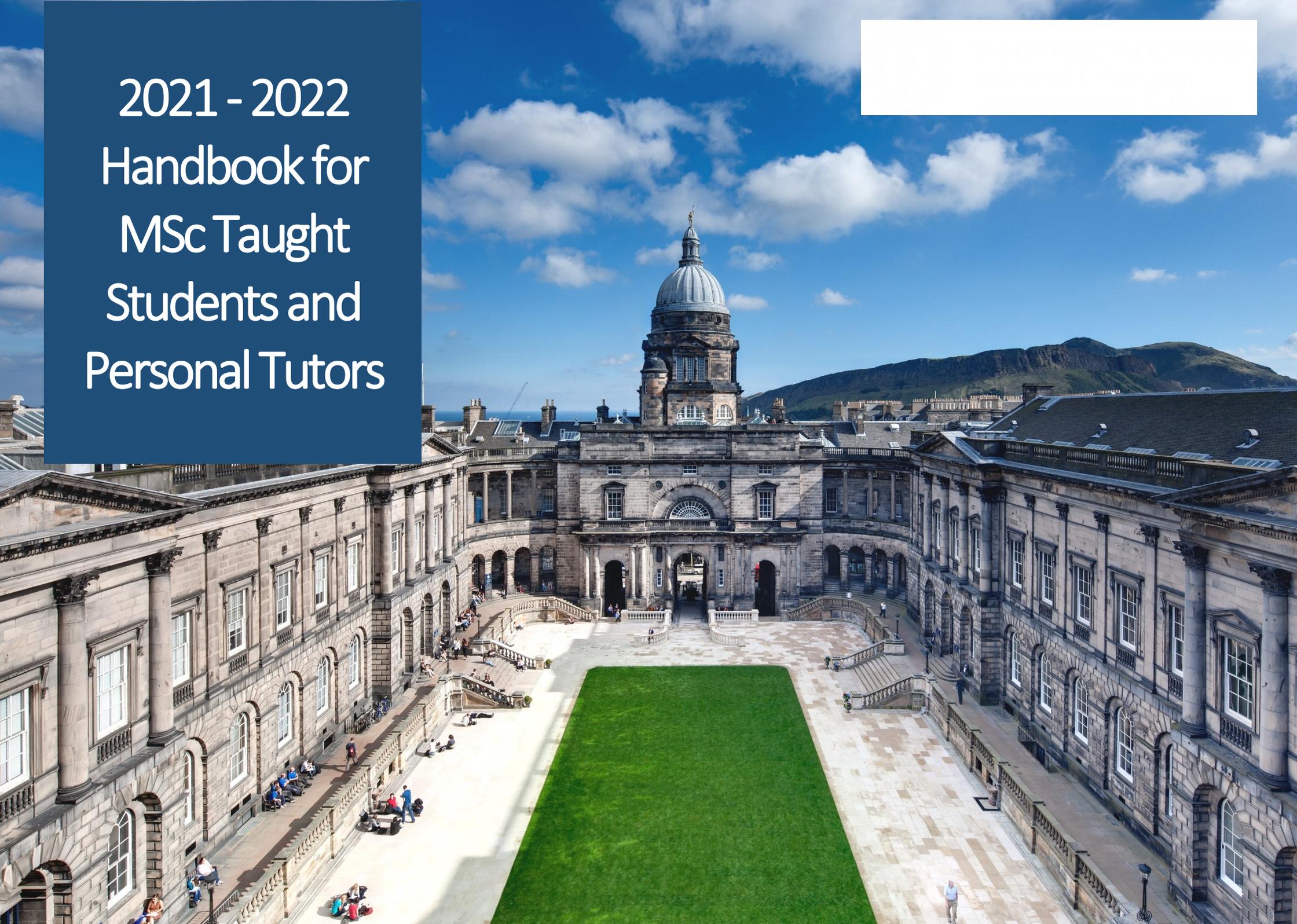


2021 - 2022
Handbook for
MSc Taught
Students and
Personal Tutors



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If you require this document in an alternative format, such as large print or a coloured background, please contact the Postgraduate Office.
Email: llc.postgrad@ed.ac.uk;

Revised: September 2020

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 applies to all taught postgraduate programmes in the School of Literatures, Languages and Cultures.**

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) or the University's Assessment Regulations:

- <http://www.drps.ed.ac.uk>
- <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.

The Postgraduate School 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

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/new-postgrads/key-contacts/postgrad-administrators>

The outbreak of Covid-19 has been an uncertain and challenging time for everyone. The University of Edinburgh has shown incredible commitment to adapting to the ongoing situation, changing ways of working to address new issues and collaborating across teams to support each other and students. This Handbook provides an overview of your programme with the caveat that changes may need to be made should this be necessary during these times. Please be assured that we will communicate any changes to you at the earliest possible opportunity.

Programme Information

<i>Programme / Degree Structure</i>	Every programme's structure is available to view via its Degree Programme Table (DPT). The full list of the LLC masters programme's DPTs are available under the University's Degree Regulations and Programmes of Study (DRPS) webpage.	➤ DRPS: http://www.drps.ed.ac.uk/current/index.php
<i>Degree Regulations</i>	All regulations pertaining to your degree of study can be found on the Degree Regulations & Programmes of Study webpage.	➤ DRPS: http://www.drps.ed.ac.uk/current/index.php
<i>Programme Changes</i>	Students may be allowed to transfer to a different programme by permission of the current and receiving programme/College. Contact the student support team for more information.	➤ Contact: https://www.ed.ac.uk/literatures-languages-cultures/graduate-school/current-students/masters-students/student-support
<i>Academic Staff</i>	Our academic officers, heads of research centres and staff lists for our departments and subject areas are all available online. In addition to the master staff list, you can also browse some staff and staff expertise by programme.	➤ Staff: https://www.ed.ac.uk/literatures-languages-cultures/contact-us/academic-officers-and-staff
<i>Programme Director</i>	Each programme has a member of academic staff who oversees it and provides academic guidance and support. Your Programme Director is a contact point for questions or concerns relating to your programme of study.	➤ Programme Directors: https://www.ed.ac.uk/literatures-languages-cultures/contact-us/academic-officers-and-staff
<i>Personal Tutor</i>	Every taught postgraduate student has a Personal Tutor, a member of the teaching staff who provides academic guidance and support. Your Personal Tutor is there to help you make the most of your studies as you progress through your programme. You can view your assigned Personal Tutor on your EUCLID account.	➤ Tutors: https://www.ed.ac.uk/literatures-languages-cultures/personal-tutoring-statement/postgraduate ➤ Tutors: https://www.ed.ac.uk/students/academic-life/personal-tutor
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		➤

Course Information

<i>Enrolment & Course Changes</i>	Before the start of the Academic Year, the Postgraduate Office will be in touch regarding optional courses (if applicable). The Postgraduate Office will enrol students onto courses in	➤ DPTs: http://www.drps.ed.ac.uk/current/dpt/drps_llc.htm ➤ Course Catalogue: http://www.drps.ed.ac.uk/current/dpt/cx_s_su795.htm
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	<p>the first week of September. If you want to take a course outwith your programme, you will need the permission of your programme director and the course organiser.</p> <p>If you wish to change your courses, contact the appropriate programme administrator in the LLC Postgraduate Office. Changes are typically allowed during the first 2 weeks of each semester. After this, any course you leave will be shown as withdrawn on your transcript.</p>	<p>➤ Contact: llc.postgrad@ed.ac.uk</p>
<i>Timetable</i>	<p>You can view the timetable for any course using the course browser.</p> <p>When you have been enrolled on your courses, your personalised timetable will show your scheduled hours. This timetable will be available via MyEd and on Office 365 calendars, enabling you to easily add information to your phone, computer or other devices.</p>	<p>➤ Course Browser: https://browser.ted.is.ed.ac.uk/</p> <p>➤ Personal Timetable: https://www.ed.ac.uk/student-administration/timetabling/personalised-timetables/student-timetables</p>
<i>Group Change Request</i>	<p>Some courses may offer activities such as tutorials that have various timetable options. If you have been allocated to a group that is not your preference – and the course allocation allows you to choose an alternate group – you must subject a Group Change Request.</p>	<p>➤ Group Change Request: https://www.ed.ac.uk/timetabling-examinations/timetabling/personalised-timetables/group-change-request</p>
<i>Course Details</i>	<p>Information for each course is listed in the catalogue, including requirements, timetable, assessment information and contacts (course organiser and course secretary).</p>	<p>➤ Course Catalogue: http://www.drps.ed.ac.uk/current/dpt/cx_subindex.htm</p>
<i>Course Organiser</i>	<p>If you have a problem with a course, contact the course organiser via email or during office hours. You can find the organiser for a course in the catalogue or on your course Learn page.</p>	<p>➤ Course Catalogue: http://www.drps.ed.ac.uk/current/dpt/cx_subindex.htm</p>
<i>Blackboard Learn</i>	<p>Blackboard Learn is the primary Virtual Learning Environment at the University. Learn provides access to course materials, assignments, grades, feedback and more.</p>	<p>➤ Learn Help: https://www.ed.ac.uk/information-services/learning-technology/virtual-environments/learn</p>
<i>Course Information/ Handbooks</i>	<p>Each course should provide you with a clear statement of how and when the course is to be assessed. This information should be found on the course Learn page or in the form of a Course Handbook. You can also view assessment information in Euclid.</p>	<p>➤ Learn: www.learn.ed.ac.uk</p> <p>➤ Assessment structure: https://www.ed.ac.uk/student-systems/support-guidance/students/in-course-assessments</p>
<i>Resource Lists</i>	<p>Resource Lists provide easy access to a wide range of course resources so you can spend more time on your reading. Not all courses use Resource Lists yet. You can still browse other lists and you might also consider asking your lecturer to use the Resource Lists service.</p>	<p>➤ Resource Lists: https://www.ed.ac.uk/information-services/research-teaching-staff/resource-lists/info-for-students</p>

Assessment, Progression and 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.	➤ Regulations: https://www.ed.ac.uk/academic-services/policies-regulations/regulations/assessment
<i>Assessment Statement & Structure</i>	The general structure of the assessment for a course can be viewed in the Course Details in the Course Catalogue with additional details available in your student EUCLID. Students will be given a clear statement of how and when each of their courses is to be assessed; this will be provided at course level on Learn or in a course handbook.	➤ Course Catalogue: http://www.drps.ed.ac.uk/current/dpt/cx_subindex.htm ➤ EUCLID: https://www.ed.ac.uk/student-systems/support-guidance/students/in-course-assessments
<i>Assessment Deadlines & Details</i>	It is your responsibility to familiarise yourself with the deadlines for all assessments, which should be available on Learn or in course handbooks.	➤ Deadlines: https://www.ed.ac.uk/literatures-languages-cultures/graduate-school/current-students/masters-students/assessment-regulations/deadlines
<i>Examinations</i>	Information about examinations, examination timetables, adjustments, and more is provided by the Student Administration.	➤ Exams: https://www.ed.ac.uk/student-administration/exams
<i>Late Submission</i>	The University has a standardised penalty for unauthorised late submission of coursework; please see the Taught Assessment Regulations for the full details. We may choose not to permit late submission for particular assessments where the assessment and feedback arrangements make it impractical or unfair to other students to do so.	➤ Late Submission: https://www.ed.ac.uk/literatures-languages-cultures/graduate-school/current-students/masters-students/assessment-regulations/formatting-and-submission
<i>Extensions</i>	Where a student provides good reason for late submission of work, the School will consider accepting late submission of up to seven calendar days without a penalty. For LLC courses, extensions must be requested online and approved before the deadline.	➤ Extensions: https://www.ed.ac.uk/literatures-languages-cultures/current-students/extension-request
<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.	➤ Peer Proofreading: https://www.eusa.ed.ac.uk/support_and_advice/the_advice_place/academic/peer_proofreading/ ➤ Proofreading Service: https://www.ed.ac.uk/studying/international/student-life/language-support/proofreading
<i>Assessment Formatting & Submission</i>	Assessments must be submitted electronically on Learn unless otherwise instructed. Guidance on formatting and submitting your work is available from the Postgraduate Office.	➤ Guidance: https://www.ed.ac.uk/literatures-languages-cultures/graduate-school/current-students/masters-students/assessment-regulations/formatting-and-submission

<i>Resits & Resubmission</i>	Taught postgraduate students are entitled to one assessment attempt for courses Level 9-12. No resits or resubmissions are allowed, except in the case of approved Special Circumstances or as required by any other Professional, Statutory or Regulatory Body.	➤ Resit: https://www.ed.ac.uk/academic-services/policies-regulations/regulations/assessment (see the Taught Regulations; search for Resit Assessment)
<i>Marking Scheme</i>	With the exception of assignments for courses marked on a pass/fail basis and unless stated explicitly otherwise, assessment of all coursework completed on your programme and of the dissertation follows the Postgraduate Common Marking Scheme.	➤ Marking Scheme: https://www.ed.ac.uk/timetabling-examinations/exams/regulations/common-marking-scheme
<i>Marking Process</i>	Assessments will be marked anonymously where possible and will be internally moderated. All marks are provisional until confirmed by a Board of Examiners. Marking processes (i.e. double marking, sampled moderation, etc.) may vary between courses and assignments. Details of the marking processes for specific courses will be made available on Learn or in the course handbook. Dissertations will all be double marked.	➤ Marking: https://www.ed.ac.uk/academic-services/policies-regulations/regulations/assessment (see the Taught Regulations; search for Marking of Assessment) ➤ Methods of Moderation: https://www.ed.ac.uk/institute-academic-development/learning-teaching/staff/assessment/moderation-guidance
<i>Assessment Feedback</i>	Feedback on in-course assessed work will be provided within 15 working days of submission, or in time to be of use in subsequent assessments within the course, whichever is sooner, but please note the following exceptions: This timescale does not apply to final in-course assessment, including exams; the University Christmas closure period is excluded from the 15 working day calculation. Feedback may be returned electronically on Learn or in hardcopy form.	➤ Feedback: https://www.ed.ac.uk/academic-services/policies-regulations/regulations/assessment (see the Taught Regulations; search for Feedback Deadlines) ➤ Learn Feedback: https://www.ed.ac.uk/information-services/learning-technology/assessment ➤ Turnitin: https://www.youtube.com/watch?v=V9sIB-92hQo&feature=youtu.be
<i>Word Count</i>	For postgraduate assignments within the School of Literatures, Languages and Cultures, a standard word count policy applies (including for the dissertation).	➤ Word Count: https://www.ed.ac.uk/literatures-languages-cultures/graduate-school/current-students/masters-students/assessment-regulations/wordcount
<i>Referencing Guidance</i>	Referencing guidance is available from the Institute for Academic Development. A course or programme may have a required referencing style; you will be informed at course level on Learn or in a course handbook if a specific style is required.	➤ Referencing Guide: https://www.ed.ac.uk/institute-academic-development/undergraduate/good-practice/referencing
<i>Dissertation Supervision</i>	The dissertation/ research project is an independent piece of work. You will be allocated a supervisor, who will provide you with advice and guidance in relation to the dissertation/ research project, but you should remember that the sole responsibility for the academic quality of your dissertation/ research project lies with you. More detailed information on supervision is online.	➤ Dissertation Supervision: https://www.ed.ac.uk/literatures-languages-cultures/graduate-school/current-students/masters-students/assessment-regulations/msc-taught-pda/dissertations

<i>Dissertation Planning & Guidance</i>	The Institute for Academic Development offers some general guidance for dissertations as well as a downloadable dissertation planner. You should consult with your course / programme handbook, course webpage, programme director or project supervisor for subject-specific guidance surrounding your dissertation.	➤ Dissertations: https://www.ed.ac.uk/institute-academic-development/study-hub/learning-resources/dissertations
<i>Dissertation Deadline, Word Count, Formatting & Submission</i>	Guidance on dissertation formatting, submission, word count and deadlines are available online. Dissertations must be submitted electronically by the deadline. You will be required to complete a Declaration of Own Work on Learn before you will be able to submit. The standard extensions and late submission/penalty policies will apply.	➤ Dissertation: https://www.ed.ac.uk/literatures-languages-cultures/graduate-school/current-students/masters-students/assessment-regulations/msc-taught-pda/dissertations
<i>External Examination</i>	External Examiners help ensure that degrees awarded by the University are comparable in standard to those awarded at other Universities, although their content may differ. They also ensure the assessment system is operated equitably and fairly in respect of the treatment and classification of students and that the regulations are consistently applied.	➤ External Examining: https://www.ed.ac.uk/academic-services/quality/external-examining
<i>Board of Examiners</i>	The Board of Examiners is the School committee whose role it is to take an overview of each student's academic performance on a course or programme based primarily on assessment results, and to make a final academic judgement on the appropriate outcome. There are three meetings of the Board each year: January and June (finalising course marks and progression), and October (finalising dissertation marks and degree awards).	➤ Board of Examiners: https://www.ed.ac.uk/academic-services/policies-regulations/regulations/assessment (see the Taught Regulations; search for Operation of Boards of Examiners) ➤ Board of Examiners: https://www.ed.ac.uk/academic-services/students/assessment/assessment-decisions
<i>Provisional & Final Marks</i>	Provisional marks for a course may be released according to the assessment feedback timescale for a course. When final marks for a course have been approved by the Board of Examiners, the marks will be published on your EUCLID student record.	➤ Marks: https://www.ed.ac.uk/academic-services/policies-regulations/regulations/assessment (see the Taught Regulations; search for Provisional Marks or Final Marks) ➤ Final Results: https://www.ed.ac.uk/literatures-languages-cultures/current-students/results/postgraduate -
<i>Progression</i>	The University has some set requirements for progression to dissertation which are available in the Assessment Regulations. You will find additional details of progression requirements in the Degree Programme Table for your degree.	➤ Progression: https://www.ed.ac.uk/literatures-languages-cultures/graduate-school/current-students/masters-students/assessment-regulations/msc-taught-pda/progression ➤ Regulation: https://www.ed.ac.uk/academic-services/policies-regulations/regulations/assessment (see the Taught Regulations; search for Assessment Progression)

<i>Award</i>	The rules for the awarding of a degree are set by the University, including the requirements for awarding degrees with merit and distinction.	<ul style="list-style-type: none"> ➤ Award: https://www.ed.ac.uk/literatures-languages-cultures/graduate-school/current-students/masters-students/assessment-regulations/msc-taught-pda/award ➤ Regulation: https://www.ed.ac.uk/academic-services/policies-regulations/regulations/assessment (see the Taught Regulations; search for Postgraduate Degree)
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Student Status & Record

<i>Confirmation of Attendance</i>	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.	<ul style="list-style-type: none"> ➤ Confirm Attendance: https://www.ed.ac.uk/student-systems/support-guidance/students/matriculation/matriculation-intro
<i>Part-time Study</i>	Part-time students must ensure they are fully informed about course times and dissertation schedules well in advance. Changing course times is not usually possible, and extensions to assessed work will only be granted in extreme and/or unforeseen circumstances. If you encounter any problems regarding your assessment or schedule, you should arrange to discuss this with your course organiser or programme director.	<ul style="list-style-type: none"> ➤ Study Modes: https://www.ed.ac.uk/studying/postgraduate/degree-guide/study-modes
<i>Student Record & Self-Service Channel</i>	<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>You can view your student record and make some updates yourself via the Self-Service Channel, such as change of contact details.</p> <p>Other changes, such as withdrawal, leave of absence or interruption need to be updated by the 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 as soon as possible so we can help you consider your options.</p>	<ul style="list-style-type: none"> ➤ Changes: https://www.ed.ac.uk/student-systems/support-guidance/students/change-your-student-record ➤
<i>Withdrawal</i>	<p>Sometimes it is necessary for a student to leave the University. A procedure for withdrawal is provided by Academic Services. If you are having difficulties and need to withdraw, please speak to your personal tutor/supervisor and the Postgraduate 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</p>	<ul style="list-style-type: none"> ➤ Procedure: https://www.ed.ac.uk/academic-services/policies-regulations/if-things-go-wrong ➤ Form: https://www.ed.ac.uk/academic-services/forms/student-forms ➤ Fees: https://www.ed.ac.uk/student-funding/tuition-fees/postgraduate/fee-policy

	also impact your accommodation; please consult the Accommodation Services' webpage for information on ending your tenancy contract early.	➤ Accommodation: http://www.accom.ed.ac.uk/for-students/departure-information/
<i>Interruption</i>	A student may apply for an Interruption of Study, if there is a good reason. For more information contact the Student support team.	➤ Policy: https://www.ed.ac.uk/academic-services/policies-regulations/a-to-z/a-to-l ➤ Interruption of Study: https://www.ed.ac.uk/literatures-languages-cultures/graduate-school/current-students/masters-students/student-support
		➤

Facilities

<i>Getting Around/ Campus Maps</i>	The University of Edinburgh is comprised of 5 campuses throughout the city. The LLC Postgraduate School is based in the Central Campus. You can view (and download) all of the University's campus maps online.	➤ Guide: https://www.ed.ac.uk/literatures-languages-cultures/about/getting-around ➤ Maps: https://www.ed.ac.uk/maps/maps
<i>Building Access</i>	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. For access to the computer labs and study rooms within 50 George Square , please visit the Reception Desk on the Ground Floor.	➤ Cards: https://www.ed.ac.uk/information-services/help-consultancy/card/getting-first-card/first-student-card ➤ Access: https://www.ed.ac.uk/information-services/help-consultancy/it-help/card/access-buildings-card
<i>Disabled Access</i>	Information about our buildings and their accessibility is provided by our Estates Team.	➤ Disability: https://www.ed.ac.uk/estates/buildings-information/disability
<i>19 George Square</i>	Housed in an historic terraced property overlooking George Square Gardens, 19 George Square contains teaching rooms and staff offices.	➤ 19GS: https://www.ed.ac.uk/literatures-languages-cultures/about/getting-around/19gs-info
<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 50 George Square , please visit the Reception Desk on the Ground Floor.	➤ 50GS: https://www.ed.ac.uk/literatures-languages-cultures/about/getting-around/50gs-info
<i>Libraries</i>	Main Library: 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.	➤ Main Library: https://www.ed.ac.uk/information-services/library-museum-gallery

	<p>National Library of Scotland: 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>Class Libraries: 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> <p>Subject Guides: The University has provided a range of links to library and information resources by subject. These include local collections, networked services and external websites.</p>	<ul style="list-style-type: none"> ➤ Interlibrary Loans: https://www.ed.ac.uk/information-services/library-museum-gallery/using-library/request-resources/ill ➤ National Library: https://www.nls.uk/ ➤ Class Libraries: https://www.ed.ac.uk/information-services/library-museum-gallery/using-library/lib-locate/class-libs ➤ Guides: https://www.ed.ac.uk/information-services/library-museum-gallery/finding-resources/subject-guides
<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.	<ul style="list-style-type: none"> ➤ Centres: https://www.ed.ac.uk/literatures-languages-cultures/research/research-centres
<i>Postgraduate Study Room & Kitchen</i>	The 1 st floor study room is for Masters and first year PhD students. A kitchen is available in the study room; the other kitchens on each floor are for staff use only. Currently unavailable due to COVID -19.	<ul style="list-style-type: none"> ➤ 50GS: https://www.ed.ac.uk/literatures-languages-cultures/about/getting-around/50gs-info ➤ Room Policy: https://www.ed.ac.uk/literatures-languages-cultures/about/getting-around/50gs-info/llc-pgstudyroom
<i>Resource Centre (Languages and Humanities Centre)</i>	The Resource Centre at 50 George Square provides access to films and documentaries, video and audio editing facilities, and more. Currently unavailable due to COVID -19.	<ul style="list-style-type: none"> ➤ Resource Centre: https://www.ed.ac.uk/literatures-languages-cultures/languages-and-humanities-centre/about
<i>Lockers</i>	Currently unavailable due to COVID -19	<ul style="list-style-type: none"> ➤ Lockers: https://www.ed.ac.uk/literatures-languages-cultures/about/getting-around/50gs-info/llc-pgstudyroom

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).	➤ Semester Dates: https://www.ed.ac.uk/semester-dates
<i>Exam Diet</i>	The Student Administration coordinates the Exam Diet for the entire University. Information relating to exam timetables is available from the Examination Diets page.	➤ Exams Diet: https://www.ed.ac.uk/timetabling-examinations/exams/exam-diets
<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.	➤ University Welcome: https://www.ed.ac.uk/students/new-students/welcome-week
<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.	➤ Key Dates: https://www.ed.ac.uk/student-systems/key-dates
<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.	➤ Festival: https://www.ed.ac.uk/students/academic-life/creative-learning
<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.	➤ IASH: http://www.iash.ed.ac.uk/events/college-events/ ➤ LLC: https://www.ed.ac.uk/literatures-languages-cultures/events ➤ LLC Postgraduates: https://www.ed.ac.uk/literatures-languages-cultures/graduate-school/news-events/seminar-series
<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.	➤ Workshops: https://www.ed.ac.uk/institute-academic-development/postgraduate
<i>Postgraduate Newsletter</i>	The LLC Postgraduate Office sends an email newsletter to all LLC postgraduate students. This newsletter includes information about events or relevant opportunities for students.	➤ Contact: llc.postgrad@ed.ac.uk

<i>Graduation</i>	<p>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.</p> <p>Please note that if you will be attending graduation, you must register in advance.</p>	<ul style="list-style-type: none"> ➤ Information: https://www.ed.ac.uk/student-administration/graduations ➤ Registration: https://www.ed.ac.uk/student-systems/support-guidance/students/graduation-registration
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Fees & Funding

<i>Programme Fees</i>	<p>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 about tuition fees should be directed to the Fees and Student Support Team within Scholarships and Student Funding Services.</p>	<ul style="list-style-type: none"> ➤ Fees: https://www.ed.ac.uk/student-funding/tuition-fees/postgraduate ➤ Enquiries: https://www.ed.ac.uk/student-funding/tuition-fees/payment
<i>Fee Payment</i>	<p>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.</p>	<ul style="list-style-type: none"> ➤ Payment: https://www.ed.ac.uk/finance/students/fees
<i>Fee Refunds</i>	<p>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.</p>	<ul style="list-style-type: none"> ➤ Fee Policy: https://www.ed.ac.uk/student-funding/tuition-fees/postgraduate/fee-policy
<i>General Funding</i>	<p>Please refer to our Scholarships and Student Funding Service for information about funding opportunities.</p>	<ul style="list-style-type: none"> ➤ Funding: http://www.ed.ac.uk/student-funding
<i>Research Council Funding</i>	<p>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.</p>	<ul style="list-style-type: none"> ➤ Research Councils: https://www.ed.ac.uk/student-funding/postgraduate/uk-eu/research-councils
<i>Student-Led Initiative Fund</i>	<p>The 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.</p>	<ul style="list-style-type: none"> ➤ SLIF: https://www.ed.ac.uk/literatures-languages-cultures/graduate-school/current-students/masters-students/graduate-school-community

Official Documents

<i>Transcripts</i>	Current students and graduates can view and send their Higher Education Achievement Report (Transcript) electronically. Paper copies can also be ordered.	➤ Transcript: https://www.ed.ac.uk/student-administration/order-documents/transcripts
<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.	➤ Contact: llc.postgrad@ed.ac.uk
<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.	➤ Council Tax: https://www.ed.ac.uk/student-administration/order-documents/council-tax
<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.	➤ Matriculation: https://www.ed.ac.uk/student-administration/order-documents/matric-certificate
<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.	➤ Letter: https://www.ed.ac.uk/student-administration/order-documents/bank-letter
<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.	➤ Statement: https://www.ed.ac.uk/student-administration/order-documents/academic-statements
<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.	➤ Verification: https://www.ed.ac.uk/student-administration/order-documents/degree-verification
<i>Degree Certificates</i>	The Student Administration can provide certified copies of degree certificates for University of Edinburgh graduates.	➤ Certificate: https://www.ed.ac.uk/student-administration/order-documents/certified-degree
<i>Legalisation of Documents</i>	The Student Administration has provided details on how to have documentation legalised or certified for use overseas.	➤ Legalisation: https://www.ed.ac.uk/student-administration/order-documents/document-legalisation

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.	➤ Voice: https://www.ed.ac.uk/students/academic-life/student-voice
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<i>Student Partnership</i>	The Student Partnership Agreement states how students and the University are working in partnership. It highlights how the wider University, including all students and staff, can effectively work together to enhance the student experience. It sets out our values, our approach to partnership and the priorities we have agreed to work on together.	➤ Student Partnership: https://www.ed.ac.uk/students/academic-life/student-voice/partnership-agreement
<i>Mid-course feedback</i>	Mid-course feedback aims to provide students with an opportunity to feed back during each course on what is going well, any issues, and to receive a response to feedback while the course is still running. Mid-course feedback will be collected	➤ Mid-course: https://www.ed.ac.uk/students/academic-life/student-voice/enhancing-courses/mid-course-feedback
<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. You should also be able to access the questionnaire directly from the course Learn page.	➤ MyEd Link: https://www.myed.ed.ac.uk ➤ Learn: https://www.learn.ed.ac.uk
<i>Postgraduate Taught Experience Survey</i>	The annual Postgraduate Taught Experience Survey runs from March to June and is the chance for taught postgraduates to give feedback on their experiences on learning and teaching at the University. To complete the survey, please click on the link emailed to you by the Student Surveys Unit or visit MyEd and access the surveys channel.	➤ Survey: https://www.ed.ac.uk/students/academic-life/student-voice/student-surveys/postgraduate-taught-experience
<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.	➤ Survey: https://www.ed.ac.uk/students/academic-life/student-voice/student-surveys/international
<i>Student-Staff Liaison Committee</i>	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.	➤ SSLCs: https://www.ed.ac.uk/literatures-languages-cultures/graduate-school/current-students/masters-students/graduate-school-community/sslc ➤ Representatives: https://www.ed.ac.uk/literatures-languages-cultures/current-students/quality-and-student-representation/class-and-student-reps ➤ Minutes: www.wiki.ed.ac.uk/display/LLCGSPH/SSLC+Meetings
<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.	➤ Graduates: https://www.ed.ac.uk/careers/your-future/options/degree-options/dlhc

Academic Affairs & University Regulations

<i>Policies & 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.	➤ Regulations: http://www.ed.ac.uk/academic-services/policies-regulations
<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.	<ul style="list-style-type: none"> ➤ Misconduct: https://www.ed.ac.uk/academic-services/students/conduct/academic-misconduct ➤ Regulation: https://www.ed.ac.uk/academic-services/policies-regulations/regulations/assessment (see the Taught Regulations; search for Academic Misconduct)
<i>Plagiarism Prevention & Detection</i>	Guidance and factsheets on good academic practice and avoiding plagiarism are available from the Institute for Academic Development. All electronic submissions will be reviewed by the plagiarism detection service Turnitin.	➤ Prevent and Detect: https://www.ed.ac.uk/academic-services/students/conduct/academic-misconduct/plagiarism
<i>Research Ethics</i>	The ethical review process supports researchers in managing risks associated with research and to ensure the highest standards in designing, conducting and disseminating research. All research, including dissertations, are subject to these procedures.	➤ Research Ethics: https://www.ed.ac.uk/literatures-languages-cultures/research/ethics
<i>Exam Hall Regulations</i>	Exam Hall Regulations are available online and on the examination script books.	➤ Exam Hall: https://www.ed.ac.uk/timetabling-examinations/exams/regulations
<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.	➤ Contract: https://www.ed.ac.uk/students/academic-life/contract
<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.	➤ Code: https://www.ed.ac.uk/academic-services/students/conduct/code-of-student-conduct

Student Support

<i>Academic Support</i>	If you have a problem with a course, you should consider approaching the course organiser. Failing that, your Programme Director/Personal Tutor should be able to advise on most difficulties. Your Programme Director/Personal Tutor should be your first point of contact for any questions or concerns relating to your academic programme of study.	<ul style="list-style-type: none"> ➤ Staff: https://www.ed.ac.uk/literatures-languages-cultures/contact-us/academic-officers-and-staff ➤ Tutors: https://www.ed.ac.uk/students/academic-life/personal-tutor
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<i>Student Support Staff</i>	The School of Literatures, Languages and Cultures' Student Support Team can offer you support and guidance during your time here at the University of Edinburgh.	➤ Student Support: https://www.ed.ac.uk/literatures-languages-cultures/graduate-school/current-students/masters-students/student-support
<i>Support for Success</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 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.	➤ Learn: https://www.ed.ac.uk/information-services/learning-technology/virtual-environments/learn
<i>Study Hub (Learning Resources)</i>	The Institute for Academic Development offers resources and guides to help you reflect on and develop how you learn and study. Topics includes academic reading, writing, planning, critical thinking, exams and dissertations.	➤ Study Hub: https://www.ed.ac.uk/institute-academic-development/study-hub
<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.	➤ Advice Place: https://www.eusa.ed.ac.uk/support_and_advice/the_advice_place/
<i>Peer Support</i>	Peer Support in the context of the University means a student with more experience sharing their knowledge, skills, abilities and expertise with a new or less experienced student. Peer Support may focus around advancing your academic work, providing opportunities to socialise with other students within your School or offering additional support to ensure your wellbeing while at University. The Students' Association offers Peer Learning & Peer Support opportunities for undergraduates and PGTs at Edinburgh (in the near future, this will be extended to PGRs). Peer Learning schemes are facilitated by student volunteers, who run structured study sessions to help attendees become familiar with their disciplines, consolidate their knowledge, improve their grades and make friends. Peer Support schemes (e.g. academic families and mentoring) are also led by student mentors, who offer pastoral and wellbeing support to students.	➤ Peer Support: https://www.eusa.ed.ac.uk/support_and_advice/peer_learning_and_support/
<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.	➤ Disability: https://www.ed.ac.uk/student-disability-service
<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.	➤ Adjustments: https://www.ed.ac.uk/student-disability-service/students/support-we-provide
<i>Appeals & 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	➤ Appeals: https://www.ed.ac.uk/academic-services/students/appeals

	<p>Panels and exclusion decisions. The complaint procedure ensures that complaints are properly investigated and are given careful and fair consideration.</p>	<p>➤ Complaints: https://www.ed.ac.uk/students/academic-life/complaints</p>
<p><i>Attendance & Engagement</i></p>	<p>As a student at the University of Edinburgh, you are responsible for attending and engaging with your programme of study. Your engagement will be monitored via class attendance, submission of coursework, use of Learn and other means. Failure to engage will affect your learning, may jeopardise results and can result in exclusion from the University.</p>	<p>➤ Engagement</p>
<p><i>Dignity & Respect</i></p>	<p>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.</p>	<p>➤ Dignity & Respect: https://www.ed.ac.uk/equality-diversity/respect</p>
<p><i>Accommodation</i></p>	<p>Accommodation Services offer a variety of services from helping you to find accommodation for the duration of your study to student catering.</p>	<p>➤ Accommodation: http://www.accom.ed.ac.uk/for-students/postgraduates/</p>
<p><i>Improving Your English</i></p>	<p>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.</p>	<p>➤ ELE: https://www.ed.ac.uk/english-language-teaching</p>
<p><i>Learning Another Language</i></p>	<p>Open Languages courses are one-semester language courses available for free to all University of Edinburgh students.</p>	<p>➤ Languages: https://www.ed.ac.uk/literatures-languages-cultures/open-languages</p>
<p><i>Careers Service</i></p>	<p>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.</p>	<p>➤ Careers: https://www.ed.ac.uk/careers</p>
<p><i>Institute for Academic Development (IAD)</i></p>	<p>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.</p>	<p>➤ IAD: https://www.ed.ac.uk/institute-academic-development/postgraduate</p>
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Health, Safety & Wellbeing

<p><i>Student Health and Wellbeing</i></p>	<p>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.</p>	<ul style="list-style-type: none"> ➤ Health and Wellbeing: https://www.ed.ac.uk/students/health-and-wellbeing
<p><i>Health and Safety</i></p>	<p>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 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.</p>	<ul style="list-style-type: none"> ➤ Health and Safety: http://www.ed.ac.uk/health-safety ➤ Policy: https://www.ed.ac.uk/health-safety/policy-cop/policy
<p><i>Emergency Contacts & Nightline</i></p>	<p>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.</p>	<ul style="list-style-type: none"> ➤ Emergencies: https://www.ed.ac.uk/student-disability-service/emergency-contacts/emergency-student
<p><i>Counselling Service</i></p>	<p>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.</p>	<ul style="list-style-type: none"> ➤ Counselling: https://www.ed.ac.uk/student-counselling

<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.	➤ Exercise: https://www.ed.ac.uk/sport-exercise
<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.	➤ Support: https://www.ed.ac.uk/students/health-and-wellbeing/support-in-a-crisis
<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.	➤ Abuse and Harassment: https://www.ed.ac.uk/students/health-wellbeing/crisis-support/sexual-violence

Visas & Immigration

<i>Edinburgh Global</i>	The Edinburgh Global Office offers specific help and advice for international students.	➤ Global: http://global.ed.ac.uk/
<i>Tier 4 Compliance</i>	<p>The International Student Advisory Service offers full support to staff who are involved in Tier 4 compliance or support of international students.</p> <p>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.</p>	<p>➤ Tier 4: https://www.ed.ac.uk/student-administration/immigration/applying-for-visa/tier-4</p> <p>➤ Rights & Responsibilities: https://www.ed.ac.uk/student-administration/immigration/while-you-are-here/rights-responsibilities-and-restrictions</p>

<i>Check In</i>	If you are an international student, you will be required to complete International Check In as part of your matriculation.	➤ Check In: https://www.ed.ac.uk/student-administration/immigration/while-you-are-here/international-check-in
<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.	➤ Working: https://www.ed.ac.uk/student-administration/immigration/working-in-the-uk ➤ During Studies: https://www.ed.ac.uk/careers/international-students/working-during-studies
<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.	➤ Family: https://www.ed.ac.uk/student-administration/immigration/dependants
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Information Services

<p><i>Technology Support & Information Services</i></p>	<p>If you are having problem with the computing facilities at the University, contact the Information Services helpline, either via email, telephone or in person. There is an IT Support Desk in the Main Library available to offer support.</p>	<p>➤ IS: https://www.ed.ac.uk/information-services</p>
<p><i>Email</i></p>	<p>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.</p>	<p>➤ Email: https://www.ed.ac.uk/information-services/help-consultancy/it-help/email-and-office365/email-faqs</p>
<p><i>Alumni Email</i></p>	<p>As of 30 June 2020, the Alumni Email Service is no longer offered by the University. Therefore we are not accepting new registrations, and the service is not accessible through the MyEd Portal. Further information is available via the link provided.</p>	<p>➤ Alumni Email: https://www.ed.ac.uk/alumni/services/benefits/alumni-email</p>
<p><i>Office 365</i></p>	<p>With their email account, all students will have access to the Office365 suite of applications, email, and document storage and collaboration products.</p>	<p>➤ Office365: https://www.ed.ac.uk/information-services/help-consultancy/it-help/email-and-office365</p>
<p><i>Data Protection</i></p>	<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. 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>➤ Data: https://www.ed.ac.uk/student-systems/support-guidance/students/data-protection</p>
<p><i>Virtual Learning Environments</i></p>	<p>Blackboard Learn is the primary Virtual Learning Environment at the University of Edinburgh. The Learn service currently hosts more than 5000 courses providing access to course materials, assignments, grades, feedback and more. Some online courses may use Moodle as a virtual learning environment.</p>	<p>➤ VLEs: https://www.ed.ac.uk/information-services/learning-technology/virtual-environments</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.	<ul style="list-style-type: none"> ➤ Computing: https://www.ed.ac.uk/information-services/computing ➤ Open-access Computers: https://www.ed.ac.uk/information-services/computing/desktop-personal/open-access ➤ Supported Desktops: https://www.ed.ac.uk/information-services/computing/desktop-personal/supported
<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.	<ul style="list-style-type: none"> ➤ Footprint: https://www.ed.ac.uk/institute-academic-development/about-us/projects/digital-footprint/resources
<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.	<ul style="list-style-type: none"> ➤ Wi-Fi: https://www.ed.ac.uk/information-services/computing/desktop-personal/wireless-networking
<i>Printing</i>	Students may print on any University Cloud printer, which are located across campuses.	<ul style="list-style-type: none"> ➤ Printing: https://www.ed.ac.uk/information-services/computing/desktop-personal/printing
<i>Account Expiry</i>	This policy describes the process for deleting accounts of students who have left The University of Edinburgh. This policy will dictate when you will lose access to University services, including building access, Learn access and email access.	<ul style="list-style-type: none"> ➤ Expiry: https://www.ed.ac.uk/information-services/about/policies-and-regulations/operational-policies/account-expiry

Miscellaneous

<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"> ➤ Exam Papers: https://www.ed.ac.uk/information-services/students/exam-papers
<i>Lecture Recording for Personal Use</i>	<p>Students are permitted to audio record lectures, tutorials and supervision sessions using your own equipment for your own personal learning. Video recording is not permitted. You do not need to ask permission to audio record sessions, but it is good practice to inform the speaker as there may be confidential information presented which cannot be recorded.</p> <p>All intellectual property rights will remain with the University and/or individual members of teaching staff as appropriate. Recordings must be destroyed following final assessment and before you graduate.</p>	<ul style="list-style-type: none"> ➤ Accessible & Inclusive Learning Policy: https://www.ed.ac.uk/files/atoms/files/accessible_and_inclusive_learning_policy.pdf
<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	<ul style="list-style-type: none"> ➤ Copyright: https://www.ed.ac.uk/information-services/library-museum-gallery/library-help/copyright

	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.	
<i>Study Abroad</i>	If you are in a programme with an element of study abroad, the LLC Risk Assessment form in order to be eligible for free travel insurance provided by the University. 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.	<ul style="list-style-type: none"> ➤ Study Away: https://www.ed.ac.uk/literatures-languages-cultures/studying-abroad/students-going-abroad ➤ Changes: https://www.ed.ac.uk/student-systems/support-guidance/students/change-your-student-record
<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"> ➤ EUSA: https://www.eusa.ed.ac.uk/
<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"> ➤ FORUM: http://www.forumjournal.org/