Welcome to
The School of Social and Political Science
Getting started - checklist

There’s a lot to keep track of in the first week. This checklist will help you make sure you’ve covered all the important points. Read over this booklet for more detailed information.

☐ Attend the School of Social and Political Science Welcome Talk
   Mon 11 Sept, 10.00 - 13.00

☐ Attend your Subject Area Welcome Talk. Tues 12 Sept, 10.00 - 11.00

☐ Attend the Academic Fair. Tues 13 Sept, 14.30 - 16.30

☐ Sign up for courses in the Computer Lab, Basement, Chrystal Macmillan Building on any of the following days and times: Wed 13 Sept, Thurs 14 Sept and Fri 15 Sept: 10.00 - 12.00 and 14.00 - 16.00

☐ Confirm your attendance with your Personal Tutor after you have signed up for courses.

☐ Activate your University email account and make sure to check this account regularly: www.office365.ed.ac.uk

☐ Visit our School web pages to find useful information for new SPS students: bit.ly/2slgJkA

☐ Read the University’s Student Contract which contains policies, regulations and codes of practice that are relevant to you and your studies, including the degree regulations for your programme: bit.ly/2riLZ5C

Visit our School web pages to find useful information for new students: bit.Ly/2slgjka
Hello and welcome to the University of Edinburgh and to our community here in the School of Social and Political Science. We want you to feel at home quickly and hope that our Welcome Week Pack will help you to do just that.

The School of Social and Political Science is a global community with students and staff from Europe, the Americas, Africa, Asia and Oceania. Our different interests, skills, life histories and experiences come together in one community. We think this makes for a rich and rewarding experience.

Over the next four years, we will challenge you with new ideas, approaches and knowledge; equip you with new intellectual and personal skills; and support you to make new connections and friendships.

Our School brings together the Subject Areas of Politics and International Relations; Science, Technology and Innovation Studies; Social Anthropology; Social Policy; Social Work; Sociology and Sustainable Development, as well as numerous centres and units including African Studies, Canadian Studies, South Asian Studies and Global Public Health.

We also host the Global Development Academy and work closely with the Global Health Academy and Global Justice Academy. This means that there are always opportunities for learning beyond the classroom and sparking connections across disciplinary boundaries.

Welcome Week can be both exhilarating and overwhelming, especially for those who are finding their feet in a new city or even a new country. With so much new information to take in it can be easy to experience information overload!

The Welcome Week Pack is your ‘quick start’ guide. It pulls together key information you’ll need in order to navigate your way through the first few days at University and lists all of the Welcome Week events hosted by our School.

It will also be useful to you beyond Welcome Week; there may be tough or frustrating times ahead as well as good times and the Welcome Pack will provide a great starting point for you to find out about the support on offer within our School.

Welcome - we look forward to you joining our community. The journey begins!

Professor Fiona Mackay
Outgoing Dean and Head of School

Professor Linda McKie
Incoming Dean and Head of School
## Important dates

### SEMESTER 1

<table>
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<th>Event</th>
<th>Dates</th>
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<tr>
<td>WELCOME WEEK</td>
<td>11 - 17 September</td>
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<tr>
<td>TEACHING BLOCK 1</td>
<td>18 September - 20 October</td>
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<tr>
<td>TEACHING BLOCK 2</td>
<td>23 October - 1 December</td>
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<tr>
<td>REVISION</td>
<td>4 - 7 December</td>
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<tr>
<td>EXAMINATIONS</td>
<td>8 December - 21 December</td>
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<td>WINTER VACATION</td>
<td>22 December - 12 January</td>
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### SEMESTER 2

<table>
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<tr>
<th>Event</th>
<th>Dates</th>
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<tr>
<td>TEACHING BLOCK 3</td>
<td>15 January - 16 February</td>
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<tr>
<td>TEACHING BLOCK 4</td>
<td>26 February - 6 April</td>
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<tr>
<td>SPRING VACATION</td>
<td>9 April - 20 April</td>
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<tr>
<td>REVISION</td>
<td>23 April - 27 April</td>
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<tr>
<td>EXAMINATIONS</td>
<td>30 April - 25 May</td>
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<tr>
<td>SUMMER VACATION BEGINS</td>
<td>28 May</td>
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<tr>
<td>RESIT EXAMINATION DIET</td>
<td>6 - 18 August</td>
</tr>
</tbody>
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## ENROLLMENT FOR COMPULSORY AND OUTSIDE COURSES

**UG Microlab B.03/B.04, Basement, Chrystal Macmillan Building (CMB)**  
Tues 12 Sept, 15.00 - 16.00  
Wed 13 Sept - Fri 15 Sept, 10.00 - 12.00 & 14.00 - 16.00  

*See Page 7 for more info on course selection*
# Academic events

<table>
<thead>
<tr>
<th><strong>SSPS WELCOME TALK</strong></th>
<th><strong>STUDENT SOCIETY STALLS</strong></th>
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| George Square Lecture Theatre  
Mon 11 Sept, 12.00 - 13.00  
An introduction to the School of Social and Political Science | **SUBJECT AREA WELCOME TALKS**  
Tues 12 Sept, 10.00 - 11.00  
These are subject-specific welcome talks for UG students |

| **SOCIOLOGY** | **SUSTAINABLE DEVELOPMENT**  
Practice Suite, Room 1.12, First Floor, Chrystal Macmillan Building | **SOCIAL ANTHROPOLOGY**  
Lecture Theatre 1, Appleton Tower |

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<th><strong>SOCIAL WORK</strong></th>
<th><strong>ACADEMIC FAIR</strong></th>
</tr>
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</table>
| Seminar Room 6, Basement, Chrystal Macmillan Building | **50 George Square**  
**Tues 12 Sept, 14.30 - 16.30**  
Visit the Academic Fair before selecting outside courses. Speak to academics, ask questions and find out about courses before enrolling. |

<table>
<thead>
<tr>
<th><strong>SOCIAL POLICY</strong></th>
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<tbody>
<tr>
<td>Seminar Room 5, Basement, Chrystal Macmillan Building</td>
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<tr>
<th><strong>POLITICS &amp; INTERNATIONAL RELATIONS</strong></th>
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<tbody>
<tr>
<td>Lecture Theatre B, David Hume Tower</td>
<td></td>
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</table>
Social events

**POLITICS & INTERNATIONAL RELATIONS**

**EDINBURGH POLITICAL UNION WELCOME SOCIAL**

Meeting Point C, Teviot Row House  
Wed 13 Sept, 19.30
It's going to be the perfect combination of political banter, cosy sofas and chilled drinks! Get to know Edinburgh and meet our student society team!

**SCOTTISH PARLIAMENT TOUR**

Meet outside Chrystal Macmillan Building, Fri 15 Sept, 12.00
Scottish Parliament Tour, Holyrood Parliament: Interested to find out about the history and work of the Scottish Parliament? Join us for a guided tour of Holyrood and a brief introduction into Scottish politics.

**SUSTAINABLE DEVELOPMENT**

6th Floor Staff Room, Chrystal Macmillan Building  
Fri 15 Sept 16.00 - 18.00
Join us for a social afternoon with returning students. Refreshments provided.

**SOCIAL ANTHROPOLOGY**

Practice Suite, Room 1.12, First Floor, Chrystal Macmillan Building  
Mon 18 Sept, 16.00 - 18.00
Join us for a social afternoon with returning students.

**SOCIOLOGY**

6th Floor Staff Room, Chrystal Macmillan Building  
Tues 19th Sept, 16.00 - 18.00
Join us for a social afternoon with returning students.

**SOCIAL POLICY**

Practice Suite, Room 1.12, First Floor, Chrystal Macmillan Building  
Tues 19 Sept, 16.00 - 18.30
Join us for a social afternoon with returning students.

**Q-STEP (QUANTITATIVE METHODS STUDENTS)**

Practice Suite, Room 1.12, First Floor, Chrystal Macmillan Building  
Thu 21 Sept, 16.00 - 18.00
Join us for a social afternoon with returning students (second and third-years in the programme). Refreshments provided.

Check out the EUSA website for more Welcome Week events:  
www.eusa.ed.ac.uk
Fundamentals

All SPS students across the Subject Areas of Sociology, Social Policy, Politics & International Relations, and Social Anthropology take a course called Fundamentals in their first and second years. Sustainable Development students choose a Fundamentals course appropriate to their chosen Pathway.

These courses were developed in response to feedback from final year students regarding things they wished they had known when they first started University. Your Student Support Officer or Personal Tutor will be able to provide you with more information on Fundamentals.

Social Anthropology
Gain the key study skills required for successful study at University, including literature searching, critical thinking, evaluating sources, reading, writing and presenting.

Politics & International Relations
This course will provide you with subject-specific skills required for studying successfully at University, including note taking, critical thinking, referencing, presentation and reflection, and essay and exam preparation. In addition, it provides a great opportunity to get to know other students and members of staff.

Social Policy
You will gain competence and confidence in the key skills required for the study of Social Policy, including critical thinking, gathering evidence, essay writing and exam revision. You will learn how social policy ideas and skills can be applied to your own lives and in everyday contexts.

Sociology
Fundamentals courses are assessed on a pass or fail basis and include formal assessments. These may be in the form of a blog, report, book review, diary, essay, or an oral presentation.
Course selection

You can choose from a range of outside courses to be taken alongside compulsory courses for your degree programme. Here’s where to start:

1. Check the course choices for your degree at path.is.ed.ac.uk.
2. Visit the Academic Fair to find out more about courses and subjects.
3. Further information: bit.ly/2rEBFWK

How do I enrol for courses in first year?
Staff from the School’s Undergraduate Teaching Office will enrol you on courses during Welcome Week (see events page for details). Please be sure to attend the Academic Fair before making course choices as this is the best place to speak to academics, ask questions and find out about courses that might interest you.

How do I get my attendance confirmed?
At the beginning of each academic year (either in Welcome Week or the first week of teaching) you must meet with your Personal Tutor (PT) after enrolling on courses. They will confirm your attendance at University and will look over your optional courses with you. Most PTs place sign-up sheets on their office doors, or they may contact you via email with instructions on how to make an appointment. PT lists, including room numbers, will be posted on the ground floor of Chrystal Macmillan Building during Welcome Week. Confirmation of attendance is an important final step in being fully matriculated at University. Missing this step may result in you being withdrawn from University.

I’ve enrolled but I want to change one of my courses. Who do I ask?
The Undergraduate Teaching Office on Ground Floor of Chrystal Macmillan Building can make changes until the start of Week 1 of the first semester. From Week 1 onwards, please visit your SSO or email your SSO (copying in your Personal Tutor) to request the change.

Please note: changes will not be possible after Week 2 of the semester in which the course is being taught. Before requesting any course changes, please check that your changes are consistent with the requirements of your degree programme by consulting the online degree regulations (DRPS) at http://bit.ly/2tTF3LC. If you are still unclear after consulting DRPS, please speak to your SSO.

You will not need to sign up to tutorials for SPS courses. You will be allocated a slot based on your timetable. If for some reason this time does not suit you, you will be able to request a change using a form at http://bit.ly/2h00mZ6. Allocation will be completed by the end of Week 2 and will be visible in your personal timetable.

DURING EACH YEAR YOU MUST:

• Take all compulsory courses for your degree programme
• Take courses worth 120 credits (unless studying part-time or making up credits)
• Divide courses evenly between semesters (normally 60 credits per semester)
• Not take courses that have timetable clashes (please use DRPS to find out when lectures take place).
**School of Social and Political Science: Pre-Selection Form**

Use PATH or DRPS to complete this pre-selection form. You should take your completed pre-selection form to one of the course sign-up sessions. For full details and guidance visit our webpage at: [www.sps.ed.ac.uk/undergrad/outside_courses](http://www.sps.ed.ac.uk/undergrad/outside_courses)

Name

Student Number

Degree Programme

**SEMESTER 1, Compulsory Courses**
Please list the codes and titles for all your courses (including any from other Schools)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
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<tr>
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<td>Semester 1 Compulsory Course Name</td>
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<td>1.</td>
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**SEMESTER 1, Optional Courses**
Please list in order of preference (list more than you need in case your first choices are over-subscribed)*

| 1. | | |
| 2 | | |
| 3 | | |
| 4 | | |
| 5 | | |

Total Credits Semester 1

[Continued Over ►](#)
**SEMESTER 2, Compulsory Courses**
Please list the codes and titles for all your courses (including any from other Schools)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
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<tr>
<td>Ex: ABCD 1234</td>
<td>Semester 2 Compulsory Course Name</td>
<td>20</td>
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1. 
2. 
3. 
4. 
5. 

**SEMESTER 2, Optional Courses**
Please list in order of preference (list more than you need in case your first choices are over-subscribed)*

1. 
2. 
3. 
4. 
5. 

Total Credits Semester 2 
+ Total Credits Semester 1 
Total Credits

* Make sure you have selected enough for an even distribution of courses across both semesters, remembering to consider your compulsory courses. Allocations will be made based on 60 credits per semester, 120 credits overall, inclusive of compulsory course.
Peer learning and support

Within the School, there are a variety of support options available to our students. These are all run by students, for students. Peer Assisted Learning Schemes (PALS) offer weekly sessions where older students facilitate creative discussions of the content of core courses – the focus lies on students learning from each other. There are also Peer Support Schemes in place which allow Honours students to pass on practical experience and knowledge in an informal environment, helping you to adapt to life at University.

Peer Assisted Learning Schemes (PALS)

**POLITICS & INTERNATIONAL RELATIONS**

**PIRPALS** was developed to offer students a session timetable to bolster their learning in *Introduction to International Relations* (Semester 1) and *Political Thinkers* (Semester 2). In groups of three, student volunteers lead weekly hour-long sessions, covering the topics explored in the previous week of classes. Sessions are planned by students, and provide an opportunity for those from older year groups to connect with those below them, and vice-versa.

This year, PIRPALS runs from Week 2 to Week 11. We look forward to meeting the new first years! Find more information here: [http://bit.ly/2vxM18T](http://bit.ly/2vxM18T)

**SOCIOLOGY**

**SocPALS** runs study sessions for all first year students taking Sociology led by second and third-year Sociology students. The sessions give you a chance to discuss the topics of the sociology lectures in more depth, as well as study skills such as how to read and prepare for lectures and tutorials, how to take good notes, write essays and do the end-of-semester exam.

It’s also a great way to get to know other students from your course and from other years. It’s all very informal and biscuits are guaranteed. Just come along to any of the sessions – be aware that two sessions in the same week might have the same content, so check the Facebook group to be sure. No sign-up beforehand is needed!


**Tue 15.00 - 16.00, Room 2.15, Chrystal Macmillan Building**
**Fri 13.00 - 14.00, Meeting Room 4, Chrystal Macmillan Building**

**SOCIAL ANTHROPOLOGY ACADEMIC FAMILIES**

The Social Anthropology Society run Academic Families, allowing first year students to meet and connect with students from other years in the programme. These run independently from any specific courses, but provide the social support which is so important for new students transitioning to University life.

Contact: soc.anth.soc@googlemail.com
SUSTAINABLE DEVELOPMENT

**SDPALS** is for first and second year Sustainable Development students. Higher year students run weekly sessions where you can discuss course content and practice essential study skills in an informal environment. The sessions are run by students for students. Each session is tailored to key themes of the lectures you attend. We provide a space to ask questions which you may have felt uncomfortable asking in a lecture. We are open to everyone, whether you are feeling a little behind or wish to make new friends.

**SD FAMILIES** is a social support scheme. The aim of the scheme is to provide a relaxed social environment to facilitate the development of friendship, peer support and sharing of experiences for those studying Sustainable Development at the University. First year students on the SD Degree are automatically signed up.


You will be notified of our session times and locations during lectures, tutorials and via email.

SOCIAL POLICY

**Policy PALS (PPALS)** provide academic help sessions for first year Social Policy students, tailored to areas they are struggling with. Sessions are led by second, third and fourth-year students who have completed the same course, so are familiar with the challenges that current students may face.

PPALS sessions provide a platform to discuss challenging ideas and they are also a good way to practice techniques for effective and efficient learning.

This scheme won the Students’ Association Impact Award for Best New Scheme in 2016/17.


**Mon 13.00 - 14.30 and Wed 10.30 - 12.00**

in Meeting Room 1, First Floor Chrystal Macmillan Building

Student Development Office

**SSPS EDINBURGH AWARDS**

The year-long **Edinburgh Award** is a series of events and activities designed to strengthen your CV and help you stand out in the job market. The award recognises and rewards your involvement in activities undertaken alongside your degree programme and aims to enhance and improve your experience as a student. Working with the School’s Student Development Office, you will attend a range of professional skills workshops as well as taking part in a number of self-led activities focused on interaction and engagement with wider academic and non-academic audiences. SSPS offer the following awards: Professionalism in Community Engagement, Professionalism in Public Engagement and Project Management and Digital Skills.
## Useful information and links

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<tr>
<td>All coursework in SPS is submitted, marked, and returned online using our electronic marking system called ELMA: <a href="https://elma.sps.ed.ac.uk">https://elma.sps.ed.ac.uk</a></td>
<td>Set up your University email account on a mobile device: <a href="https://bit.ly/2qAUr14">bit.ly/2qAUr14</a></td>
<td>Mobile Device Clinics are available in the Main Library on the second floor throughout the day: <a href="https://bit.ly/2rEAXsO">bit.ly/2rEAXsO</a></td>
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<tr>
<th>SPS STUDY FACILITIES</th>
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<tr>
<td>SPS undergraduate students have full 24-hour access to the computing facilities in the UG Microlab found on the basement level of Chrystal Macmillan Building when they are not being used for teaching. Additional collaboration space is available on the ground floor of Chrystal Macmillan Building and also within bookable meeting rooms located on each floor: <a href="https://bit.ly/2routx2">bit.ly/2routx2</a></td>
<td>Your Higher Education Achievement Report (HEAR) will provide a single comprehensive record of your achievements as a student at Edinburgh: <a href="https://bit.ly/2qAM6ue">bit.ly/2qAM6ue</a></td>
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<tr>
<th>SPS BUILDING ACCESS</th>
<th>MICROSOFT OFFICE ACCESS</th>
<th>EUSA PEER PROOFREADING</th>
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<tr>
<td>Access to Chrystal Macmillan Building outwith normal office hours is possible via the 24-hour access door to the left of the main entrance or via the door at basement level.</td>
<td>Download the latest version of Microsoft Office for free via University subscription: <a href="https://bit.ly/2semLUr">bit.ly/2semLUr</a></td>
<td>The Peer Proofreading Scheme can provide help if you require support with your studies: <a href="http://bit.ly/2euQMrq">http://bit.ly/2euQMrq</a></td>
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<tr>
<th>COMPUTING SERVICES GUIDANCE FOR NEW STUDENTS</th>
<th>COUNCIL TAX EXEMPTIONS</th>
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<tr>
<th>STUDENT DISABILITY SERVICE</th>
<th>SPS CAREERS ADVISER</th>
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<tr>
<td>The Student Disability Service can provide help if you require support with your studies: <a href="https://bit.ly/2se3mmq">bit.ly/2se3mmq</a></td>
<td>From your first year onwards, the Careers Service provides support to introduce students to the graduate attributes specific to their course of study and the importance of skill development. The Careers Adviser for SPS is available for one-to-one sessions and also holds various workshops throughout the year. There will be a session on Fri 15 Sept, 6th Floor Staff Room, Chrystal Macmillan Building: <a href="http://www.ed.ac.uk/careers">www.ed.ac.uk/careers</a></td>
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SSPS student support

**STUDENT SUPPORT OFFICERS**

**WHAT DO SSOS DO?**

Each student is assigned a Student Support Officer (SSO). The SSOS are a team of four administrative staff who act as a regular point of contact for our students, and who offer pastoral support and advice on non-academic issues which may be affecting your studies. They will help and guide you from the day you arrive until the day you leave.

**WHO IS MY SSO?**

If you are studying for a joint degree, your SSO will be the person covering the first-named subject of your degree. For example, if your degree is Sociology & Social Anthropology, consult the Sociology SSO, but if you are studying Social Policy & Sociology, then consult the Social Policy SSO.

**HOW DO I CONTACT MY SSO?**

The SPS Student Support Team are based on the First Floor of the Chrystal Macmillan Building. You can contact them in person or by email to sso.sps@ed.ac.uk. If you are unsure who to contact, then speak to any SSO on the First Floor or Sue Renton, our Student Experience Officer, in Room 1.04.

**WHAT IF MY SSO IS UNAVAILABLE?**

If your SSO is unavailable, please contact another SSO, either in person or via email to ssos-sps@mlist.is.ed.ac.uk.
**PERSONAL TUTORS**

**WHAT DO PTS DO?**

Each student is also assigned a Personal Tutor (PT). PTs are academic staff who help students to make decisions on course choices and who guide your academic performance. They can provide academic advice on coursework and exams, study problems, degree transfers and periods of study abroad as well as advice and references related to PG study and employment.

**WHO IS MY PT?**

PTs are assigned to all first year students during Welcome Week. PT lists, including room numbers, will be posted on the Ground Floor of the Chrystal Macmillan Building all week. Please note – your PT is likely to change over the years due to staff availability. At the beginning of each year, please check MyEd to find out who your current PT is.

**HOW DO I CONTACT MY PT?**

Most PTs place sign-up sheets on their office doors, or they may contact you via email with instructions on how to make an appointment during Welcome Week. You must meet with your PT during Welcome Week, after enrolling on courses, in order to have your attendance confirmed with the University and to have your outside courses approved.

**WHAT IF MY PT IS UNAVAILABLE?**

If your PT is unavailable, your SSO may be able to offer guidance, although not on strictly academic matters. If you need academic advice, each Subject Area normally has a senior PT who can help: your SSO can advise who this is. Alternatively, your Subject’s Director of UG Teaching, the School’s Director or Deputy Director of UG Teaching, or the Head of Subject may be able to assist.
# Student societies

Many of the Subject Areas within the School of Social and Political Science have associated student societies, which are designed to offer you the best chance to develop your interests, expand your network and meet like-minded people.

<table>
<thead>
<tr>
<th>Student Society</th>
<th>Contact Information</th>
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<tbody>
<tr>
<td><strong>EDINBURGH POLITICAL UNION (PIR)</strong></td>
<td>@EdinPolitics @edpolunion <a href="mailto:edinburghpolitics@gmail.com">edinburghpolitics@gmail.com</a></td>
</tr>
<tr>
<td><strong>SOCIOLOGY SOCIETY</strong></td>
<td>@EdUniSocSoc @EdinburghSocSoc <a href="mailto:sociologysociety@hotmail.co.uk">sociologysociety@hotmail.co.uk</a></td>
</tr>
<tr>
<td><strong>SOCIAL ANTHROPOLOGY SOCIETY</strong></td>
<td>@SocPolSoc_UoE @soc.anth.soc <a href="mailto:soc.anth.soc@gmail.com">soc.anth.soc@gmail.com</a></td>
</tr>
<tr>
<td><strong>Q-STEP SOCIETY</strong></td>
<td>@EdQSociety <a href="mailto:edqsoc@gmail.com">edqsoc@gmail.com</a></td>
</tr>
<tr>
<td><strong>SOCIAL POLICY SOCIETY</strong></td>
<td>@socpolsoc <a href="mailto:ediunisocpolsoc@gmail.com">ediunisocpolsoc@gmail.com</a></td>
</tr>
<tr>
<td><strong>SUSTAINABLE DEVELOPMENT ASSOCIATION</strong></td>
<td>@EdUniSDA @EdUniSDA <a href="http://www.eusda.org.uk">www.eusda.org.uk</a> <a href="mailto:hello@eusda.org.uk">hello@eusda.org.uk</a></td>
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</tbody>
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Advice for first year students

Recent graduates share the advice they wish they had been given when starting out as first year students.

Don’t be too shy. Throw yourself into the things you enjoy and eventually you’ll be confident!

Cecilia Karlsson
Sustainable Development

Get involved with societies as much as you can straight from the beginning. They are amazing, you’ll make life-long friends.

Darya Gnidash
International Relations

Do your readings, attend your lectures, attend your tutorials, talk to your tutors. Take advantage of the help and support that’s available to you.

Maria Pabolaza-Lacambra
Sociology

Take everything step-by-step as it comes. Trying to plan out your entire degree at once can be overwhelming. Break it down into small, manageable pieces.

Nishad Sanzagiri
International Relations with Quantitative Methods

The work I’m most proud of was produced through collaboration and study in groups. One of the most valuable assets you have here are your peers. Don’t waste it.

Ollie Ballinger
International Relations
Frequently asked questions

I’m unable to attend classes. Who should I inform?

Who you inform depends on the length of your absence. If your illness or personal problem is likely to be short and you expect to miss only one or two classes in a particular week, please email the person leading your tutorials or the course organiser. You should contact them as soon as possible.

If you are likely to miss more than two weeks of classes then please inform your SSO. If your absence is likely to be long-term (more than three weeks), please consult with your SSO and PT about submitting an application for an interruption of study.

I’m having academic difficulties with my studies. Who should I speak to?

If you are having difficulties with a specific course, the person leading your tutorials or the course organiser is often the best source of advice. If you are having more general difficulties with studying or completing work across all courses then your PT is the best person to speak to. Your PT may also be able to organise meetings where advice can be shared between students on a more collective basis.

I have a question about a specific course. What should I do?

Firstly, consult your course handbook. It will contain information on readings, submissions, extensions, penalties, re-sits and much more. If you can’t find an answer in the handbook, contact the course organiser. Please also have a look at the online Degree Regulations and Programmes of Study (DRPS) www.drps.ed.ac.uk

I’ve looked at my degree regulations but I don’t understand which courses I should take and when. Who should I speak to?

Your SSO will be able to provide general advice on the requirements of your degree programme. If you need academic advice, e.g. on which courses might be a good combination for you, then you should speak to your PT. The Academic Fair is also a great place to find out about courses: the academic staff there can answer questions about courses and Subject Areas.

I want to change my degree programme. Is this possible and who should I speak to?

All degree programme changes must be discussed with staff from the Undergraduate Admissions Office. You can find them at 57 George Square.
How do I find out about the rules affecting my coursework, tutorials and exams?

It’s important to read and understand the handbook for each course that you are enrolled on. Our current School-wide rules and regulations are regularly updated at: bit.ly/2qFVR5O

Where can I get help with essays and exams?

Speak to the person leading your tutorials; they can help with coursework or exam queries. Alternatively, ask your lecturer or course organiser during office hours. You can also ask fellow students for advice: perhaps at one of the PALS sessions or via a course Facebook group.

Where can I get help with general study skills?

Check our School webpages for information on general study: http://bit.ly/2vkBU79

SSPS Glossary
Some of the terms and acronyms you encounter might be unfamiliar.

SSPS
School of Social and Political Science

UG
Undergraduate

CMB
Chrystal Macmillan Building

PALS
Peer Assisted Learning Schemes

SSO
Student Support Officer

PIR
Politics and International Relations

PT
Personal Tutor

UTO
Undergraduate Teaching Office

DRPS
Degree Regulations and Programmes of Study
Every effort has been made to ensure the accuracy of this booklet at the time of going to press. However, it will not form part of a contract between the University and a student or applicant and must be read in conjunction with the individual degree specifications, which can be found at [www.drps.ed.ac.uk](http://www.drps.ed.ac.uk).

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