PPLS students are welcome to attend workshops throughout the year. If you're taking an Honours-level course, you can also bring us something you're working on. We'll read it with you and help you find ways to improve as a writer.

Whether you're trying to get started on an assignment or looking to put the finishing touches on your dissertation, you're sure to find a way to improve your academic writing by paying us a visit.

For more information, please visit https://writingcentre.ppls.ed.ac.uk/

Submission and return of coursework
All PPLS courses follow different procedures for submitting coursework. Please follow the specific instructions you have been given for your course in the individual course guides and/or from the Teaching Office via Learn. If you have any questions or have trouble submitting your work then you should contact the Teaching Office **before** your deadline has passed.

All coursework is marked anonymously and should only be labelled with your exam number (the 'B' number on your student card). Please see the PPLS Student Hub for more information.

Coursework marks will be returned after they have been marked and moderated, and feedback has been provided for each of them. It is the School's policy that marked coursework is to be returned to students within three working weeks of submission. Please remember that University holidays and vacation periods do not count as working weeks. The submission dates of coursework are available in the course guides and/or on Learn.

Retention Policy
Generally, hardcopies of assignments and exam scripts will not be returned to students. We recommend that you download copies of assessment feedback from LEARN for your own records as we do not keep these indefinitely.

Hardcopies of pre-honours exam scripts will be kept until the beginning of the next academic year when, where possible, they will be offered back to students. If they are not collected by the end of week 8 then they will be securely disposed of.

Dissertations will be archived electronically by Edinburgh Research Archive (see dissertation LEARN pages for more information). Hardcopies of dissertations will be kept for a minimum of 40 days after graduation and then, where possible, offered back to graduates. If they are not collected by the end of week 8 of the next academic year then they will be securely disposed of.

General documents regarding the administration of courses (e.g. course guides) will be kept for one year after the reverent academic year finishes. If you think you will need access to this content in the future then we recommend that you download a copy of this. The 'golden copy' for each course is on DRPS and will be available for longer.

Feedback

Feedback to students is provided in a number of ways and can vary from course to course.

- Verbal feedback provided by lecturers in class discussions
- Verbal feedback available through individual discussion of your work with your lecturer, for example during consultation hours
- Electronic feedback provided by the marker(s) of your work
- The University's Common Marking Scheme can be used in conjunction with formal feedback to identify further strengths and weaknesses

The University has agreed standards required of feedback and a framework of guiding principles to underpin the effective provision and use of feedback by your teachers and by yourself, as a student. For information: https://edin.ac/2MyucTZ

Late coursework and extensions

If assessed coursework is submitted late without an agreed extension to the deadline for an accepted good reason, it will be recorded as late and a penalty will be exacted. These penalties follow the University's Undergraduate Assessment Regulations: http://edin.ac/11mqc9n

Late coursework will only be accepted without penalty if you have provided a good reason and have been granted an extension. We will not accept late coursework submissions after model answers and/or feedback about the assignment has been released.

Extensions

Link to PPLS extension request form: https://edin.ac/2MvwnYl

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 7 days may be possible. However, an adequate reason must be given, and appropriate evidence must be provided.

Please read on the guidance on web, along with the FAQs, before submitting your request.

Please note that this form relates to Undergraduate courses in the School of PPLS. If you need an extension for a non-PPLS course, then you should contact the relevant school for advice on their extension process.

Plagiarism

Plagiarism is the act of copying or including in one's own work, without adequate acknowledgement, intentionally or unintentionally, the work of another, for one's own benefit. Plagiarism is a serious disciplinary offence and even unintentional plagiarism can be a disciplinary matter. Plagiarism is a form of cheating. Further information on this, including advice on how to avoid plagiarism is included on the University website:

http://edin.ac/161lzRI

https://www.ed.ac.uk/files/atoms/files/plagiarism_summary.pdf

Use of Plagiarism Detection Software
Note that computers may be used to detect plagiarism, whether by using something as simple as a search engine such as Google (it is as easy for a marker to find online sources as it is for

you) or something more complex for specialised comparisons of work. Some courses will use the JISC plagiarism detection service.

The plagiarism detection service is an online service hosted at http://turnitin.com that enables institutions and staff to carry out electronic comparison of students' work against electronic sources including other students' work. The service is managed by The University of Northumbria on behalf of the Joint Information Systems Committee (JISC) and is available to all UK tertiary education institutions by subscription.

The plagiarism detection service works by executing searches of the World Wide Web and extensive databases of reference material, as well as content previously submitted by other users. Each new submission is compared with all the existing information. The software makes no decisions as to whether a student has plagiarised, it simply highlights sections of text that are duplicated in other sources. All work will continue to be reviewed by the course tutor. As such, the software is simply used as a tool to highlight any instance where there is a possibly case of plagiarism. Passages copied directly or very closely from existing sources will be identified by the software, and both the original and the potential copy will be displayed for the tutor to view. Where any direct quotations are relevant and appropriately referenced, the course tutor will be able to see this and will continue to consider the next highlighted case.

Once work has been submitted to the system it becomes part of the ever growing database of material against which subsequent submissions are checked. The copyright in each work submitted remains with the original author, but a non-exclusive, non-transferable, licence is granted to permit use of the material for plagiarism detection purposes.

Plagiarism in student publications
The results from student coursework (projects, literature reviews, dissertations) can sometimes be of high enough quality to be submitted for publication in a peer-reviewed journal and/or presentation at a conference. This is particularly true for 4th year dissertations, but can apply to any work of sufficient quality, and especially where novel data or ideas are generated. Most projects are conceived of (or have their principal methodology designed) by the faculty staff-member supervisor. In such cases, students should not expect to play an authorship role unless the student has been invited to contribute to the writing of the manuscript.

For projects that are conceived of (and/or are primarily designed) by the student(s), a discussion between the supervisor and student(s) should take place to clarify each person's level of contribution, and, if a paper is to be written, the order of authorship. Students should note that it is essential that the supervisor's intellectual contribution to the project and intellectual property rights are acknowledged, and that therefore, the output of a supervised project or review must NOT be submitted to a journal or conference without the supervisor being consulted. A staff member's supervision of projects represents intellectual property in its own right, and so must be recognised when authorship is discussed. For similar reasons, where two or more students collaborate on a project, all potential student authors must also be consulted.

Referencing
Each subject area uses its own preferred referencing style. Information on this should be available in your programme or course handbook or online guidance. Please check with a relevant member of academic staff if you are still unsure what referencing style you should be following.

General guidance on referencing is available from LearnHigher:
http://www.learnhigher.ac.uk/writing-for-university/referencing/

Each subject area within LEL uses its own preferred referencing style, but it should be clear which styles are acceptable for each individual course. Please check with the relevant

Course Organiser if you are unsure what referencing style you should be following. Online guidance is also available from: https://edin.ac/2MtSdM2

Exams and course results
There are two main examination diets at the University of Edinburgh, in December and April/May. The examination timetable for all exam diets is produced by Academic Registry. https://edin.ac/RHOAl3

Please remember that it is your responsibility to check the precise times and venues of your examinations. It is possible that some will be scheduled on Saturdays. **Exams can be scheduled at any point during the diet so we would advise you not to book any travel during this period.**

For those failing or missing the pre honours exam, a resit examination is held in August (Please note semester 1 Philosophy resits are held in the May Diet). It is the student's responsibility to check the resit timetable on the Academic Registry website, and ensure they are present for that resit. No formal registration is necessary and students will not be individually notified of the resit date and location of resit exams. It may be possible to resit an exams overseas, however this cannot be guaranteed: https://edin.ac/2MxC8VK

As stated in the University's Degree Examination Regulations, "candidates for degree examinations may not appear for examination at times other than those prescribed, or at a place other than the designated one, except in cases of serious illness, injury or physical handicap, or on grounds of religious scruples or unavoidable overlapping of examination hours, or in other exceptional circumstances". Any students who think they will be affected by exceptional circumstances of this type should notify the Student Support Office at the earliest possible opportunity.

After the Exam Board meetings in early June, you will receive marks for your dissertation (Honours only) and for each of your assessed courses. These will be published via MyEd. Please do not telephone the Teaching Office, SSOs or departmental staff to ask for your results. It is not University policy to divulge results over the phone, and phone calls slow down the processing of results.   For further information please go to our website: https://edin.ac/2K0vLoV

Please refer to the below link for **University Assessment Regulations**:
http://edin.ac/11mqc9n

Past exam papers are available on the Library web page:
http://edin.ac/1ONATdG

External Examining
PPLS Undergraduate Programmes are examined by the following External Examiners appointed by the University:

Language Science Programme Examiners:
Dr Peredur Webb-Davies, University of Bangor
Dr Rebecca Woods, University of Huddersfield
Dr Ranjan Sen, University of Sheffield

Philosophy Programme Examiners:
Dr Jules Holroyd, University of Sheffield
Dr Davide Rizza, University of East Anglia
Dr Angela Breitenbach, King's College, Cambridge

Psychology Programme Examiners:
Professor Markus Damian, University of Bristol
Prof Niamh Stack, University of Glasgow
Dr Manon Jones, Bangor University

Please do not contact external examiners directly. Queries about the assessment process should instead be directed to the relevant Exam Board Chair, see below.

LEL:

[Prof Peter Ackema](#)

Philosophy:

[Dr Till Vierkant](#)

Psychology:

[Dr Patrick Sturt](#)

Resit Information for Visiting Students

If you fail any first or second year courses, you are eligible to have another attempt during the resit diet in August. Please note that all resits incur a nominal fee. Student Administration will automatically re-issue you with a new transcript once they have your resit grade. There are no pre-arranged resit exams for third year (Honours) level courses. This is because Honours students at the University of Edinburgh are only permitted one chance to sit assessments. However, because visiting students will not graduate with an Honours degree from Edinburgh, they are entitled to request a resit for a third year course. You must raise this with the Course Secretary (and ideally your Personal Tutor) as early as possible after receiving confirmation of your fail grade (below 40%), in order that a resit can be organised. If you need to resit any examinations in August, then you may make use of the Overseas Examination Service. With your home university's agreement, visiting students may be able to sit August exams at their home institution. There is a fee per exam and specific arrangements must be made and agreed upon. Requests for this service must be made before the deadline via the Student Administration website: https://edin.ac/2MxC8VK

University Extended Common Marking Scheme

See 'Examination Regulations' - http://edin.ac/1pq2CXg

Extended Common Marking Scheme

Letter Grade	Range	Descriptor	Degree Class
A1	90 – 100		
A2	80 – 89	Excellent	1st
A3	70 – 79		
B	60 – 69	Very Good	2:1
C	50 – 59	Good	2:2
D	40 – 49	Pass	3rd
E	30 – 39	Marginal Fail	
F	20 – 29	Clear Fail	
G	10 – 19	Bad Fail	
H	0 – 9		

These descriptors are guidelines for assessing work on similar criteria across the range of marks, but they do not provide a formula for generating a mark. It is clear, for example, that a piece of work may be excellent in one respect and substandard in another. Markers will have to make decisions on aggregate. Note that some descriptors will be more appropriate for essay or project assessment than for examination answers.

Notable changes from our old criteria include:

(1) More emphasis on scholarly apparatus – Failure to acknowledge sources properly via in-text references and bibliography can fail an essay.
(2) A view on irrelevant material. - Students are not at liberty to answer exam questions which were not set. Irrelevant answers should normally be assigned a failing mark.

A1   90-100 Excellent
Outstanding in every respect, the work is well beyond the level expected of a competent student at their level of study. It
- Shows creative, subtle, and/or original independent thinking
- Demonstrates breadth of knowledge and deep understanding of the subject matter
- Draws on a wide, relevant literature base
- Demonstrates an excellent standard of synthesis and evaluation and a critical and insightful analysis of the literature
- Is well focused, with concentration on the main issues to be addressed
- Presents a compelling case by means of clear logically structured argument or debate, well supported with evidence
- Is written with flair
- Has, where appropriate, complete and correct referencing
- Is flawless in grammar and spelling

A2   80-89 Excellent
Outstanding in some respects, the work is often beyond what is expected of a competent student at their level of study. It
- Shows original, sophisticated independent thinking
- Demonstrates a thorough understanding of the subject matter
- Draws on a wide, relevant literature base
- Demonstrates critical and insightful analysis of the literature
- Is well focused, with concentration on the main issues to be addressed
- Presents a strong case by means of clear, logically structured argument or debate, supported with evidence
- Shows a good standard of academic writing
- Has, where appropriate, complete and correct referencing

- Shows a high standard of grammar and spelling

A3   70-79 Excellent
Very good or excellent in most respects, the work is what might be expected of a very competent student. It
- Explores the topic under discussion fully
- Shows some complex and/or sensitive independent thinking Complexity and or sensitivity is reflected in the argument
- Demonstrates a sound understanding of the subject matter
- Draws in a wide relevant literature base
- Demonstrates critical analysis of the literature
- Is well focused, with concentration on the main issues to be addressed
- Presents a good case by means of clear logically structured argument or debate, supported by evidence
- Shows a competent standard of fluent academic writing
- Has, where appropriate, complete and correct referencing
- Shows a good standard of grammar and spelling

B   60-69 Very Good
Good or very good in most respects, the work displays thorough mastery of the relevant learning outcomes. It
- Demonstrates a good understanding of the area in question
- Draws on adequate references
- Demonstrates good synthesis, analysis, reflection and evaluation of the literature
- Concentrates on the main issues to be addressed
- Presents an adequate case by means of clear, well structured, logical argument supported with evidence.
- Has, where appropriate, complete and correct referencing of sources
- Shows a good standard of grammar and spelling

C   50-59 Good
The work clearly meets requirements for demonstrating the relevant learning outcomes. It
- Shows evidence of sufficient knowledge and understanding of the material
- Uses references appropriately to support the argument, though they may be limited in number or reflect restricted reading.
- Demonstrates limited critical analysis and evaluation of sources of evidence.
- Addresses the area in question clearly and coherently
- Has satisfactory structure, presentation, and expression
- Has, where appropriate, complete referencing of sources, though there may be minor flaws in referencing technique

D   40-49 Pass
The work meets minimum requirements for demonstrating the relevant learning outcomes. It
- Demonstrates a sufficient level of knowledge and understanding but at a basic level, and there may be minor inaccuracies
- Lacks detail, elaboration or explanation of concepts and ideas.
- Displays limited synthesis and analysis of the literature
- Presents a highly descriptive account of the topic with no real critical analysis
- Presents a weak argument which is not logically structured or which lacks clarity or is based on unsubstantiated statements
- Has, where appropriate, complete referencing of sources, though there may be flaws in referencing technique.

- Has largely satisfactory expression, though there may be minor spelling or grammatical errors

E   30-39   Marginal fail
The work fails to meet minimum requirements for demonstrating the relevant learning outcomes. It
- Does not demonstrate a sufficient level of knowledge and understanding
- Utilises only limited reference sources and offers poor analysis of them
- May not adequately address the area in question, because its content is too limited or because there are some inaccuracies
- Presents a poorly structured, poorly developed, or incoherent argument, or no argument at all
- Has an awkward writing style or poor expression of concepts
- Has incomplete or inadequately presented references
- Shows a lack of attention to spelling and grammar.

F   20-29   Clear fail
The work is very weak or shows a decided lack of effort. It
- Displays very poor or confused knowledge and understanding
- Does not address the area in question.
- Presents no argument or one based on irrelevant and erroneous content
- Displays an unacceptable academic writing style and /or presentation
- Has incomplete or inadequately presented references, if any

G   10-19   Bad fail
The work is extremely weak. It
- Displays no knowledge or understanding of the area in question
- Presents incomplete, muddled, and/or irrelevant material
- Provides no coherent discussion of the area in question
- Has incomplete or inadequately presented references, if any

H   0-9   Bad fail
The work is of very little consequence, if any, to the area in question. It
- Is incomplete in every respect.

Moderation
A sample of work from across each of the grade bands will be internally and externally moderated.

Guide to Honours degree classification
For an overview of the rules for degree classification for all PPLS-owned degree programmes, see: https://edin.ac/2PxzDjd

CAREERS

The University has a dedicated careers service. They can offer information, advice and guidance on:

- Career direction
- Gaining experience
- Job hunting
- CVs, applications and interviews
- Further study and more

More information is available on their website: https://edin.ac/2MsOTRn

FURTHER RESOURCES

[Lynda.com online skills development](#)

[Digital Skills Framework](#)

[EUSA Advice Place](#)

[Room Booking](#)