



THE UNIVERSITY *of* EDINBURGH

# Short Courses

## Studying for Credit Guide 2020/21

Registering for Credit Study

## Contents

<b>About this guide</b> .....	<b>2</b>
<b>Introduction to credit study</b> .....	<b>2</b>
<b>Students with disabilities</b> .....	<b>2</b>
Booking Terms and Conditions .....	3
Student Code of Conduct .....	3
<b>Enrolment on your course and matriculating as a student of University of Edinburgh</b> .....	<b>3</b>
Programme of study.....	3
Certificate of Higher Education.....	3
Non-Certificate Programme .....	4
<b>Registering on credit courses</b> .....	<b>4</b>
Matriculation .....	4
<b>Summary of Registration Process</b> .....	<b>6</b>
<b>Student Card</b> .....	<b>7</b>
<b>Checking your student email</b> .....	<b>7</b>
<b>Accessing LEARN</b> .....	<b>7</b>

## About this guide

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

## Introduction to credit study

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

The credits gained could be useful to you in different ways. You could study for credit as a prelude to further study, for example on an undergraduate degree programme. You could use it to show an employer that you are capable of, and have successfully undertaken, university-level work. You could work towards our 120-credit Certificate of Higher Education, which is a national qualification in its own right. To see which courses are available for credit, check the course entries online at [www.ed.ac.uk/short-courses](http://www.ed.ac.uk/short-courses). Credit courses are indicated with **(credit)** after the title.

## Students with additional support needs

We welcome enquiries and applications from all students, including students with additional support needs. At the point of enrolment, there will be an opportunity for you to indicate if you require adjustments for additional support needs. Early disclosure will enable us to ensure that whatever support you need is in place for the start of your studies by working with specialist University departments and signposting you to appropriate services. Providing this information will enable us to discuss the provision of any study support that you may require and is particularly important if you are likely to need any (but not limited to) of the following:

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

The Student Support team within the Centre for Open Learning will be in contact with you if you have indicated you have additional support needs. You can reach the Student support team by emailing [COL.studentsupport@ed.ac.uk](mailto:COL.studentsupport@ed.ac.uk) or calling 0131 650 4400.

Some of the support listed above can only be accessed if you have a Learning Profile with the University's Student Disability Service. You can find out about this service by visiting the [Student Disability Service website](#).

Students studying for credit, or taking more than one course with us, are strongly encouraged to [make an appointment with the Student Disability Service](#).

## Booking Terms and Conditions

For the full details of Course Booking Terms and Conditions please read here:

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

## Student Code of Conduct

Information regarding student code of conduct can be found here:

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

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

### Programme of study

Short Courses have two 'Programmes of study':

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

### Certificate of Higher Education

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

To qualify for the Certificate award, you must register for the Certificate and complete your study within a maximum period of five academic years. For each year of study, students

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

## Non-Certificate Programme

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

## Registering on credit courses

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

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

## Matriculation

### How to complete matriculation

Online registration is accessed through EASE. EASE is the University’s web login service and provides access to information, services and resources. Once COL has added you to EUCLID, an automated email will be sent from the University to the email address you provided

informing you of your University Username (UUN) and a one-time registration password. You will be given instructions on how to register on MyEd, the University student portal. Please see guidance via the links below.

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

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

A video clip showing the online registration process - <https://www.youtube.com/watch?v=vwUmCkzPOuw>

If you need help logging into or registering with EASE you can contact Information Services Helpline (email [IS.Helpline@ed.ac.uk](mailto:IS.Helpline@ed.ac.uk); tel. 0131 651 5151).

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

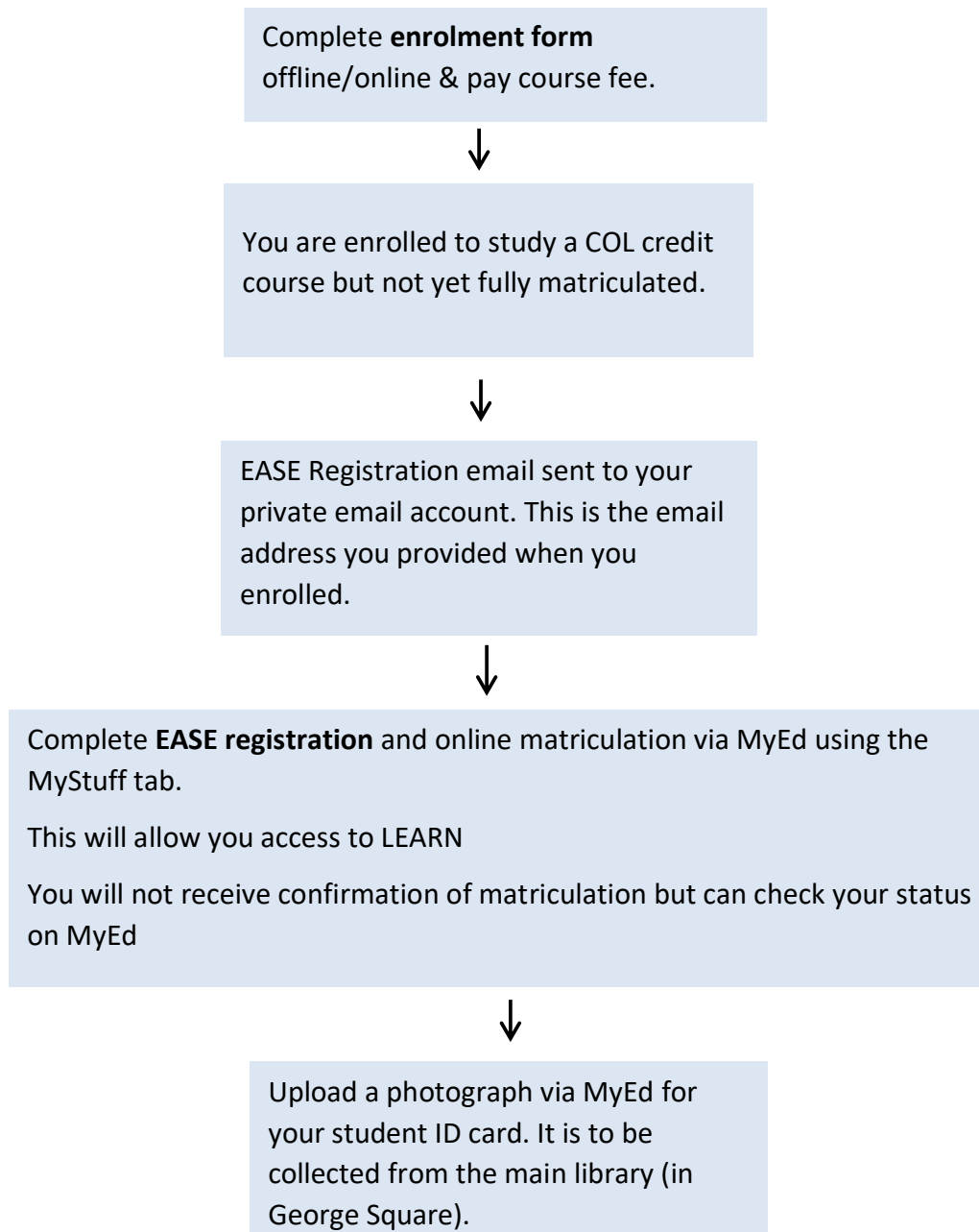
Online registration involves checking and confirming the following:

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

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

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

## Summary of Registration Process



## Student Card

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

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

Once your card has been made, it can be collected from the Main Library, George Square. Student Cards are not posted out to a personal address other than in exceptional circumstances. Please see the following link to locate the main library -

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

## Checking your student email

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

## Accessing LEARN

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



This guide was produced by Centre for Open Learning. If you require this information in an alternative format, please contact:

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

All information was correct at the time of publication.

The University of Edinburgh is a charitable body, registered in Scotland, with registration number SC005336.