



THE UNIVERSITY *of* EDINBURGH

# Short Courses

## Studying for Credit Guide

Registering for Credit Study

September 2016

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## About this guide

This guide provides information and support for students studying for credit on Short Courses. The majority of Short Courses are assessed at first year undergraduate/HNC/Advanced Higher level – level 7 on the Scottish Credit and Qualifications Framework. Generally though, this doesn't mean that you have to have specialist knowledge or experience to study them successfully. Most courses are designed for beginners in a subject and if they do have any special prerequisites, or involve any pre-course reading or specialist skills, this is clearly stated on the course information pages.

## Introduction to credit study

Studying for credit will enable you to gain the most benefit from the courses you take with us. Preparing for the assessment should be both interesting and enjoyable. It will enable you to learn more as you engage with new ideas, deepen your understanding, and develop skills in academic writing, creative writing, visual arts research methods and practices. Studying for credit involves not only attending classes but also studying and practising in your own time and submitting work for assessment after the course ends.

The credits gained could be useful to you in different ways. You could study for credit as a prelude to further study, for example on an undergraduate degree programme. You could use it to show an employer that you are capable of, and have successfully undertaken, university-level work. You could work towards our 120-credit Certificate of Higher Education, which is a national qualification in its own right. Through the Credit for Entry programme, you can also use credits to meet the entry requirements for many undergraduate degrees.

To see which courses are available for credit, check the course entries online at [www.ed.ac.uk/short-courses](http://www.ed.ac.uk/short-courses). When you check online, click 'View course information'. Credit courses give the number of credit points after the course title. Some credit courses have 'Credit Plus' in the title. These courses have additional contact time, and are designed to help students develop skills for successful study and assessment.

## Students with disabilities

When you are completing the enrolment there will be an opportunity for you to indicate if you have a disability and may need adjustments or extra support. Early disclosure will enable us to ensure that whatever support you need is in place for the start of your studies. Providing this information will enable us to discuss the provision of any study support that you may require and is particularly important if you are likely to need any (but not limited to) of the following:

- An accessible classroom and assistance with evacuation.
- Access to specialist technology.
- Alternative ways of accessing teaching and information
- Personal assistance such as note-taking support

Our Student Support Officer should be contacted in the first instance for any disability enquiry by telephoning on 0131 651 1215 or by emailing [studentsupport.col@ed.ac.uk](mailto:studentsupport.col@ed.ac.uk)

## Stage 1

# Enrolment on your course and matriculating as a student of University of Edinburgh

## Programme of study

Short Courses have two 'Programmes of study':

- a programme that covers study of individual courses that will result in gaining credit points for each course if the assessments are passed but no other award;
- and a programme that involves gaining credit points and leads to the award of the Certificate of Higher Education.

## Certificate of Higher Education

In order to gain this award, you must accumulate 120 credits chosen from any of our Short Courses, normally over a period of three academic years.

## Terms and Conditions

To qualify for the Certificate award, you must register for the Certificate and complete your study within a maximum period of five academic years. For each year of study, students would submit assessment for 40 credit points (this usually equates to four courses) in order to successfully complete the required 120 credits within a three year study period. The programme flexibility will allow you to request two further years for special circumstances or a pause in study. If you wish to apply for the Certificate of Higher Education Programme you must complete the Certificate of Higher Education Application Form <http://www.ed.ac.uk/studying/short-courses/access/certificate-he> and attend an interview with an academic member of staff to finalise your learning plan and determine the most appropriate Personal Tutor.

For the full detail of Terms and Conditions for the Certificate of HE please read here

<http://www.ed.ac.uk/studying/short-courses/student-info/course-booking-terms-and-conditions>

You may also wish to read the information regarding booking conditions

<http://www.ed.ac.uk/studying/short-courses/student-info/course-booking-terms-and-conditions>

and student conduct

<http://www.ed.ac.uk/academic-services/staff/discipline/code-discipline>

## Non-Certificate Programme

Students who wish to study for credit will be registered initially on a Non- Certificate programme. It is possible to transfer later to a Certificate of Higher Education programme to gain an award should you complete the application process successfully. Registration staff at COL will initiate this change.

<http://www.ed.ac.uk/studying/short-courses/student-info/course-booking-terms-and-conditions>

## Registering on credit courses

Registering for credit on COL credit courses is a two stage process. The first stage is to book on a credit course and pay the course fees. You will receive an acknowledgement of your booking. Once your course has reached sufficient enrolments to proceed, the Registration Team at COL will enrol you on the University of Edinburgh database. This database is called EUCLID. You will receive an email from EUCLID, asking you to register for the next stage. The second stage is for you to complete the online registration. This is called Matriculation. Have a look at the links and videos below to show you how to complete the online registration. Please be aware that these videos do not have any sound.

When you register for a COL credit course, you will automatically be registered to study for credit on the Non- Certificate programme. Please be aware that you will still be required to fully complete the Matriculation process even if you decide to opt out of assessment submission at a later stage. By completing the matriculation process described below, you will not only have access to information about University of Edinburgh services and resources, you will also be able to use the libraries, submit work for assessment and access information on your course from your tutor via the online learning platform "LEARN".

## Matriculation

### How to complete matriculation

Online registration is accessed through EASE. EASE is the University's web login service and provides access to information, services and resources. Once COL has added you to EUCLID, an email will be sent by the University to the email address you gave COL when you enrolled for your course. This email will refer to you as an 'applicant' and will contain a University Username (UUN) and one-time use registration password to enable you to log into EASE. As soon as you receive this, use it to register with EASE.

Please see guidance via the links below.

<http://www.ed.ac.uk/student-systems/support-guidance/students/matriculation/matriculation-intro>

<http://www.ed.ac.uk/student-systems/support-guidance/students/online-registration>

If you need help logging into or registering with EASE you can contact Information Services Helpline (email [IS.Helpline@ed.ac.uk](mailto:IS.Helpline@ed.ac.uk); tel. 0131 651 5151). If you have your student card, you can also go to the helpdesk in the Main Library.

When you log into EASE, you are taken to your personal MyEd portal, and it is here that you need to complete online registration, the final stage in the process of becoming a fully matriculated credit student. When you go into MyEd, an Information Banner will appear telling you that you are 'in status' which means that you need to complete the registration

process online. You will find the right section of MyEd if you select 'My Stuff' and then 'Personal Details'.

Online registration involves checking and confirming the following:

- Personal (including HESA) data.
- Addresses and emergency contacts.
- Qualifications held.
- Legal – including Data Protection and University Regulations.
- Register / Decline.

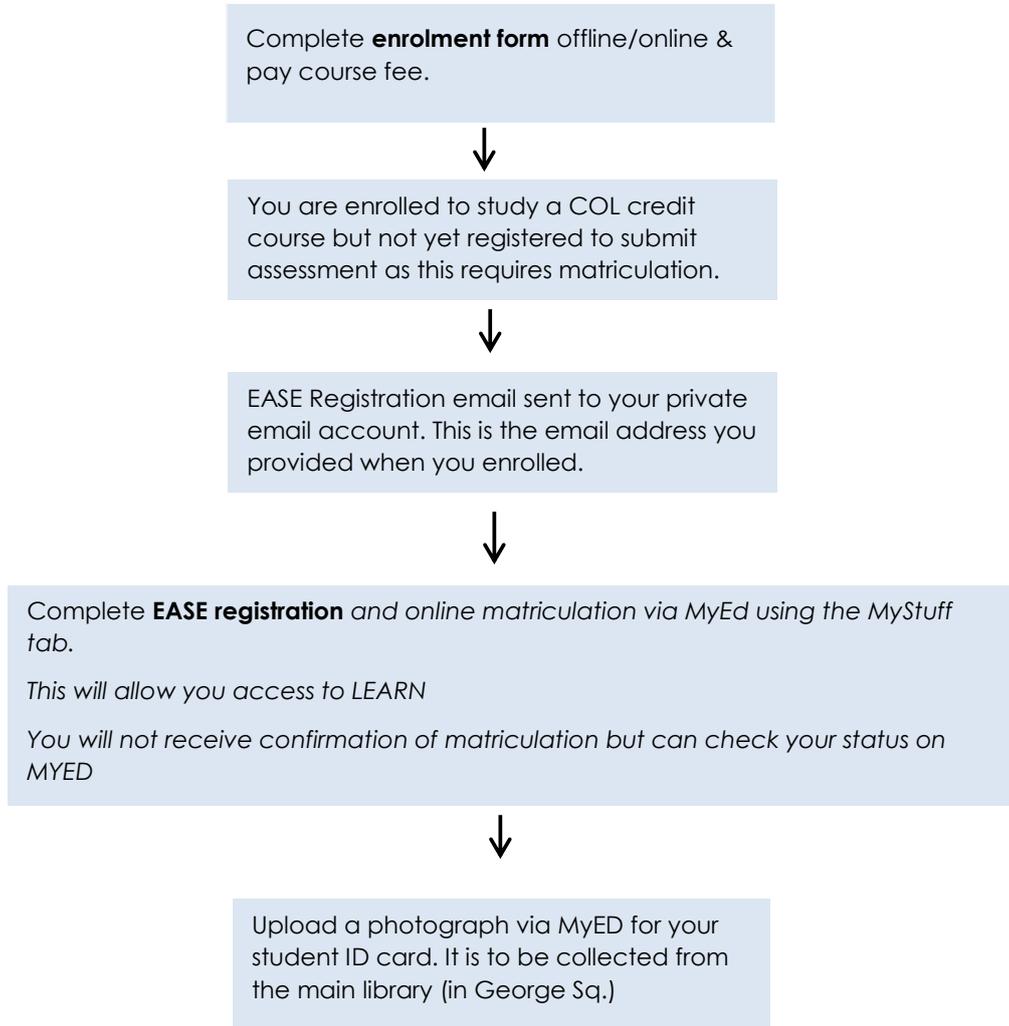
You are not a fully matriculated student until you have completed this final stage and if you do not complete this you will not be able to submit for assessment and gain credit points. Failure to matriculate may prevent future enrolments on COL credit courses. If after following all the advice given and contacting IS helpline you are still experiencing difficulties please contact COL for further advice and assistance. Our Registration staff will be happy to help you over the phone or in person.

[COL@ed.ac.uk](mailto:COL@ed.ac.uk) or telephone 0131 650 4400.

Alternatively you may wish to attend one of our drop in sessions for assistance. Please check the website for dates and times.

<http://www.ed.ac.uk/studying/short-courses/access/register-for-credit>

## Summary of Registration Process



## Student Card

Once COL have enrolled you onto EUCLID, you will be able to upload a photograph through the MyEd section which will be used for your student card. Please see the link below about Getting Your First Student Card

<http://www.ed.ac.uk/information-services/help-consultancy/card/getting-first-card/first-student-card>

Once your card has been made, it can be collected from the Main Library, George Square. Student Cards are not posted out to a personal address other than in exceptional circumstances. Your student card will be ready for collection, Monday – Friday, usually within 24 hours, however this time can vary depending on the time of year. Please see link below to locate the main library.

<http://www.ed.ac.uk/maps/download>

## Checking your student email

Once you have matriculated you will have a student email account. Your student email account is accessed by logging into EASE. Your student email will be the main channel of communication on matters related to University services. You should check it regularly. Whilst some might not be relevant to COL students, emails announcing events or details of student services may be of interest to you. You should make sure you read and respond to messages from the University library concerning library books so that, for example, you don't incur fines when books are recalled because they have been requested by another reader.

For assistance with registering for credit and matriculation please contact

[COL@ed.ac.uk](mailto:COL@ed.ac.uk) or telephone 0131 650 4400.

## Accessing important information about your course.

You will access your course page by logging in through EASE and clicking on the link to LEARN. All students on a credit course will be expected to access LEARN each week and ensure they read any information that their tutor has posted on the course page. It will also be a source of course materials and information on the assessment including deadlines and rules and regulations for submission and will contain the drop box for Turnitin essay submission.

## Certificate of Higher Education students

If you are still registered for the Certificate of Higher Education from a previous year, then you DO NOT need to re-matriculate each year. This will be done automatically once the decision of the Progression Board is complete (please see section 2 on programme regulations for more information).

## Non-certificate students

If you registered for credit for individual courses in a previous year (but not for the Certificate of Higher Education), then you DO need to fully matriculate again in 2016.

This guide was produced by:

Centre for Open Learning  
University of Edinburgh  
Paterson's Land  
Holyrood Road  
Edinburgh EH8 8AQ  
Telephone 0131 650 4400  
[www.ed.ac.uk/short-courses](http://www.ed.ac.uk/short-courses)  
Email: [col@ed.ac.uk](mailto:col@ed.ac.uk)

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