



THE UNIVERSITY of EDINBURGH  
School of Literatures,  
Languages and Cultures

# 2019 - 2020 Handbook for PhD Students and Research Supervisors

DAVID HUME TOWER

DHT LECTURE THEATRES

BUCCLEUCH PLACE

No1 GEORGE SQUARE  
PSYCHOLOGY

HUGH ROBSON BUILDING

MEDICAL BUILDINGS  
McEWAN HALL

STO PLACE

## Contents

---

Introduction .....	2
The School of Literatures, Languages and Cultures .....	3
LLC Postgraduate Office .....	3
Programme Information .....	4
Assessment & Award .....	4
Annual Review, Thesis & Viva .....	4
Student Status & Record .....	5
Facilities.....	7
Academic Year & Events .....	8
Fees & Funding.....	9
Official Documents.....	10
Representation, Feedback & Surveys .....	11
Academic Affairs & University Regulations.....	12
Student Support.....	13
Health, Safety & Wellbeing.....	15
Visas & Immigration.....	16
Information Services .....	17
Miscellaneous .....	19

If you require this document in an alternative format, such as large print or a coloured background, please contact the LLC Postgraduate Office.  
Email: [llc.postgrad@ed.ac.uk](mailto:llc.postgrad@ed.ac.uk); Telephone numbers: <https://www.ed.ac.uk/literatures-languages-cultures/graduate-school/about-us>

Revised: July 2019

## Introduction

---

These pages are a guide to what you can expect during your studies, but also what is expected of you. This handbook contains general principles about the teaching and assessment of your postgraduate programme. It also details where to go for help and support during your time at the University and it aims to draw your attention to the extensive facilities and resources available to you as a postgraduate student in the School. Finally, it details the ways in which you can help us by providing feedback on your experiences of your time within the School.

This handbook is not a complete guide and needs to be read in conjunction with the University of Edinburgh Regulations, which include the Regulations governing the assessment of your work while on this programme:

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

This handbook does not supersede University Regulations available online under Degree Regulations and Programme of Study (DRPS) and as provided by Academic Service:

- <http://www.drps.ed.ac.uk/current/>
- <https://www.ed.ac.uk/files/atoms/files/copsupervisorsresearchstudents.pdf>
- <https://www.ed.ac.uk/academic-services/policies-regulations/regulations/assessment>

Every effort has been made to ensure that the information contained in this handbook was correct at the time of publication. However, the handbook does not form part of any contract between the University and a student or applicant, and must be read in conjunction with the terms and conditions of admission set out in the University of Edinburgh's annual Postgraduate Prospectus:

- <https://www.ed.ac.uk/studying/postgraduate/prospectus>

It is each student's responsibility to make themselves familiar with the contents of this handbook and also the University-wide policies and regulations. Information provided in this handbook may help you avoid unnecessary problems.

***This handbook is web-based and will direct you to relevant websites to provide you with the full and up to date information on each subject heading. Please do not hesitate to contact the LLC Postgraduate Office if you have any questions.***



THE UNIVERSITY *of* EDINBURGH  
School of Literatures,  
Languages and Cultures

## The School of Literatures, Languages and Cultures

---

The School of Literatures, Languages and Cultures (LLC) is home to both traditional subjects such as English Literature, Celtic and Scottish Studies and European Language Studies as well as important emerging fields such as Islamic and Asian Studies. Over half of the degree programmes in the College of Arts, Humanities and Social Sciences are delivered by LLC and in the REF2014 approximately 75% of the research activity in the School was rated world leading and internationally excellent.

Our LLC Postgraduate Office holds a world class reputation and a wealth of taught and research postgraduate programmes across all areas of literature, language studies and cultural interests. We offer the widest breadth of languages in the UK. Across the school we teach all of the official languages of the United Nations and eight of the 23 official languages of the European Union, including three of the four official working languages (French, German and Italian). When combined, our expertise in European, Asian, Celtic and Middle Eastern languages offer an unparalleled choice of language and cultural studies.

### *Student-Staff Charter*

We believe that the best learning experiences happen when all participants are actively engaged in working together. To help facilitate this partnership, we've developed a Student-Staff Charter:

- <https://www.ed.ac.uk/literatures-languages-cultures/about/student-staff-charter>

## LLC Postgraduate Office

---

The LLC Postgraduate Office administrative officers should be your first point of contact for any enquiries or problems you may have. The LLC Postgraduate Office Office is located in room 1.13 at 50 George Square and is open Monday to Friday from 10am to 12pm and from 2pm to 4pm. Students submitting or collecting assessment should adhere to office opening hours as above. Urgent enquiries outwith these times, between 9am and 5pm Monday to Friday, can be addressed to LLC Postgraduate Office staff directly – please knock on the door for 1.13 and enter when invited to do so. For non-urgent enquiries outwith these times, please email or call.

Room 1.13

50 George Square

Edinburgh

EH8 9LH



Work: [www.ed.ac.uk/literatures-languages-cultures/graduate-school/about-us](http://www.ed.ac.uk/literatures-languages-cultures/graduate-school/about-us)



Email: [llc.postgrad@ed.ac.uk](mailto:llc.postgrad@ed.ac.uk)

### *Key Contacts*

Please visit the following webpages for the current list of key contacts for the LLC Postgraduate Office:

- <https://www.ed.ac.uk/literatures-languages-cultures/graduate-school/about-us>
- <https://www.ed.ac.uk/literatures-languages-cultures/new-postgrads/key-contacts/postgrad-administrators>

## Programme Information

<i>Academic Staff</i>	Our academic officers, heads of research centres and staff lists for our departments and subject areas are all available online.	➤ <b>Staff:</b> <a href="https://www.ed.ac.uk/literatures-languages-cultures/contact-us/academic-officers-and-staff">https://www.ed.ac.uk/literatures-languages-cultures/contact-us/academic-officers-and-staff</a>
<i>Accreditation</i>	Responsibility for managing accreditations lies with the School, subject area or student support service.	➤ <b>Accreditation:</b> <a href="https://www.ed.ac.uk/academic-services/quality/accreditation-collaboration">https://www.ed.ac.uk/academic-services/quality/accreditation-collaboration</a>

## Assessment & Award

<i>Assessment Regulations</i>	The Assessment Regulations set minimum requirements and standards for students and staff, expressing in practical form the academic goals and policies of the University.	➤ <b>Research:</b> <a href="https://www.ed.ac.uk/academic-services/policies-regulations/research-students">https://www.ed.ac.uk/academic-services/policies-regulations/research-students</a>
<i>Award</i>	Once we have received your final hard-bound thesis and your electronic version is uploaded to PURE, we will issue you with your final award letter. After you have graduated (whether in person or in absentia), you will be able to use your title from your degree.	➤ <b>Award:</b> <a href="https://www.ed.ac.uk/arts-humanities-soc-sci/research-students/thesis-submission-guide/stage-seven">https://www.ed.ac.uk/arts-humanities-soc-sci/research-students/thesis-submission-guide/stage-seven</a>

## Annual Review, Thesis & Viva

<i>PhD Journey</i>	A quick summary of the different phases of your PhD, and signposting to development support. Includes our PhD Planner to download.	➤ <b>Journey and Planner:</b> <a href="https://www.ed.ac.uk/institute-academic-development/postgraduate/doctoral/advice-support/phd-journey">https://www.ed.ac.uk/institute-academic-development/postgraduate/doctoral/advice-support/phd-journey</a>
<i>Supervision</i>	Each student works under the guidance of at least two supervisors. Close contact with your supervisors is essential. The frequency of meetings will depend on the subject area and the stage of the student's training.	➤ <b>Supervision:</b> <a href="https://www.ed.ac.uk/literatures-languages-cultures/graduate-school/current-students/phd-students/supervision">https://www.ed.ac.uk/literatures-languages-cultures/graduate-school/current-students/phd-students/supervision</a>
<i>Annual Reviews</i>	The progress of research students must be reviewed each year of the programme. Progress is assessed at 9 to 12 month intervals each year until thesis submission. A timeline is available online, as well as a list of documentation which must be provided by the student.	➤ <b>Reviews:</b> <a href="https://www.ed.ac.uk/literatures-languages-cultures/graduate-school/current-students/phd-students/annual-reviews">https://www.ed.ac.uk/literatures-languages-cultures/graduate-school/current-students/phd-students/annual-reviews</a>
<i>Thesis Write Up</i>	Writing up and submitting your thesis on time should be your priority in your final year, but you should also make time to prepare for your next steps.	➤ <b>Write Up:</b> <a href="https://www.ed.ac.uk/institute-academic-development/postgraduate/doctoral/advice-support/writing-up">https://www.ed.ac.uk/institute-academic-development/postgraduate/doctoral/advice-support/writing-up</a>

<i>Proofreading</i>	There is nothing in the University regulations which states you cannot have your work proof read by a third party. However, please be sure to discuss with whoever is undertaking the proof reading that they can only comment on spelling, grammar and general clarity of written English - anything beyond this would be considered out with the bounds of good academic conduct. If you are going to look for a third party to proof read their work, they should set a fee with them prior to sending any work across to be proof read.	<ul style="list-style-type: none"> <li>➤ <b>Peer Proofreading:</b> <a href="https://www.eusa.ed.ac.uk/support_and_advice/the_advice_place/academic/peer_proofreading/">https://www.eusa.ed.ac.uk/support_and_advice/the_advice_place/academic/peer_proofreading/</a></li> <li>➤ <b>Proofreading Service:</b> <a href="https://www.ed.ac.uk/studying/international/student-life/language-support/proofreading">https://www.ed.ac.uk/studying/international/student-life/language-support/proofreading</a></li> </ul>
<i>Thesis Submission</i>	Guidance is provided by the College for thesis submission; also provided are forms used to notify intention to submit and for submitting theses for assessment. Two months before you are due to submit your thesis you should inform us of your notice of intention to submit.	<ul style="list-style-type: none"> <li>➤ <b>Submission:</b> <a href="https://www.ed.ac.uk/arts-humanities-soc-sci/research-students/postgraduate-research-student-office/information-for-staff-and-current-students/thesis-submission-guide">https://www.ed.ac.uk/arts-humanities-soc-sci/research-students/postgraduate-research-student-office/information-for-staff-and-current-students/thesis-submission-guide</a></li> </ul>
<i>Viva Examination &amp; Results</i>	<p>You will defend your thesis after it is submitted during a viva. The viva is led by the examiners and chaired by a third academic colleague serving as a non-examining chair. If you wish, one of your supervisors may attend as an observer.</p> <p>You should familiarise yourself with the potential outcomes of the viva.</p>	<ul style="list-style-type: none"> <li>➤ <b>Examination:</b> <a href="https://www.ed.ac.uk/arts-humanities-soc-sci/research-students/postgraduate-research-student-office/information-for-staff-and-current-students/thesis-submission-guide/stage-four">https://www.ed.ac.uk/arts-humanities-soc-sci/research-students/postgraduate-research-student-office/information-for-staff-and-current-students/thesis-submission-guide/stage-four</a></li> <li>➤ <b>Results:</b> <a href="https://www.ed.ac.uk/arts-humanities-soc-sci/research-students/thesis-submission-guide/stage-five">https://www.ed.ac.uk/arts-humanities-soc-sci/research-students/thesis-submission-guide/stage-five</a></li> </ul>
<i>Corrections &amp; Resubmission</i>	Your corrections period begins from the date that you are notified of your viva result by the College Postgraduate Research Student Office. The deadline for your corrections depends on the recommendation made by your examiners and approved by the exams committee.	<ul style="list-style-type: none"> <li>➤ <b>Resubmitting:</b> <a href="https://www.ed.ac.uk/arts-humanities-soc-sci/research-students/thesis-submission-guide/stage-six">https://www.ed.ac.uk/arts-humanities-soc-sci/research-students/thesis-submission-guide/stage-six</a></li> </ul>

## Student Status & Record

<i>Registration</i>	Registration confirms your acceptance of the University's regulations and is the first step in matriculating, or being formally admitted as a student. Registration will be available online about 4 weeks prior to your start date if you hold an unconditional firm offer.	<ul style="list-style-type: none"> <li>➤ <b>Registration:</b> <a href="https://www.ed.ac.uk/student-systems/support-guidance/students/online-registration">https://www.ed.ac.uk/student-systems/support-guidance/students/online-registration</a></li> </ul>
<i>Matriculation</i>	Matriculation is the process by which you are formally admitted to the University. By matriculating, you are confirming your acceptance of the University's regulations in the 'Sponsio Academica', including your agreement to pay tuition fees and other related costs.	<ul style="list-style-type: none"> <li>➤ <b>Matriculation:</b> <a href="https://www.ed.ac.uk/student-systems/support-guidance/students/matriculation">https://www.ed.ac.uk/student-systems/support-guidance/students/matriculation</a></li> </ul>

<p><i>Confirmation of Attendance</i></p>	<p>Around the start date of your programme, you will need to have your attendance confirmed. You must respond to any communication you receive about confirming attendance. If your programme is more than one year long, you will need to have your attendance confirmed at the start of each Academic Year.</p>	<ul style="list-style-type: none"> <li>➤ <b>Confirm Attendance:</b> <a href="https://www.ed.ac.uk/student-systems/support-guidance/students/matriculation/matriculation-intro">https://www.ed.ac.uk/student-systems/support-guidance/students/matriculation/matriculation-intro</a></li> </ul>
<p><i>Student Record</i></p>	<p>Your student record holds important information about you and your time at the University of Edinburgh. It is very important that you help us keep your record up to date.</p> <p>Some things you can update yourself, such as change of contact details. Other changes, such as withdrawal, leave of absence or interruption need to be updated by the LLC Postgraduate Office. These changes must be discussed with your programme director or supervisor before any change is made. If you are considering any of these options it is important that you notify the LLC Postgraduate Office office as soon as possible so we can help you consider your options.</p>	<ul style="list-style-type: none"> <li>➤ <b>Record:</b> <a href="https://www.ed.ac.uk/literatures-languages-cultures/graduate-school/current-students/phd-students/where-can-i-get-help/student-record">https://www.ed.ac.uk/literatures-languages-cultures/graduate-school/current-students/phd-students/where-can-i-get-help/student-record</a></li> <li>➤ <b>Changes:</b> <a href="https://www.ed.ac.uk/student-systems/support-guidance/students/change-your-student-record">https://www.ed.ac.uk/student-systems/support-guidance/students/change-your-student-record</a></li> </ul>
<p><i>Withdrawal</i></p>	<p>Sometimes it is necessary for a student to voluntarily leave the University or are required to leave the University permanently. A procedure for withdrawal is provided by Academic Services. If you are having difficulties and may need to withdraw, please speak to your personal tutor/supervisor/programme director and the LLC Postgraduate Office Office.</p> <p>If you withdraw from the University, you may still be liable for fees. Please be sure to consult the information provided by Fees and Student Support. Withdrawal may also impact your accommodation; please consult the Accommodation Services' webpage for information on ending your tenancy contract early.</p>	<ul style="list-style-type: none"> <li>➤ <b>Procedure:</b> <a href="https://www.ed.ac.uk/academic-services/policies-regulations/if-things-go-wrong">https://www.ed.ac.uk/academic-services/policies-regulations/if-things-go-wrong</a></li> <li>➤ <b>Form:</b> <a href="https://www.ed.ac.uk/academic-services/forms/student-forms">https://www.ed.ac.uk/academic-services/forms/student-forms</a></li> <li>➤ <b>Fees:</b> <a href="https://www.ed.ac.uk/student-funding/tuition-fees/postgraduate/fee-policy">https://www.ed.ac.uk/student-funding/tuition-fees/postgraduate/fee-policy</a></li> <li>➤ <b>Accommodation:</b> <a href="http://www.accom.ed.ac.uk/for-students/departure-information/">http://www.accom.ed.ac.uk/for-students/departure-information/</a></li> </ul>
<p><i>Leave of Absence</i></p>	<p>Postgraduate students may apply for leave to move away from their normal (semester time) residence to continue their studies for temporary periods at a more remote location.</p> <p>If you are going to be away from the University for more than two weeks outwith the vacation period, you must ask your programme director or supervisor to complete a leave of absence form for you. This can be obtained from the LLC Postgraduate Office. This is of particular importance to those students who are in the UK on a Tier 4 visa.</p>	<ul style="list-style-type: none"> <li>➤ <b>Record:</b> <a href="https://www.ed.ac.uk/literatures-languages-cultures/graduate-school/current-students/phd-students/where-can-i-get-help/student-record">https://www.ed.ac.uk/literatures-languages-cultures/graduate-school/current-students/phd-students/where-can-i-get-help/student-record</a></li> <li>➤ <b>Leave:</b> <a href="https://www.ed.ac.uk/arts-humanities-soc-sci/research-students/postgraduate-research-student-office/information-for-staff-and-current-students/concessions-for-research-students/leave-of-absence">https://www.ed.ac.uk/arts-humanities-soc-sci/research-students/postgraduate-research-student-office/information-for-staff-and-current-students/concessions-for-research-students/leave-of-absence</a></li> </ul>
<p><i>Interruption</i></p>	<p>A student may apply for an Interruption of Study, if there is a good reason. Students must provide evidence to support their applications. You must ask your programme director or supervisor to complete a concession form for you.</p>	<ul style="list-style-type: none"> <li>➤ <b>Record:</b> <a href="https://www.ed.ac.uk/arts-humanities-soc-sci/research-students/postgraduate-research-student-office/information-for-staff-and-current-students/concessions-for-research-students/authorised-interruption-study">https://www.ed.ac.uk/arts-humanities-soc-sci/research-students/postgraduate-research-student-office/information-for-staff-and-current-students/concessions-for-research-students/authorised-interruption-study</a></li> </ul>

<i>Extension of Study</i>	In exceptional circumstances, a student may apply through the programme director or supervisor for an extension. The student must provide evidence to support their application as well as a timetable for completion of studies. You must ask your programme director or supervisor to complete a concession form for you.	<ul style="list-style-type: none"> <li>➤ <b>Record:</b> <a href="https://www.ed.ac.uk/arts-humanities-soc-sci/research-students/postgraduate-research-student-office/information-for-staff-and-current-students/concessions-for-research-students/extensions-for-pgr-students">https://www.ed.ac.uk/arts-humanities-soc-sci/research-students/postgraduate-research-student-office/information-for-staff-and-current-students/concessions-for-research-students/extensions-for-pgr-students</a></li> </ul>
---------------------------	---	--

## Facilities

<i>Getting Around/ Campus Maps</i>	The University of Edinburgh is comprised of 5 campuses throughout the city. The LLC LLC Postgraduate Office is based in the Central Campus. You can view (and download) all of the University's campus maps online.	<ul style="list-style-type: none"> <li>➤ <b>Guide:</b> <a href="https://www.ed.ac.uk/literatures-languages-cultures/about/getting-around">https://www.ed.ac.uk/literatures-languages-cultures/about/getting-around</a></li> <li>➤ <b>Maps:</b> <a href="https://www.ed.ac.uk/maps/maps">https://www.ed.ac.uk/maps/maps</a></li> </ul>
<i>Building Access</i>	<p>All University cards are pre-accredited to permit access to the Main Library, George Square and other 'open access' areas. You collect your card from the Main Library Helpdesk.</p> <p>For access to the computer labs and study rooms within <b>50 George Square</b>, please visit the Reception Desk on the Ground Floor.</p>	<ul style="list-style-type: none"> <li>➤ <b>Cards:</b> <a href="https://www.ed.ac.uk/information-services/help-consultancy/card/getting-first-card/first-student-card">https://www.ed.ac.uk/information-services/help-consultancy/card/getting-first-card/first-student-card</a></li> <li>➤ <b>Access:</b> <a href="https://www.ed.ac.uk/information-services/help-consultancy/it-help/card/access-buildings-card">https://www.ed.ac.uk/information-services/help-consultancy/it-help/card/access-buildings-card</a></li> </ul>
<i>Disabled Access</i>	Information about our buildings and their accessibility is provided by our Estates Team.	<ul style="list-style-type: none"> <li>➤ <b>Disability:</b> <a href="https://www.ed.ac.uk/estates/buildings-information/disability">https://www.ed.ac.uk/estates/buildings-information/disability</a></li> </ul>
<i>19 George Square</i>	Housed in an historic terraced property overlooking George Square Gardens, 19 George Square contains teaching rooms and staff offices.	<ul style="list-style-type: none"> <li>➤ <b>19GS:</b> <a href="https://www.ed.ac.uk/literatures-languages-cultures/about/getting-around/19gs-info">https://www.ed.ac.uk/literatures-languages-cultures/about/getting-around/19gs-info</a></li> </ul>
<i>50 George Square</i>	50 George Square is the home of many departments and much of the teaching in the School. For access to the computer labs and study rooms within <b>50 George Square</b> , please visit the Reception Desk on the Ground Floor.	<ul style="list-style-type: none"> <li>➤ <b>50GS:</b> <a href="https://www.ed.ac.uk/literatures-languages-cultures/about/getting-around/50gs-info">https://www.ed.ac.uk/literatures-languages-cultures/about/getting-around/50gs-info</a></li> </ul>
<i>Libraries</i>	<p><b>Main Library:</b> This library is located in George Square and is your first port of call for library facilities. Postgraduate students can request 30 interlibrary loans per year free of charge.</p> <p><b>National Library of Scotland:</b> This library, located on George IV Bridge near the University, is a major research resource for all Humanities subjects. You are encouraged to register and obtain a reader's ticket for the National Library as soon as possible.</p> <p><b>Class Libraries:</b> Class libraries are provided for the staff and students in the Schools in which they are located and they are administered by the respective School. Other users may normally have access, by prior arrangement, for reference purposes only.</p>	<ul style="list-style-type: none"> <li>➤ <b>Main Library:</b> <a href="https://www.ed.ac.uk/information-services/library-museum-gallery">https://www.ed.ac.uk/information-services/library-museum-gallery</a></li> <li>➤ <b>Interlibrary Loans:</b> <a href="https://www.ed.ac.uk/information-services/library-museum-gallery/using-library/request-resources/ill">https://www.ed.ac.uk/information-services/library-museum-gallery/using-library/request-resources/ill</a></li> <li>➤ <b>National Library:</b> <a href="https://www.nls.uk/">https://www.nls.uk/</a></li> <li>➤ <b>Class Libraries:</b> <a href="https://www.ed.ac.uk/information-services/library-museum-gallery/using-library/lib-locate/class-libs">https://www.ed.ac.uk/information-services/library-museum-gallery/using-library/lib-locate/class-libs</a></li> </ul>

	<b>Subject Guides:</b> The University has provided a range of links to library and information resources by subject. These include local collections, networked services and external websites.	➤ <b>Guides:</b> <a href="https://www.ed.ac.uk/information-services/library-museum-gallery/finding-resources/subject-guides">https://www.ed.ac.uk/information-services/library-museum-gallery/finding-resources/subject-guides</a>
<i>Research Centres</i>	There are a variety of research centres within the School, including: the Alwaleed Centre, Centre for Advanced Study of the Arab World, Centre for Contemporary Latin American Studies, Centre de recherches francophones belges, Centre for the History of the Book, Confucius Institute, European Ethnological Research Centre and Dashkova Russian Centre.	➤ <b>Centres:</b> <a href="https://www.ed.ac.uk/literatures-languages-cultures/research/research-centres">https://www.ed.ac.uk/literatures-languages-cultures/research/research-centres</a>
<i>Study Rooms &amp; Kitchens</i>	Two <b>study rooms</b> for postgraduate students in the School at <b>50 George Square</b> . The 1 <sup>st</sup> floor study room is for Masters and first year PhD students. The 4 <sup>th</sup> floor study room is for PhD students in their second year and beyond. <b>Kitchens</b> are available in the study rooms; the other kitchens on each floor are for staff use only.	➤ <b>50GS:</b> <a href="https://www.ed.ac.uk/literatures-languages-cultures/about/getting-around/50gs-info">https://www.ed.ac.uk/literatures-languages-cultures/about/getting-around/50gs-info</a>
<i>LLC Resource Centre</i>	The Resource Centre at 50 George Square provides access to films and documentaries, video and audio editing facilities, and more.	➤ <b>Resource Centre:</b> <a href="https://www.ed.ac.uk/literatures-languages-cultures/languages-and-humanities-centre/about">https://www.ed.ac.uk/literatures-languages-cultures/languages-and-humanities-centre/about</a>
<i>Lockers</i>	Postgraduate students are able to request a locker in one of the study rooms in 50 George Square. You must pay a £10 deposit (via ePay), repayable when you return your key.	➤ To request a locker, please visit the LLC Postgraduate Office during open office hours.
<i>Desks</i>	The 4 <sup>th</sup> floor study room has allocated shared desk space for PhD students in year 2+. Some unallocated space is available for PhD students who do not have their own desk; these operate as a hot-desking area and students are not permitted to commandeer a desk and expect to keep it. Please ensure you use lockers to safely store your belongings.	➤ Information about desk allocation will be provided by the LLC Postgraduate Office during Semester 1.

## Academic Year & Events

<i>Calendar</i>	The University provides an overview of the teaching and vacation periods each Academic Year. It is students' responsibility to be available throughout the semester, including the revision period as well as the exam/resit diet (if the student has scheduled exams).	➤ <b>Semester Dates:</b> <a href="https://www.ed.ac.uk/semester-dates">https://www.ed.ac.uk/semester-dates</a>
<i>Welcome Week</i>	The University of Edinburgh hosts many events for new students, including events organised for all students starting for Welcome Week in September each year, visiting students starting in January each year and postgraduate students starting mid-semester.  The LLC Postgraduate Office will also host some school-specific Welcome Week events in September for new postgraduate students.	➤ <b>University Welcome:</b> <a href="https://www.ed.ac.uk/students/new-students/welcome-week">https://www.ed.ac.uk/students/new-students/welcome-week</a> ➤ <b>LLC Welcome:</b> <a href="https://www.ed.ac.uk/literatures-languages-cultures/new-postgrads/welcome-events-pg">https://www.ed.ac.uk/literatures-languages-cultures/new-postgrads/welcome-events-pg</a>

<i>Key Dates</i>	Student Systems provides a list of Key Dates for the entire Academic Year, including events such as Welcome Week, start of teaching, deadlines, vacation periods, etc.	➤ <b>Key Dates:</b> <a href="https://www.ed.ac.uk/student-systems/key-dates">https://www.ed.ac.uk/student-systems/key-dates</a>
<i>Festival of Creative Learning</i>	The Festival of Creative Learning is a year-long festival focusing on creative learning and innovation at the University, culminating in a programme of events in February.	➤ <b>Festival:</b> <a href="https://www.ed.ac.uk/students/academic-life/creative-learning">https://www.ed.ac.uk/students/academic-life/creative-learning</a>
<i>Research Seminars</i>	The Institute for Advanced Studies in the Humanities provides a list of seminars and events within the Humanities subject area.  The School of Literatures, Languages and Cultures also hosts a number of research seminars and events throughout the year.	➤ <b>IASH:</b> <a href="http://www.iash.ed.ac.uk/events/college-events/">http://www.iash.ed.ac.uk/events/college-events/</a> ➤ <b>LLC:</b> <a href="https://www.ed.ac.uk/literatures-languages-cultures/events">https://www.ed.ac.uk/literatures-languages-cultures/events</a> ➤ <b>LLC Postgraduate Office:</b> <a href="https://www.ed.ac.uk/literatures-languages-cultures/graduate-school/news-events/seminar-series">https://www.ed.ac.uk/literatures-languages-cultures/graduate-school/news-events/seminar-series</a>
<i>Professional Development</i>	The LLC Postgraduate Office runs a Professional Development Programme each year which provides training in professional skills for PhD researchers. It is core training for all first-year PhD students; students in later years of the PhD are very welcome to attend.	➤ <b>Professional Development:</b> <a href="https://www.ed.ac.uk/literatures-languages-cultures/graduate-school/current-students/phd-students/professional-development">https://www.ed.ac.uk/literatures-languages-cultures/graduate-school/current-students/phd-students/professional-development</a>
<i>IAD Workshops</i>	The Institute for Academic Development provides workshops to help you gain the skills, knowledge and confidence needed for studying at postgraduate level. Workshops are free of charge to students and can be booked via MyEd or the IAD website.	➤ <b>Workshops:</b> <a href="https://www.ed.ac.uk/institute-academic-development/postgraduate">https://www.ed.ac.uk/institute-academic-development/postgraduate</a>
<i>Postgraduate Newsletter</i>	The LLC Postgraduate Office sends out an email newsletter each week to all LLC postgraduate students. This newsletter will include information about upcoming events or relevant opportunities for students.	➤ <b>Contact:</b> <a href="mailto:llc.postgrad@ed.ac.uk">llc.postgrad@ed.ac.uk</a>
<i>Graduation</i>	Graduation is coordinated by the Student Administration. You can find all you need to know about the ceremonies, how to attend, and watch live coverage online from their website. Information is also provided for those who will not be attending a ceremony.  Please note that if you will be attending graduation, you must register in advance.	➤ <b>Information:</b> <a href="https://www.ed.ac.uk/student-administration/graduations">https://www.ed.ac.uk/student-administration/graduations</a> ➤ <b>Registration:</b> <a href="https://www.ed.ac.uk/student-systems/support-guidance/students/graduation-registration">https://www.ed.ac.uk/student-systems/support-guidance/students/graduation-registration</a>

## Fees & Funding

<i>Programme Fees</i>	Details on programme fees are provided by the Fees and Student Support Team, which can assist with issues relating to: fees, alumni discount, SAAS, SLC and sponsors. Enquiries	➤ <b>Fees:</b> <a href="https://www.ed.ac.uk/student-funding/tuition-fees/postgraduate">https://www.ed.ac.uk/student-funding/tuition-fees/postgraduate</a>
-----------------------	---	--

	about tuition fees should be directed to the Fees and Student Support Team within Scholarships and Student Funding Services.	➤ <b>Enquiries:</b> <a href="https://www.ed.ac.uk/student-funding/tuition-fees/payment">https://www.ed.ac.uk/student-funding/tuition-fees/payment</a>
<i>Fee Payment</i>	Information on how to pay, the University's debt policy, and who to contact if you have questions is available online. Any enquires regarding payment should be made to the Income Section of the Finance Department.	➤ <b>Payment:</b> <a href="https://www.ed.ac.uk/student-funding/tuition-fees/payment">https://www.ed.ac.uk/student-funding/tuition-fees/payment</a>
<i>Fee Refunds</i>	If you withdraw from the University, you may be eligible for some refund of fees. Information on the Fees Policy is provided by Scholarships and Student Funding.	➤ <b>Fee Policy:</b> <a href="https://www.ed.ac.uk/student-funding/tuition-fees/postgraduate/fee-policy">https://www.ed.ac.uk/student-funding/tuition-fees/postgraduate/fee-policy</a>
<i>General Funding</i>	Please refer to our Scholarships and Student Funding Service for information about funding opportunities. Application processes and deadlines vary from scholarship to scholarship; you should check the terms and conditions for any funding sources to which you apply.	➤ <b>Funding:</b> <a href="http://www.ed.ac.uk/student-funding">http://www.ed.ac.uk/student-funding</a>
<i>Research Council Funding</i>	Research Councils offer awards to Master's programme and/or PhD students in most of the University's Schools. Please review the details for each award carefully; typically, students will need to apply to the School in order to be nominated for consideration by a council.	➤ <b>Research Councils:</b> <a href="https://www.ed.ac.uk/student-funding/postgraduate/uk-eu/research-councils">https://www.ed.ac.uk/student-funding/postgraduate/uk-eu/research-councils</a>
<i>Conference Funding</i>	If you are presenting a paper at a conference you may be eligible for help with funding. Grants from this fund are intended to be a contribution towards the expenses incurred by registered postgraduates in the School who present a paper at a conference. Awards are limited to a maximum of one award per applicant, per financial year (1 August - 31 July).	➤ <b>Grants:</b> <a href="https://www.ed.ac.uk/literatures-languages-cultures/graduate-school/current-students/phd-students/conference-grants">https://www.ed.ac.uk/literatures-languages-cultures/graduate-school/current-students/phd-students/conference-grants</a>
<i>Student-Led Initiative Fund</i>	The LLC Postgraduate Office is keen to support student-led projects that benefit the postgraduate community in LLC. There will be an application deadline in both semester 1 and 2. Details of these deadlines will be circulated via email, together with the application form.	➤ <b>SLIF:</b> <a href="https://www.ed.ac.uk/literatures-languages-cultures/graduate-school/current-students/phd-students/postgraduate-school-community">https://www.ed.ac.uk/literatures-languages-cultures/graduate-school/current-students/phd-students/postgraduate-school-community</a>

## Official Documents

<i>Transcripts</i>	If you require a transcript for taught courses undertaken, this must be generated by the LLC Postgraduate Office directly.	➤ <b>Contact:</b> <a href="mailto:llc.postgrad@ed.ac.uk">llc.postgrad@ed.ac.uk</a>
<i>Council Tax Exemption</i>	Council Tax is set by local Councils. There is one bill per dwelling which is normally payable by the owner-occupier(s) or tenant(s). Some students may be exempt.	➤ <b>Council Tax:</b> <a href="https://www.ed.ac.uk/student-administration/order-documents/council-tax">https://www.ed.ac.uk/student-administration/order-documents/council-tax</a>

<i>Certificate of Matriculation</i>	A Certificate of Matriculation provides proof that a student was matriculated for a particular academic session. Current students can view, print and send their Certificate of Matriculation via the Electronic Document Service. Paper copies can also be ordered.	➤ <b>Matriculation:</b> <a href="https://www.ed.ac.uk/student-administration/order-documents/matric-certificate">https://www.ed.ac.uk/student-administration/order-documents/matric-certificate</a>
<i>Bank Introduction Letter</i>	For international (non-UK) students, this letter will be accepted by a selection of banks as proof of student status and proof of semester time address.	➤ <b>Letter:</b> <a href="https://www.ed.ac.uk/student-administration/order-documents/bank-letter">https://www.ed.ac.uk/student-administration/order-documents/bank-letter</a>
<i>Academic Statement</i>	An Academic Statement confirms the title of your degree, date of graduation and class of Honours. A statement cannot be issued in advance of graduation.	➤ <b>Statement:</b> <a href="https://www.ed.ac.uk/student-administration/order-documents/academic-statements">https://www.ed.ac.uk/student-administration/order-documents/academic-statements</a>
<i>Third Party Degree Verification</i>	The Student Administration can confirm to third parties (with documented consent of the graduate) the dates of attendance and degree details of a graduate.	➤ <b>Verification:</b> <a href="https://www.ed.ac.uk/student-administration/order-documents/degree-verification">https://www.ed.ac.uk/student-administration/order-documents/degree-verification</a>
<i>Degree Certificates</i>	The Student Administration can provide certified copies of degree certificates for University of Edinburgh graduates.	➤ <b>Certificate:</b> <a href="https://www.ed.ac.uk/student-administration/order-documents/certified-degree">https://www.ed.ac.uk/student-administration/order-documents/certified-degree</a>
<i>Legalisation of Documents</i>	The Student Administration has provided details on how to have documentation legalised or certified for use overseas.	➤ <b>Legalisation:</b> <a href="https://www.ed.ac.uk/student-administration/order-documents/document-legalisation">https://www.ed.ac.uk/student-administration/order-documents/document-legalisation</a>
<i>Status Letters</i>	If you require a letter providing information not covered by any of the official documents above, please contact the LLC Postgraduate Office.	➤ <b>Contact:</b> <a href="mailto:llc.postgrad@ed.ac.uk">llc.postgrad@ed.ac.uk</a>

## Representation, Feedback & Surveys

<i>Student Voice</i>	The Student Voice Policy outlines the University's approach to gathering, learning from and responding to the student voice.	➤ <b>Voice:</b> <a href="https://www.ed.ac.uk/students/academic-life/student-voice">https://www.ed.ac.uk/students/academic-life/student-voice</a>
<i>Course Questionnaires</i>	At the end of each course, evaluation forms are distributed to all students on the course, asking them to anonymously comment on features of that course and any difficulties they may have had. You can access your questionnaires in MyEd on the My Studies tab; you will also receive an email to complete questionnaires for your courses.	➤ <b>MyEd Link:</b> <a href="https://www.myed.ed.ac.uk">https://www.myed.ed.ac.uk</a> ➤ <b>Learn:</b> <a href="https://www.learn.ed.ac.uk">https://www.learn.ed.ac.uk</a>
<i>Postgraduate Experience Survey</i>	The Postgraduate Research Experience Survey (PRES) runs every two years from March to May and is a chance for research postgraduates to feed back on their experience.	➤ <b>Survey:</b> <a href="https://www.ed.ac.uk/students/academic-life/student-voice/student-surveys/postgraduate-research-experience">https://www.ed.ac.uk/students/academic-life/student-voice/student-surveys/postgraduate-research-experience</a>

<i>International Student Barometer</i>	The International Student Barometer runs in the Autumn each year and tracks the opinions and experiences of students studying outside their home country.	➤ <b>Survey:</b> <a href="https://www.ed.ac.uk/students/academic-life/student-voice/student-surveys/international">https://www.ed.ac.uk/students/academic-life/student-voice/student-surveys/international</a>
<i>Student-Staff Liaison Committee</i>	<p>Staff members at the University of Edinburgh work closely with student representatives. Edinburgh University Students' Association coordinates student representation and provides training and support for student representatives across the University. Student representatives ('Reps') listen to you to identify areas for improvement, suggest solutions, and ensure that your views inform strategic decisions within the University, building a stronger academic community and improving your student life. All Schools are expected to facilitate communication between student representatives and the students they represent. Schools should either share with student representatives the University student email address of the students they represent (following the guidelines in the Guidance) or facilitate alternative ways for representatives to contact all classmates e.g. via m-list.</p> <p>Student reps are elected for LLC programmes in the first weeks of semester 1; there are typically 1 to 2 reps per programme. As a representative, you will take part in meetings between staff and student reps each semester. The LLC Postgraduate Office will coordinate selection of representatives in Semester 1. Minutes from the meetings are made available online.</p>	<p>➤ <b>SSLCs:</b> <a href="https://www.ed.ac.uk/literatures-languages-cultures/graduate-school/current-students/masters-students/graduate-school-community/sslc">https://www.ed.ac.uk/literatures-languages-cultures/graduate-school/current-students/masters-students/graduate-school-community/sslc</a></p> <p>➤ <b>Representatives:</b> <a href="https://www.ed.ac.uk/literatures-languages-cultures/current-students/quality-and-student-representation/class-and-student-reps">https://www.ed.ac.uk/literatures-languages-cultures/current-students/quality-and-student-representation/class-and-student-reps</a></p> <p>➤ <b>Minutes:</b> <a href="http://www.wiki.ed.ac.uk/display/LLCGSPH/SSLC+Meetings">www.wiki.ed.ac.uk/display/LLCGSPH/SSLC+Meetings</a></p>
<i>Graduate Destinations</i>	The Careers Service carries out a survey of all graduates six months after graduation. The data provides a useful picture of the many and varied paths LLC graduates take. The results are published online.	➤ <b>Graduates:</b> <a href="https://www.ed.ac.uk/careers/your-future/options/degree-options/dlhc">https://www.ed.ac.uk/careers/your-future/options/degree-options/dlhc</a>

## Academic Affairs & University Regulations

<i>Policies &amp; Regulations</i>	The University's academic regulatory framework is set out in its regulations, codes of practice and guidance. All policies and regulations are available online.	➤ <b>Regulations:</b> <a href="http://www.ed.ac.uk/academic-services/policies-regulations">http://www.ed.ac.uk/academic-services/policies-regulations</a>
<i>Academic Misconduct</i>	It is the responsibility of the student to make themselves aware of how the University defines academic misconduct and plagiarism and to ensure there is no plagiarism in their work. Every student signs a declaration that there is no plagiarism in their work when they submit it. Any student found to have cheated or attempted to cheat in an assessment may be deemed to have failed that assessment and disciplinary action may be taken.	<p>➤ <b>Misconduct:</b> <a href="https://www.ed.ac.uk/academic-services/students/conduct/academic-misconduct">https://www.ed.ac.uk/academic-services/students/conduct/academic-misconduct</a></p> <p>➤ <b>Regulation:</b> <a href="https://www.ed.ac.uk/academic-services/policies-regulations/regulations/assessment">https://www.ed.ac.uk/academic-services/policies-regulations/regulations/assessment</a> (see the Research Regulations; search for Academic Misconduct)</p>

<i>Plagiarism Prevention</i>	Guidance and factsheets on good academic practice and avoiding plagiarism are available from the Institute for Academic Development.	➤ <b>Prevention:</b> <a href="https://www.ed.ac.uk/academic-services/students/conduct/academic-misconduct/plagiarism">https://www.ed.ac.uk/academic-services/students/conduct/academic-misconduct/plagiarism</a>
<i>Research Ethics</i>	The ethical review process supports researchers in managing risks associated with research and to ensure the highest professional standards in designing, conducting and disseminating research. All research, including dissertations, are subject to these procedures.	➤ <b>Research Ethics:</b> <a href="https://www.ed.ac.uk/literatures-languages-cultures/research/ethics">https://www.ed.ac.uk/literatures-languages-cultures/research/ethics</a>
<i>Code of Practice</i>	The University of Edinburgh replaced its Code of Good Practice in Research (November 2002) by adopting the UK Research Integrity Office's Code of Practice for Research.	➤ <b>Code:</b> <a href="http://ukrio.org/publications/code-of-practice-for-research/">http://ukrio.org/publications/code-of-practice-for-research/</a> ➤ <b>Code:</b> <a href="https://www.ed.ac.uk/files/atoms/files/copsupervisorsresearchstudents.pdf">https://www.ed.ac.uk/files/atoms/files/copsupervisorsresearchstudents.pdf</a>
<i>Student Contract</i>	Successful study at University stems from a partnership between students and staff, and the University is committed to providing you with a learning environment and student services which enable you to fulfil your potential. Underpinning this partnership, the University has a supportive set of regulations, policies and procedures.	➤ <b>Contract:</b> <a href="https://www.ed.ac.uk/students/academic-life/contract">https://www.ed.ac.uk/students/academic-life/contract</a>
<i>Student Conduct</i>	The Code of Student Conduct sets out how you are expected to behave and the procedures the University uses to resolve matters when student behaviour is unacceptable.	➤ <b>Code:</b> <a href="https://www.ed.ac.uk/academic-services/students/conduct/code-of-student-conduct">https://www.ed.ac.uk/academic-services/students/conduct/code-of-student-conduct</a>

## Student Support

<i>Advice Place</i>	The Advice Place is home to Edinburgh University Students' Association's professional advice team offering students free, impartial and confidential information on everything and anything that our members need to know.	➤ <b>Advice Place:</b> <a href="https://www.eusa.ed.ac.uk/support_and_advice/the_advice_place/">https://www.eusa.ed.ac.uk/support_and_advice/the_advice_place/</a>
<i>Peer Support</i>	Peer Support activities are a great alternative way to learn from your fellow students as well as meet more people from your course. Whether you're looking for study tips or some help settling in – you're in the right place.	➤ <b>Peer Support:</b> <a href="https://www.eusa.ed.ac.uk/support_and_advice/peer_learning_and_support/">https://www.eusa.ed.ac.uk/support_and_advice/peer_learning_and_support/</a>
<i>Support for Success in LLC</i>	This Learn site has been designed to provide you with the information, tools and resources you need to get the best out of your degree. Here you will find content related to study skills, academic and professional development, useful software, employability, and pastoral	➤ <b>Learn:</b> <a href="https://www.ed.ac.uk/information-services/learning-technology/virtual-environments/learn">https://www.ed.ac.uk/information-services/learning-technology/virtual-environments/learn</a>

	care and support. Students on a degree programme with LLC as the home subject area will be automatically enrolled on this course, visible when you launch Learn.	
<i>Disability Service</i>	The Disability Service provides advice and supports disabled students. They support students with dyslexia, mental health issues and students on the autistic spectrum, as well as those with physical and sensory impairments.	➤ <b>Disability:</b> <a href="https://www.ed.ac.uk/student-disability-service">https://www.ed.ac.uk/student-disability-service</a>
<i>Schedule of Adjustments</i>	By discussing your needs with you, the Advisors at the Student Disability Service can put together a list of all the adjustments you need. This is called a Schedule of Adjustments and contains all your adjustments, like extra time in exams.	➤ <b>Adjustments:</b> <a href="https://www.ed.ac.uk/student-disability-service/students/support-we-provide">https://www.ed.ac.uk/student-disability-service/students/support-we-provide</a>
<i>Appeals &amp; Complaints</i>	An appeal is a request for a decision to be reviewed in relation to: marks, progression, degree classification, degree award, disciplinary decisions, decisions of Fitness to Practise Panels and exclusion decisions. The complaint procedure ensures that complaints are properly investigated and are given careful and fair consideration.	➤ <b>Appeals:</b> <a href="https://www.ed.ac.uk/academic-services/students/appeals">https://www.ed.ac.uk/academic-services/students/appeals</a> ➤ <b>Complaints:</b> <a href="https://www.ed.ac.uk/students/academic-life/complaints">https://www.ed.ac.uk/students/academic-life/complaints</a>
<i>Concessions</i>	Concessions for PhD students may include an interruption of study, extension or leave of absence. Concessions must be submitted by your supervisor using the online system.	➤ <b>Concessions:</b> <a href="https://www.ed.ac.uk/literatures-languages-cultures/graduate-school/current-students/phd-students/concessions">https://www.ed.ac.uk/literatures-languages-cultures/graduate-school/current-students/phd-students/concessions</a>
<i>Attendance &amp; Engagement</i>	As a student at the University of Edinburgh, you are responsible for attending and engaging with your programme of study. Failure to engage will affect your learning, may jeopardise results and can result in exclusion from the University.	➤ <b>Engagement:</b> <a href="https://www.ed.ac.uk/literatures-languages-cultures/graduate-school/current-students/phd-students/phd-student-engagement">https://www.ed.ac.uk/literatures-languages-cultures/graduate-school/current-students/phd-students/phd-student-engagement</a>
<i>Dignity &amp; Respect</i>	The University has a strong and long-standing commitment to equality, diversity and inclusion and to promoting a positive culture which celebrates difference, challenges prejudice and ensures fairness. Our staff and students are our greatest assets and all members of the University community should expect to be able to excel, and to be respected and valued for their unique perspectives and contributions.	➤ <b>Dignity &amp; Respect:</b> <a href="https://www.ed.ac.uk/equality-diversity/respect">https://www.ed.ac.uk/equality-diversity/respect</a>
<i>Accommodation</i>	Accommodation Services offer a variety of services from helping you to find accommodation for the duration of your study to student catering.	➤ <b>Accommodation:</b> <a href="http://www.accom.ed.ac.uk/for-students/postgraduates/">http://www.accom.ed.ac.uk/for-students/postgraduates/</a>
<i>Improving Your English</i>	English Language Education co-ordinates language teaching within the University and offers a variety of courses in their 'English for Academic Purposes' programme, including courses for students whose native language is not English.	➤ <b>ELE:</b> <a href="https://www.ed.ac.uk/english-language-teaching">https://www.ed.ac.uk/english-language-teaching</a>
<i>Learning Another Language</i>	Open Languages courses are one-semester language courses available for free to all University of Edinburgh students.	➤ <b>Languages:</b> <a href="https://www.ed.ac.uk/literatures-languages-cultures/open-languages">https://www.ed.ac.uk/literatures-languages-cultures/open-languages</a>

<i>Careers Service</i>	The Careers Service is available to postgraduate students throughout the academic year and vacation periods. From CVs to interview practice, from finding work to graduate posts and organising careers fairs to alumni events, the service is about inspiring futures.	➤ <b>Careers:</b> <a href="https://www.ed.ac.uk/careers">https://www.ed.ac.uk/careers</a>
<i>Institute for Academic Development</i>	IAD provides University-level support for teaching, learning and researcher development through leadership, innovation, collaboration and direct provision that benefits students, staff and the University's international reputation.	➤ <b>IAD:</b> <a href="https://www.ed.ac.uk/institute-academic-development/postgraduate">https://www.ed.ac.uk/institute-academic-development/postgraduate</a>

## Health, Safety & Wellbeing

<i>Student Health and Wellbeing</i>	The University offers medical care and other health services, including a pharmacy, sexual health services, disability support and nutrition support. As with all transitions in life, applying to and studying at university can be both exciting and challenging – whether it is your first time at university or you are returning to higher education, and whether you have a pre-existing mental health condition or not, it is important to look after yourself. University can be busy and stressful at times, this can in turn cause our state of wellbeing to fluctuate. We all have strategies for coping with ups and downs in life and it is important to continue using and revising these skills, to help support and maintain your wellbeing which is crucial to allow you to experience a positive and happy university journey. We provide a range of evidence-based resources, workshops and support which are available to you and can enable you to cope with the ups and downs of university life. These are provided by a number of different services, including the Centre for Sport and Exercise, Chaplaincy, Counselling Service and the Edinburgh University Students' Association.	➤ <b>Health and Wellbeing:</b> <a href="https://www.ed.ac.uk/students/health-and-wellbeing">https://www.ed.ac.uk/students/health-and-wellbeing</a>
<i>Health and Safety</i>	The University has a duty, so far as reasonably practicable, to ensure the health, safety and welfare of all employees and students while at work, and the safety of all authorised visitors and members of the public entering the precincts of the University. The University Health and Safety Policy is issued upon the authority of the University Court and contains the Health and Safety Policy statement and summary of the organisation and arrangements of health and safety within the University. The successful implementation of the University Policy requires the support and co-operation of all employees and students - no person shall intentionally interfere with, or misuse anything provided by the University in the interest of health, safety or welfare. The University Health and Safety Policy The University Health and Safety Policy is supported by a Framework document published in two parts on the Organisation and Arrangements of health and safety within the University. Individuals are required to comply with any procedures or arrangements	➤ <b>Health and Safety:</b> <a href="http://www.ed.ac.uk/health-safety">http://www.ed.ac.uk/health-safety</a> ➤ <b>Policy:</b> <a href="https://www.ed.ac.uk/health-safety/policy-cop/policy">https://www.ed.ac.uk/health-safety/policy-cop/policy</a>

	formulated under the authority of this Policy. Any questions or problems about matters of health and safety can be taken up initially with the School Safety Adviser.	
<i>Emergency Contacts &amp; Nightline</i>	If you need assistance as a matter of urgency either during normal working hours (Monday-Friday, 9a.m. to 5p.m.) or in the evening or at the weekend and you are uncertain who to contact, please consult the information available at the link above.	➤ <b>Emergencies:</b> <a href="https://www.ed.ac.uk/student-disability-service/emergency-contacts/emergency-student">https://www.ed.ac.uk/student-disability-service/emergency-contacts/emergency-student</a>
<i>Mental Wellbeing</i>	The University also provides services that offer emotional and pastoral support, including the Chaplaincy and the Student Counselling Service and self-help online.	➤ <b>Wellbeing:</b> <a href="https://www.ed.ac.uk/students/health-and-wellbeing/mental-wellbeing">https://www.ed.ac.uk/students/health-and-wellbeing/mental-wellbeing</a>
<i>Counselling Service</i>	The University maintains a confidential counselling service available free of charge to all students. The service offers advice on all matters of concern, from personal to academic.	➤ <b>Counselling:</b> <a href="https://www.ed.ac.uk/student-counselling">https://www.ed.ac.uk/student-counselling</a>
<i>Sport and Exercise</i>	The University's Sport and Exercise facilities include: 10 world-class gyms, a 25m swimming pool, a climbing wall and indoor and outdoor sport pitches. Sport and Exercise offers a number of activities throughout the year.	➤ <b>Exercise:</b> <a href="https://www.ed.ac.uk/students/health-and-wellbeing/sport-and-exercise">https://www.ed.ac.uk/students/health-and-wellbeing/sport-and-exercise</a>
<i>Crisis Support</i>	A number of resources are available both from the University and from local organizations to provide immediate support and guidance for students in a crisis.	➤ <b>Support:</b> <a href="https://www.ed.ac.uk/students/health-and-wellbeing/support-in-a-crisis">https://www.ed.ac.uk/students/health-and-wellbeing/support-in-a-crisis</a>
<i>Sexual Assault and Harassment</i>	The University is committed to supporting students impacted by sexual abuse. If you have experienced sexual abuse or harassment, the University will support you by: listening to you, treating you sensitively and with respect, respecting confidentiality, providing or signposting further support that you may need and taking further action (for example, disciplinary action) if this is appropriate.	➤ <b>Abuse and Harassment:</b> <a href="https://www.ed.ac.uk/students/health-and-wellbeing/support-in-a-crisis/sexual-assault-and-harassment">https://www.ed.ac.uk/students/health-and-wellbeing/support-in-a-crisis/sexual-assault-and-harassment</a>

## Visas & Immigration

<i>Edinburgh Global</i>	The Edinburgh Global Office offers specific help and advice for international students.	➤ <b>Global:</b> <a href="http://global.ed.ac.uk/">http://global.ed.ac.uk/</a>
<i>Applying for a Visa</i>	Important information on applying for a visa to study at the University of Edinburgh is provided by the Immigration Compliance Team.	➤ <b>Visas:</b> <a href="https://www.ed.ac.uk/student-administration/immigration/applying-for-visa">https://www.ed.ac.uk/student-administration/immigration/applying-for-visa</a>
<i>Tier 4 Compliance</i>	As a Tier 4 student visa holder, it is your responsibility to comply with the conditions of your visa. Failure to follow these conditions will result in the University reporting you to the UKVI, a consequence of which will be the cancellation of your visa and withdrawal from the University of Edinburgh.	➤ <b>Tier 4:</b> <a href="https://www.ed.ac.uk/student-administration/immigration/applying-for-visa/tier-4">https://www.ed.ac.uk/student-administration/immigration/applying-for-visa/tier-4</a> ➤ <b>Rights &amp; Responsibilities:</b> <a href="https://www.ed.ac.uk/student-administration/immigration/while-you-are-here/rights-responsibilities-and-restrictions">https://www.ed.ac.uk/student-administration/immigration/while-you-are-here/rights-responsibilities-and-restrictions</a>

<i>Orientation</i>	The International Student Advisory Service runs orientation for new students, and a range of social and welfare events for students all year round.	➤ <b>Orientation:</b> <a href="https://www.ed.ac.uk/studying/international/edinburgh-life/orientation-events">https://www.ed.ac.uk/studying/international/edinburgh-life/orientation-events</a>
<i>Check In</i>	If you are an international student, you will be required to complete International Check In as part of your matriculation. This involves uploading an image of your passport and visa with entry stamp and then attending an in-person check at the University.	➤ <b>Check In:</b> <a href="https://www.ed.ac.uk/student-administration/immigration/while-you-are-here/international-check-in">https://www.ed.ac.uk/student-administration/immigration/while-you-are-here/international-check-in</a>
<i>Working in the UK</i>	Many students have a part-time job during semester and many more work during their summer vacations. Guidance on visa options for those who wish to work in the UK during or after their studies has been provide by the Immigration Team.	➤ <b>Working:</b> <a href="https://www.ed.ac.uk/student-administration/immigration/working-in-the-uk">https://www.ed.ac.uk/student-administration/immigration/working-in-the-uk</a> ➤ <b>During Studies:</b> <a href="https://www.ed.ac.uk/careers/international-students/working-during-studies">https://www.ed.ac.uk/careers/international-students/working-during-studies</a>
<i>Bringing Family</i>	Certain Tier 4 students are permitted to bring family members to the UK as their dependants. This page gives you information that you will need before you apply, details of the application process and information on family members visiting you.	➤ <b>Family:</b> <a href="https://www.ed.ac.uk/student-administration/immigration/dependants">https://www.ed.ac.uk/student-administration/immigration/dependants</a>
<i>Leave of Absence</i>	Postgraduate students may apply for leave to move away from their normal (semester time) residence to continue their studies for temporary periods at a more remote location.  If you are going to be away from the University for more than two weeks outwith the vacation period, you must ask your programme director or supervisor to complete a leave of absence form for you. This can be obtained from the LLC Postgraduate Office. This is of particular importance to those students who are in the UK on a Tier 4 visa.	➤ <b>Record:</b> <a href="https://www.ed.ac.uk/literatures-languages-cultures/graduate-school/current-students/phd-students/where-can-i-get-help/student-record">https://www.ed.ac.uk/literatures-languages-cultures/graduate-school/current-students/phd-students/where-can-i-get-help/student-record</a> ➤ <b>Leave:</b> <a href="https://www.ed.ac.uk/literatures-languages-cultures/graduate-school/current-students/phd-students/where-can-i-get-help/leave-absence">https://www.ed.ac.uk/literatures-languages-cultures/graduate-school/current-students/phd-students/where-can-i-get-help/leave-absence</a>

## Information Services

<i>Technology Support</i>	If you are having problem with the computing facilities at the University, contact the Information Services helpline, either via email, telephone on in person. There is an IT Support Desk in the Main Library available to offer support.	➤ <b>IS:</b> <a href="https://www.ed.ac.uk/information-services">https://www.ed.ac.uk/information-services</a>
<i>Email</i>	Email is the formal means of communication by the University with students. You will be given a University email account. You must access this account regularly as the University will send you vital information and will assume that you have opened and acted on these communications. Failure to do so will not be an acceptable excuse or ground for appeal.	➤ <b>Email:</b> <a href="https://www.ed.ac.uk/information-services/help-consultancy/it-help/email-and-office365">https://www.ed.ac.uk/information-services/help-consultancy/it-help/email-and-office365</a>

<i>Alumni Email</i>	The Alumni Email Service is a free for life webmail service exclusively for University of Edinburgh alumni. Please note that you must register for this service.	➤ <b>Alumni Email:</b> <a href="https://www.ed.ac.uk/alumni/services/benefits/alumni-email">https://www.ed.ac.uk/alumni/services/benefits/alumni-email</a>
<i>Office 365</i>	With their email account, all students will have access to the Office365 suite of applications, email, document storage and collaboration products.	➤ <b>Office365:</b> <a href="https://www.ed.ac.uk/information-services/help-consultancy/it-help/email-and-office365">https://www.ed.ac.uk/information-services/help-consultancy/it-help/email-and-office365</a>
<i>Data Protection</i>	<p>The University holds information about everyone who studies at the University. We use the information to administer your studies, maintain IT systems, monitor your performance and attendance, provide you with support, monitor equal opportunities, make funding arrangements, gather feedback and for strategic planning.</p> <p>Under Data Protection Law, personal data includes all recorded information about a living, identifiable individual. Students using personal data as part of their studies must comply with the responsibilities as outlined in the linked guidance. Before using personal data as part of their studies students must become familiar with the linked guidance, discuss implications with their supervisor and seek appropriate ethics approval. They must also obtain consent from the data subjects to take part in the studies. Failure to comply with the responsibilities is an offence against University discipline, and could lead to a breach of Data Protection Law. A data protection breach can cause distress to the people the information is about, and can harm relationships with research partners, stakeholders, and funding organisations. In severe circumstances the University could be sued, fined up to £20,000,000, and experience reputational damage.</p>	<p>➤ <b>Data:</b> <a href="https://www.ed.ac.uk/student-systems/support-guidance/students/data-protection">https://www.ed.ac.uk/student-systems/support-guidance/students/data-protection</a></p> <p>➤ <b>Student Responsibilities:</b> <a href="http://www.ed.ac.uk/records-management/data-protection/guidance-policies/student-responsibilities">http://www.ed.ac.uk/records-management/data-protection/guidance-policies/student-responsibilities</a></p>
<i>Computing Facilities</i>	You are assumed to be knowledgeable in and equipped with computer skills at the postgraduate level and the School strongly encourages continued student familiarity with both word processing and information technology. Proficiency in these is a prerequisite for successful research work at postgraduate level. Further information on these sites and opening times is available via Information Services.	<p>➤ <b>Computing:</b> <a href="https://www.ed.ac.uk/information-services/computing">https://www.ed.ac.uk/information-services/computing</a></p> <p>➤ <b>Open-access Computers:</b> <a href="https://www.ed.ac.uk/information-services/computing/desktop-personal/open-access">https://www.ed.ac.uk/information-services/computing/desktop-personal/open-access</a></p> <p>➤ <b>Supported Desktops:</b> <a href="https://www.ed.ac.uk/information-services/computing/desktop-personal/supported">https://www.ed.ac.uk/information-services/computing/desktop-personal/supported</a></p>
<i>Digital Footprint</i>	Managing your digital footprint service aims to raise awareness about managing an online presence. Workshops, resources and social media guidelines can be found online.	➤ <b>Footprint:</b> <a href="https://www.ed.ac.uk/institute-academic-development/about-us/projects/digital-footprint/resources">https://www.ed.ac.uk/institute-academic-development/about-us/projects/digital-footprint/resources</a>
<i>Wi-Fi</i>	Information Services provides details on setting up your Wi-Fi service and how to connect a range of devices to eduroam. In-person assistance is available in the Main Library.	➤ <b>Wi-Fi:</b> <a href="https://www.ed.ac.uk/information-services/computing/desktop-personal/wireless-networking">https://www.ed.ac.uk/information-services/computing/desktop-personal/wireless-networking</a>
<i>Printing</i>	Students may print on any University Cloud printer, which are located across campuses.	➤ <b>Printing:</b> <a href="https://www.ed.ac.uk/information-services/computing/desktop-personal/printing">https://www.ed.ac.uk/information-services/computing/desktop-personal/printing</a>

## Miscellaneous

<i>Working</i>	We are committed to helping PhD students learn and develop through all their chosen activities during their time at the University. This may include work off campus or working as a tutor for the University. Your subject area officer will be able to let you know the eligibility criteria for applying for part-time work within your subject area. Where there is high demand, only students in the final year of the prescribed period of study may be able to apply. Tutoring vacancies will be advertised to students who are eligible to apply.	<ul style="list-style-type: none"> <li>➤ <b>Work:</b> <a href="https://www.ed.ac.uk/careers/postgrad/phd/employment-for-phd-students">https://www.ed.ac.uk/careers/postgrad/phd/employment-for-phd-students</a></li> <li>➤ <b>Tutoring:</b> <a href="https://www.ed.ac.uk/literatures-languages-cultures/graduate-school/current-students/phd-students/tutoring">https://www.ed.ac.uk/literatures-languages-cultures/graduate-school/current-students/phd-students/tutoring</a></li> </ul>
<i>Student Profiles</i>	If you are a current PhD student in the School of Literatures, Languages and Cultures you will be able to create and amend your own PhD student profile. Guidance on this will be available for you to do this at the start of your studies.	<ul style="list-style-type: none"> <li>➤ <b>Profiles:</b> <a href="https://www.ed.ac.uk/literatures-languages-cultures/graduate-school/current-students/phd-students/phd-student-profiles">https://www.ed.ac.uk/literatures-languages-cultures/graduate-school/current-students/phd-students/phd-student-profiles</a></li> </ul>
<i>Past Exams</i>	Exam Papers Online provides access for students to the collected examination papers of the University from 2004 onwards. They may be used as a study aid only.	<ul style="list-style-type: none"> <li>➤ <b>Exam Papers:</b> <a href="https://www.ed.ac.uk/information-services/students/exam-papers">https://www.ed.ac.uk/information-services/students/exam-papers</a></li> </ul>
<i>Copyright</i>	Copyright is a legal right created by the law of a country that grants the creator of an original work exclusive rights for its use and distribution. This is usually only for a limited time. Guidance on copyright issues specific to research – both in relation to your own work and to using third-party material in your research – is available from the Library.	<ul style="list-style-type: none"> <li>➤ <b>Copyright:</b> <a href="https://www.ed.ac.uk/information-services/library-museum-gallery/library-help/copyright">https://www.ed.ac.uk/information-services/library-museum-gallery/library-help/copyright</a></li> </ul>
<i>Study Away</i>	You will also need to complete a Leave of Absence form and must update your contact details in your EUCLID student record with the information which applies while you are away from the University.	<ul style="list-style-type: none"> <li>➤ <b>Changes:</b> <a href="https://www.ed.ac.uk/student-systems/support-guidance/students/change-your-student-record">https://www.ed.ac.uk/student-systems/support-guidance/students/change-your-student-record</a></li> </ul>
<i>Vitae</i>	Vitae is an international programme supporting researcher development. It champions the needs of researchers and provides resources and guidance for students.	<ul style="list-style-type: none"> <li>➤ <b>Vitae:</b> <a href="https://www.ed.ac.uk/institute-academic-development/postgraduate/doctoral/advice-support/vitae">https://www.ed.ac.uk/institute-academic-development/postgraduate/doctoral/advice-support/vitae</a></li> </ul>
<i>EUSA</i>	The Edinburgh University Students' Association (EUSA) is run for students by students. The Students' Association enjoys a constructive relationship with the University of Edinburgh and is respected by them as the voice of students.	<ul style="list-style-type: none"> <li>➤ <b>EUSA:</b> <a href="https://www.eusa.ed.ac.uk/">https://www.eusa.ed.ac.uk/</a></li> </ul>
<i>FORUM</i>	Within the School, postgraduate students organise their own research activities. A focal point for these activities is the School's postgraduate journal for culture and the arts.	<ul style="list-style-type: none"> <li>➤ <b>FORUM:</b> <a href="http://www.forumjournal.org/">http://www.forumjournal.org/</a></li> </ul>