

Pocket Guide to Student Support Undergraduate Students

www.ed.ac.uk/ppls



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

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

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

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

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

www.ed.ac.uk/equality-diversity/respect

Who We Are

Undergraduate Teaching Office

The main point of contact for all queries regarding your programme will be the Undergraduate Teaching Office, which is located on the ground floor of the Dugald Stewart Building (DSB), next to the main reception.

The PLS Undergraduate Teaching Office (UGTO)

Room G.06

Ground Floor (behind Reception)

Dugald Stewart Building (DSB)

Charles Street

Edinburgh

EH8 9AD

Tel: +44 (0)131 650 3961

Email: PPLS.TeachingOffice@ed.ac.uk

Opening hours: 9am – 1pm and 2pm – 5pm, Monday to Friday
(closed daily between 9.30 – 9.45am)

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

For subject specific enquiries, please email:

Philosophy: philinfo@ed.ac.uk

Psychology: psyinfo@ed.ac.uk

Linguistics and English Language (LEL)

& Cognitive Science: lelinfo@ed.ac.uk

Student Support Office

The School has three dedicated Student Support Officers. We are your go-to team for anything and everything. If we don't have the answer, we can help you find it. From Welcome Week to graduation, we are with you every step of the way.

PPLS Student Support Office

Room G.03

Ground Floor (just past the Undergraduate Teaching Office)

Dugald Stewart Building (DSB)

Charles Street

Edinburgh

EH8 9AD

Tel: +44 (0)131 651 3737

Email: ppls.sso@ed.ac.uk

Opening hours: 9am – 1pm and 2pm – 5pm,
Monday to Friday (closed daily between 9.30 – 9.45am).

You can drop in any time without an appointment.

Get support with:

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

Academic Support

MyEd

MyEd is where you will find access to your University email and systems, including course information pages on LEARN, DRPS, Library Services and more.

www.myed.ed.ac.uk

Personal Tutors

Your Personal Tutor can provide academic guidance and support throughout your studies with us. They can advise on course choices, review performance, and write academic references.

Senior Tutor

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

PPLS Writing Centre

The PPLS Writing Centre offers workshops and one-to-one appointments with tutors for help with academic writing.

writingcentre.ppls.ed.ac.uk

Institute for Academic Development (IAD)

The IAD runs on-campus workshops, online courses, and one-to-one consultations to help improve study skills and academic performance.
edin.ac/iad

Language Support for Non-Native Speakers

English Language Education

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

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

Peer Proofreading

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

eusa.ed.ac.uk/proofreading

Tandem Language Cafe

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

www.eusa.ed.ac.uk/tandem

University Support

Out-Of-Hours Student Support

If you experience a crisis outside of normal working hours, contact the University Security 24/7 contact number:

Tel: +44 (0) 131 650 2257

www.ed.ac.uk/contacts/out-of-hours-support

Student Counselling Service

Short-term free counselling and consultation, along with instant access to self-help resources and drop-in presentation workshops.

edin.ac/student-counselling

Student Disability Service

Support for students with specific learning difficulties, physical and sensory impairments, autistic spectrum disorders, AD(H)D, chronic health problems, or mental health issues. Support can include teaching and learning adjustments, or one-to-one assistance.

edin.ac/student-disability-service

EUSA Advice Place

Get free, impartial and confidential information on a wide range of topics from Edinburgh University Students' Association in Potterrow (academic, accommodation, crime and safety, harassment and complaints, money and funding, health and well-being).

edin.ac/advice-place

Careers Service

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

edin.ac/careers

Accommodation

The Residence Life team supports students in University accommodation, and can advise on private renting, contract and landlord queries, and council tax issues.

edin.ac/ResLife

Scholarships and Student Funding

Find all the information and assistance you need regarding scholarships, student loans, discretionary funding, financial aid, and your tuition fee charge. edin.ac/student-funding

Living Costs

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

Official Documents

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

Chaplaincy

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

Computing and IT Help

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

Support for International Students

Student Immigration Service

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

Edinburgh Global

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

International and Exchange Student Society

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

Looking After Yourself

Registering with a GP

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

Sport and Exercise

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

Feeling Good App

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

Managing Stress

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

“ I was reluctant to seek a referral to the Counselling Service at first, as mental health services at universities don't always have a great reputation. However, my experience was genuinely fantastic – they were so patient, non-judgemental and it made a real difference.

Current 3rd year PPLS student

Ten Tips to Stay Well

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



Mental Health Support

In addition to the University's Student Counselling Service and Student Disability Service (see page 7), there are other mental health support services available.

Big White Wall

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

www.bigwhitewall.com

Edinburgh Nightline: 0131 557 4444

Confidential support service run by students for students, available every night during term time from 8pm – 8am, or through their online chat.

ednightline.com

Samaritans: Call free on 116 123 (available 24/7)

Free listening and support service. The Edinburgh branch is located at 25 Torphichen Street, and open 9am – 10pm.

Breathing Space: 0800 83 85 87

A confidential phone line for anyone in Scotland feeling low, anxious or depressed.

breathingspace.scot

Edinburgh Crisis Centre

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

edinburghcrisiscentre.org.uk

Mental Health Assessment Service (MHAS)

An emergency nurse-led service available 24/7 for people experiencing a mental health crisis or needing an emergency assessment, call

0131 537 6000

Our Student Community

PPLS Societies

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

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



facebook.com/cogscisoc



THE UNIVERSITY OF EDINBURGH

Philosophy Society

facebook.com/groups/edinburghphilsoc



facebook.com/eulingsoc



facebook.com/psychsoc.ed

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

PPLS Peer Support

Peer support groups are run by students for students and are a great way to learn from your fellow peers and meet more people from your course – whether you are looking for study tips or some help settling in. The School has four groups: PhilPALS/PhilBuddies, PsychPALS, FamiLing and CogSciPALS. You can find them on Facebook.

PPLS Student-Staff Liaison Committees

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

Jargon Buster

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

7GS	7 George Square (where the Psychology Building is)
BSc	Bachelor of Science (Undergraduate)
CAHSS	College of Arts, Humanities and Social Sciences (the College PPLS belongs to)
CA	Course Administrator (administrative lead for each course)
Compulsory Courses	Courses that you must take for your degree programme
CO	Course Organiser (academic lead for each course)
Course	Courses involve blocks of lectures and other classes (e.g. tutorials and labs) usually taught over one semester or the full academic year.
Credits	Each course has a credit value which is counted towards a qualification. Students normally take 120 credits per academic year.
Degree Programme	A degree programme is the standard qualification you study towards at university e.g. Philosophy (MA Hons)
Diet	Term used for when exams take place e.g. exam diet
DPT	Degree Programme Table. The list of courses required for your degree programme.
DRPS	Degree Regulations & Programmes of Study – provides information on the programmes of study offered by the University of Edinburgh, and sets out the regulatory framework by which these are governed. It also contains information about the various courses offered each year.

DSB	Dugald Stewart Building (where the Philosophy and LEL Building is)
EUCLID	University Student Record System
EUSA	Edinburgh University Students' Association (see page 7)
Honours	The final two years of an undergraduate degree programme where you specialise in your programme's subject area(s).
IAD	Institute for Academic Development (see page 5)
IS Helpdesk	Information Services (Computing and IT help).
LEARN	Virtual Learning Site for Courses
LEL	Linguistics and English Language
MA	Master of Arts (Undergraduate)
MSc	Master of Sciences (Postgraduate)
Outside Courses	Optional courses, sometimes known as electives.
PG	Postgraduate – postgraduate qualifications are for students, who have already completed an undergraduate qualification.
PPLS	School of Philosophy, Psychology & Language Sciences
Pre-honours	The first two years of an undergraduate degree programme.
Prerequisite	A prerequisite is a course that you must pass before you can do another, usually more advanced, course.
PT	Personal Tutor (see page 5)

School	The University of Edinburgh's academic structure is based on three Colleges each containing Schools. Each School has their own subject areas and administration.
SCs	Special Circumstances – The Special Circumstances procedure may be appropriate where a circumstance beyond a student's control has negatively affected their ability to perform or complete a University assessment. If you believe this applies to you then please seek advice from the Student Support Office.
SSLC	Student-Staff Liaison Committee – a committee where student representatives meet with staff to provide feedback on courses and the University.
SSOs	Student Support Officers (see page 4)
Subject Area	A particular area of study within Schools. PPLS has 3 subject areas – Philosophy, Psychology and Language Sciences (Linguistics and English Language).
TO	Teaching Office (see page 3)
Tutor	A member of academic staff who leads a tutorial.
Tutorial	A group interactive teaching session that consolidates lecture learning.
UG	Undergraduate. The first degree you study towards at university is called an undergraduate qualification.
VUG	Visiting Undergraduate – a student from another university studying at Edinburgh for one semester or one year.

#improvePPLS

Do you have an idea or suggestion for improvement in PPLS?

edin.ac/improvePPLS



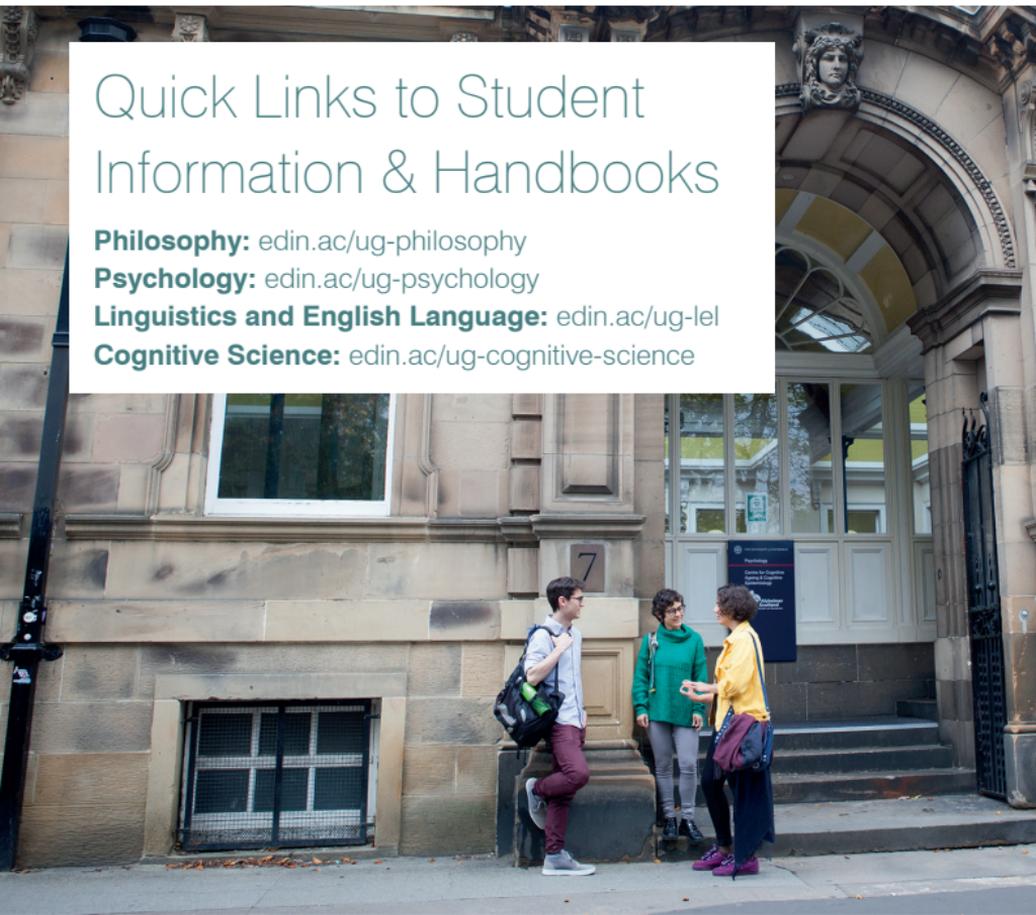
Quick Links to Student Information & Handbooks

Philosophy: edin.ac/ug-philosophy

Psychology: edin.ac/ug-psychology

Linguistics and English Language: edin.ac/ug-lel

Cognitive Science: edin.ac/ug-cognitive-science



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