



THE UNIVERSITY *of* EDINBURGH

Short Courses

Studying for Credit Guide 2022/23

Registering for Credit Study

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About this guide

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

Terms and conditions

For full details of our Short Courses terms and conditions please visit:

<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:

[/www.ed.ac.uk/academic-services/staff/discipline/code-discipline](http://www.ed.ac.uk/academic-services/staff/discipline/code-discipline)

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

Everyone who enrolls on credit-bearing Short Courses will be registered as a formal student at the University of Edinburgh. This will require you to matriculate each year that you take credit-bearing courses with us. More information about matriculation can be found later on in this guide.

If you are just taking credit-bearing Short Courses for the enjoyment of the subject, whether you intend to submit the course assessment or not, you can enrol on the course either online or at the COL reception desk. Shortly after enrolling, you will receive details from our COL Admissions team about getting matriculated.

Alternatively, you may wish to take credit-bearing Short Courses with a view to earning a nationally recognised qualification (the Certificate of Higher Education). If so, you should not self-enrol on courses, either online or at the COL reception desk. Instead, you will need to

formally apply for the Certificate of Higher Education programme first, and our COL Admissions team will guide you through the process and arrange your course enrolments for you.

Certificate of Higher Education (Cert HE)

The Cert HE is a flexible, part-time study programme which enables students to earn a nationally recognised university qualification. Students must earn 120 credits – typically over a 3 year period or less – at Scottish Credit and Qualification Framework (SCQF) Level 7. This level is equivalent to 1st year undergraduate study. You can use credit-bearing Short Courses to achieve the credits needed for the Cert HE.

We accept applications for the Cert HE every year. If you wish to apply, you must not self-enrol on credit-bearing Short Courses, either online or at the COL reception desk, as you need to submit your Cert HE application first. For more details about the Cert HE and how to apply, visit our website: www.ed.ac.uk/studying/short-courses/studying-for-credit/cert-he

Matriculation

Why do I need to matriculate?

All students enrolled on credit-bearing Short Courses need to matriculate in order to fully participate in their course. This applies whether you intend to submit work for assessment or not. Matriculation brings a host of benefits:

- You will be able to fully access online learning platforms and digital course materials, such as class slides and reading resources, if your tutor makes these available.
- You will receive a University of Edinburgh student card which will give you access to certain resources and buildings such as university libraries.
- You will be able to use university computers, as you will receive an official login and password. This will be especially important for students who take computer / digital skills based courses.
- You will be able to formally submit work for assessment, have it marked and any credits achieved recorded on the university database.

If you don't matriculate, you will not be able to gain access to the above resources or submit work for assessment.

When does matriculation take place?

Matriculation occurs once per academic year. Our Short Courses academic year runs from September until the following summer, and we have 3 terms of credit-bearing Short Courses during the academic year.

When you are enrolled on a credit-bearing Short Course for the first time in an academic year (regardless of whether it's a term 1, term 2 or term 3 Short Course), this will begin the matriculation process. Once you have completed matriculation, it will remain in effect for the remainder of that academic year.

For example, if you enrol on a credit-bearing Short Course in term 1 of the 2022/23 academic year, your matriculation will last until the end of term 3 regardless of how many additional courses you take. However, if you enrol on credit-bearing Short Courses in the next academic year (2023/24), you will need to matriculate again.

How do I complete matriculation?

Soon after you have been enrolled on a credit-bearing Short Course, you will be contacted by our COL Admissions team with instructions on how to matriculate. Check your emails regularly for their communications.

During the matriculation process, you will:

- Receive an official University User Name (UUN) which will look something like s1234567, and a temporary university password.
- Use your UUN and temporary password to register with the university's EASE system, setup your own unique password and security questions, and gain access to your personalised online student portal called MyEd – this portal provides you with access to your online learning platform for your courses.
- Need to check various details on your MyEd record (personal information, emergency contact information, qualifications held) and accept various University of Edinburgh regulations.
- Apply for your University of Edinburgh student card via MyEd.

You must fully complete these stages to successfully matriculate – don't leave it until the last minute or just before your course starts, you should matriculate as soon as you are prompted to avoid potential issues later on, and to ensure you can access any online course materials in time for your first class.

The university has various online guides about the matriculation process, which you can find here: www.ed.ac.uk/student-systems/support-guidance/students/matriculation/matriculation-intro

Our COL Admissions team are also happy to offer guidance and support with matriculation. Contact them directly by emailing: col.admissions@ed.ac.uk

Please do note, COL staff have no way of accessing your personal MyEd portal to complete matriculation for you, so the onus is on each student to ensure they fully matriculate.

Things to be aware of when matriculating

As the matriculation process is mainly designed with traditional undergraduate and postgraduate students in mind, you may come across some confusing prompts when attempting to matriculate. With this in mind, as a Short Course student you do not need to worry about the following sections / prompts when you are going through the matriculation steps on MyEd:

- Confirmation of attendance – please ignore any prompts regarding your attendance needing to be confirmed by your School or tutor; this will be done for you by our COL Admissions team in time for your course start date
- Payment of fees – please ignore any prompts regarding paying your programme or course fees; this section is not relevant for Short Course students

Student card

For help and guidance applying for your University of Edinburgh student card via MyEd, visit: 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 at George Square. Student Cards are not normally posted out to a personal address other than in exceptional circumstances. Please see the following link to locate the main library: www.ed.ac.uk/maps/download

Checking your student email account

Once you have matriculated you will have a student email account. Your student email account is accessed by logging into your MyEd portal. 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.

Online learning platform for your course (Learn)

Many of our credit-bearing Short Courses utilise an online learning platform for uploading course materials such as class slides and reading lists. The online platform also allows students to submit work of assessment.

The main platform used is called Learn, and it can be accessed through your MyEd portal. You should login to MyEd each week so that you can access your course Learn page and keep up to date with new materials.

University of Edinburgh, Short Courses Credit Study Guide

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

Email: col@ed.ac.uk

Website: www.ed.ac.uk/studying/short-courses

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