

A Brief Introduction to  
Postgraduate Life  
at  
The University of Edinburgh

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# Welcome to your mothership.

*The Chrystal Macmillan Building* – **everybody calls it 'CMB'**

Common rooms, pods, printers, computer labs and student, teacher and administrative offices are all in here- disbursed across 8 floors.

CMB is open **24/7** via keycard access – slide your ID card at the automatic door to the right of the main building entrance. Try your best not to let strangers in after you! For real.

Let's start with the most important thing to know:

**There's Wifi everywhere in CMB**

Networks:

**eduroam** (secure)

**central** (not secure)

Here's a page about how to access the Wifi: <http://www.ed.ac.uk/schools-departments/information-services/computing/connecting/using-wireless>

# Get Noticed

## Become a Student Rep

*This is a great way to meet people and get involved in the process*

Each taught degree programme and postgraduate research subject area have one or more **student representatives**, who perform a number of main roles:

- 1) Convey students' views to the Programme Director and Postgraduate Advisor throughout the year.
- 2) Participate in subject level meetings to represent the views and opinions of their fellow students.
- 3) Attend the SPS Postgraduate Forum — a main forum via which student rep views are transmitted to the School — which meets twice a semester.

Student reps are usually selected at your programme's intro meeting during induction week, so if you're interested please throw your hat into the ring!

URL: [http://www.sps.ed.ac.uk/gradschool/our\\_students/community/representation/student\\_representation](http://www.sps.ed.ac.uk/gradschool/our_students/community/representation/student_representation)

## Set Up Your Student Profile (PhD & MRes)

*Even if your topic changes a lot, it's generally good to have a professional web presence.*

1. **Request one** via the following link:

[https://www.sps.ed.ac.uk/gradschool/on\\_course/student\\_intranet/for\\_phd\\_students/website\\_editing\\_help/request\\_a\\_profile](https://www.sps.ed.ac.uk/gradschool/on_course/student_intranet/for_phd_students/website_editing_help/request_a_profile)

2. **You'll receive an email** back from IT with your student page info (in about a week). After that, you can consult this page for help/info re: editing and setting up your student page:

[http://www.sps.ed.ac.uk/gradschool/on\\_course/student\\_intranet/for\\_phd\\_students/website\\_editing\\_help](http://www.sps.ed.ac.uk/gradschool/on_course/student_intranet/for_phd_students/website_editing_help)

3. **Git 'er dun.** Please be sure that you upload a \*picture\* (preferably of you) and include \*research interests\* in the designated field, as otherwise the main 'Research Students' page doesn't look very snazzy.

If you have any problems, please contact IT for some help:

e. [sps.support@ed.ac.uk](mailto:sps.support@ed.ac.uk)

**Order Some Business Cards** (PhD & MRes)

*You will want these before you start attending conferences or going on fieldwork.  
Plus, they're fun to have!*

Contact the **Graduate School Office** and they will give you price and quantity options

e. [Gradschool.sps@ed.ac.uk](mailto:Gradschool.sps@ed.ac.uk)

o. 1.20 CMB

h: 9:30-12:30, 13:30 – 16:00

URL: <http://www.sps.ed.ac.uk/gradschool/contact>

# Who To Contact

*issues, questions or ideas*

***“I have an idea for a new event, project or party, and I’ll need some money and other support”***

Contact:

For PGR/PHD: **Angus Bancroft** e: [Angus.Bancroft@ed.ac.uk](mailto:Angus.Bancroft@ed.ac.uk) o: 6.23 CMB

**Lindsay Hunter** e: [L.Hunter@ed.ac.uk](mailto:L.Hunter@ed.ac.uk)

For PGT: **Luke March** e: [l.march@ed.ac.uk](mailto:l.march@ed.ac.uk) o: 3.08 CMB

URL: [http://www.sps.ed.ac.uk/gradschool/on\\_course/student\\_intranet/for\\_phd\\_students/funding/student-led\\_special\\_project\\_grants](http://www.sps.ed.ac.uk/gradschool/on_course/student_intranet/for_phd_students/funding/student-led_special_project_grants)

***“I have ideas on how to improve postgraduate life”***

Contact:

For PGR/PHD: **Angus Bancroft** e: [Angus.Bancroft@ed.ac.uk](mailto:Angus.Bancroft@ed.ac.uk) o: 6.23 CMB

For PGT: **Luke March** e: [l.march@ed.ac.uk](mailto:l.march@ed.ac.uk) o: 3.08 CMB

***“Something is up with my visa”***

## **The International Office**

a. 33 Buccleuch Place Edinburgh EH8 9JS

t. +44 (0) 131 650 4296

h. 9:00am-5:00pm M-F

URL: <http://www.ed.ac.uk/schools-departments/international-office>

***“I need practical advice from someone neutral”***

## **The Advice Place**

a. Potterow - 5/2 Bristo Square, Edinburgh EH8 9AL

t. 0131 650 9225 / 0800 206 2341 or text 07537 402004

h. Check here: (<https://www.eusa.ed.ac.uk/adviceplace/about/contactus/openinghours/>)

e. [advice@eusa.ed.ac.uk](mailto:advice@eusa.ed.ac.uk) or [academic.advice@eusa.ed.ac.uk](mailto:academic.advice@eusa.ed.ac.uk)



<https://www.facebook.com/theadviceplace>

URL: <https://www.eusa.ed.ac.uk/adviceplace/>

*“I need some advice on managing my workload (et cetera)”*

### **Student Counselling**

a & h. Check here: <http://www.ed.ac.uk/schools-departments/student-counselling/about-us/opening-hours>

e. [Student.Counselling@ed.ac.uk](mailto:Student.Counselling@ed.ac.uk)

URL: <http://www.ed.ac.uk/schools-departments/student-counselling>

*“I want some counselling or support”*

### **Student Disability Service**

h. 9am-4:45pm

a. Main Library- 3<sup>rd</sup> floor

t. 0131 650 6828

e. [disability.service@ed.ac.uk](mailto:disability.service@ed.ac.uk)

URL: <http://www.ed.ac.uk/schools-departments/student-disability-service>

### **PF Counselling Service**

a. 8 Balcarres Street, Edinburgh EH10 5JB

t. 0131 447 0876

h. Mon-Thurs 9am-9pm, Fri: 9am-5pm

e. [info@pfcounselling.org.uk](mailto:info@pfcounselling.org.uk)

URL: <http://www.pfcounselling.org.uk/>

*“I need travel money for an upcoming conference”*

### **The PhD Conference Fund**

URL: [http://www.sps.ed.ac.uk/gradschool/on\\_course/student\\_intranet/for\\_phd\\_students/funding/phd\\_conference\\_fund](http://www.sps.ed.ac.uk/gradschool/on_course/student_intranet/for_phd_students/funding/phd_conference_fund)

*“Something is up with my laptop or online accounts”*

### **SSPS IT Support**

e. [sps.support@ed.ac.uk](mailto:sps.support@ed.ac.uk)

o. 2.16 CMB

Url: [http://www.sps.ed.ac.uk/gradschool/on\\_course/student\\_intranet/for\\_research\\_masters/ssps\\_support](http://www.sps.ed.ac.uk/gradschool/on_course/student_intranet/for_research_masters/ssps_support)

*“I need to print something ENORMOUS”*

### **uCreate – Main Library (ML) & King’s Building (KB)**

URL: <http://www.ed.ac.uk/schools-departments/information-services/help-consultancy/ucreate/ucreate>

**NB:** It’s probably a good idea to book a uCreate computer (to login and print your thing) beforehand, as there are only 20 uCreate-able computers in the Main Library. King’s Building doesn’t allow for e-booking right now.

Booking info: <http://www.ed.ac.uk/schools-departments/information-services/help-consultancy/ucreate/book-a-computer/overview>

*“I need a camera or video equipment for an event”*

### **uCreate equipment loan – uCreate KB (Kings Building)**

**[Contact the IS Helpline and mention ‘uCreate equipment loan’]**

Web: [Self service portal](#) (preferred)

e. [IS.Helpline@ed.ac.uk](mailto:IS.Helpline@ed.ac.uk)

t. +44 (0)131 651 5151

*IS Helpline is open 24 hours a day, 7 days a week*

**More info + list of available stuff to borrow:** <http://www.ed.ac.uk/schools-departments/information-services/help-consultancy/ucreate/equipment-loan>

*“I need some AV equipment for research or teaching”*

### **Learning & Teaching Spaces Technology Section (LTSTS) Equipment Loans**

URL: <http://www.ed.ac.uk/schools-departments/information-services/computing/audio-visual-multi-media/audio-visual-loans/overview>

List of loan equipment: <http://www.ed.ac.uk/schools-departments/information-services/computing/audio-visual-multi-media/audio-visual-loans/loan-equipment-list>

#### **Contact LTSTS**

t. +44 (0)131 650 4097

e. [ltsts@ed.ac.uk](mailto:ltsts@ed.ac.uk)

Physical addresses

[55 George Square](#)

[Rm 2908 JCMB, King's Buildings](#)

[Rm B3 Paterson's Land, Holyrood](#)

*“I want to learn a new computer programme, or improve my skills”*

### **Information Services (IS) Courses**

If you want to learn something tech-related, or improve your skills, there are tons of different **FREE** courses available at the Main Library. There's really something for everyone: whether you never properly learned how to use Excel, need some help with SPSS or NVivo, want to hone your Photoshop skills, or just want to learn a new programme, it's a very good option.

There are also self-teach options available if you don't have time for a course.

Check out available options here: <http://www.ed.ac.uk/schools-departments/information-services/help-consultancy/is-skills/learning-resources/learning-resources-subject>



*“I need a place to stash my stuff”*

**Lockers are available!**

### **Main Library**

URL: <http://www.ed.ac.uk/schools-departments/information-services/library-museum-gallery/using-library/lib-locate/main-library-lockers>

### **CMB**

Contact the **Graduate School Office**

e. [Gradschool.sps@ed.ac.uk](mailto:Gradschool.sps@ed.ac.uk)

o. 1.20 CMB

h: 9:30-12:30, 13:30 – 16:00

URL: <http://www.sps.ed.ac.uk/gradschool/contact>

*“I’ve been working all night, and now I smell!”*

**Take a shower at Uni** – CMB has 3 showers in the basement: B.Z11, B.Z12, B.Z13.

Here’s a list of all shower facilities available: <http://www.ed.ac.uk/schools-departments/transport/cycling/facilities/shower-facilities/showers-central-area>

*“The bike rack in front of CMB is full! Where’s some alternative bike parking?”*

Here’s a list: <http://www.ed.ac.uk/schools-departments/transport/cycling/facilities/bike-parking>

*“Suddenly, I’ve got no place to live!”*

Have a quiet chat with the **Personal Tutor or Supervisor AND** visit the **Advice Place**. Ask about the Hardship Fund

### **The Advice Place**

a. Potterow - 5/2 Bristo Square, Edinburgh EH8 9AL

t. 0131 650 9225 / 0800 206 2341 or text 07537 402004

h. Check here: (<https://www.eusa.ed.ac.uk/adviceplace/about/contactus/openinghours/>)

e. [advice@eusa.ed.ac.uk](mailto:advice@eusa.ed.ac.uk) or [academic.advice@eusa.ed.ac.uk](mailto:academic.advice@eusa.ed.ac.uk)



<https://www.facebook.com/theadviceplace>

URL: <https://www.eusa.ed.ac.uk/adviceplace/>

Info on the Hardship Fund: <http://www.ed.ac.uk/schools-departments/student-funding/financial-support/additional-financial-assistance/hardship-fund>

# Survival Tips

*from some wise Postgrads*

## [Advice from Emilia]

**Routinize yo'self:** Develop your own routine. Figure out *when* you work best, and structure your days around that time. For example, I found out that I work best from 11am to 9pm, so I wake up at 10, make some coffee and get to work.

**Location, location:** Figure out *where* you can get the most work done. Lots of people like working at the hot desks in the West Wing; some people prefer various spaces in the library or working at home. See the 'Where to do work' section for further info and choices.

**Fit it in:** Do *something* thesis-related every day. Even if it's an hour's work, you'll feel 'on top of things' more easily and more often if you do a little something every day.

**Wisdom:** Listen to your research supervisors! They've been working in your field a lot longer and they have more experience, so try to table your pride.

**Time to chill:** Get out once in a while. If you have a goal you're working towards – a draft, or an essay or something – set a goal of when you're going to finish it by, and plan to go out for drinks or dinner with your classmates to celebrate. With something fun at the end of what can seem like a hopelessly long tunnel, getting stuff done becomes way easier.

**Plan it:** If you feel none of the on-going Postgrad events are for you, make your own. There's support available, and we could always use more excuses to see other humans (see the 'Who to Contact section' for details).

**Avoid some stress:** Try not to compare your progress with others': (A) All research projects are different and take different paths to completion at different rates (B) The best job is not always the fastest job (C) People embellish sometimes

## [Advice from Mor]

I would recommend SocSoc and the Uni gym for those who have the inclination - it's a great deal and likely to become a social activity you would do with your classmates.

Also, if you wish, reply to ads for research assistants (even if you're just "OK" for the job and not perfect...)

**[Advice from Jade]**

Get to know your colleagues: community is essential for survival.

Have a separate space for work and for leisure

Get acquainted with the online database provided by the University; it will become your BFF when searching for anything, especially articles.

Set long term and short term goals: they will help you achieve more

Don't forget to reward yourself!

**[Advice from Lisa]**

Train your brain to do academic work in short spurts of time. In PG life in general, but especially if/when you start teaching, the 45 minute gaps between tutorials or half hour bus rides across town (or whatever) may be the only time you have for your own work on some days.

Supervisors know how strenuous postgrad study is. Ask their advice about managing time and stress as well as about academic stuff. They know how stressed you are whether you tell them about it or not, and they can probably help you.

Talk to your colleagues about 'impostor syndrome'. We all have it, and it's a lot easier to remember that it's an illusion when you have regular reminders that your brilliant colleagues all have it too.

Get a membership with the [National Library of Scotland](#). It's just up the road from George Square, and is packed with useful material that the Uni libraries don't have.

**[Advice from Jacques]**

Don't panic!

Be realistic about how much you can work. If you work too much, you will burn out and it won't be a good experience. So always find a healthy balance, and treat it like a job, though a particularly awesome job.

# Get Involved

*Clubs, orgs, events, journals, institutes and other fun stuff*

## Check what's on!

There's usually something cool going on in the School every week, so check the calendar of events


URL: [http://www.sps.ed.ac.uk/about/events\\_calendar](http://www.sps.ed.ac.uk/about/events_calendar)

## Get on Facebook

Join the Grad School on Facebook: **SSPS Graduate School Club**

 <https://www.facebook.com/groups/SSPS.GSC/>

Join your subject's Facebook group:

 There's a list here:

URL: [http://www.sps.ed.ac.uk/gradschool/applicants/incoming\\_students/facebook\\_groups\\_2014-2015](http://www.sps.ed.ac.uk/gradschool/applicants/incoming_students/facebook_groups_2014-2015)

N.B. **Sociology Postgrads** isn't on there

Contact **Emilia Sereva** with your info, and she'll add you

e. [e.p.sereva@sms.ed.ac.uk](mailto:e.p.sereva@sms.ed.ac.uk)

## Join some Societies

**The full list** (240+ societies to join)

EUSA: <http://www.eusa.ed.ac.uk/getinvolved/societies/findasociety/>

PDF: <http://www.eusa.ed.ac.uk/pageassets/getinvolved/societies/findasociety/societyguide14Web.pdf?pdf=Society-Guide-2014>

*Some of ours:*

### Politics & International Relations Society

EUSA: <http://www.eusa.ed.ac.uk/societies/society/eupir/>



<https://www.facebook.com/edinburghpolitics>

### Postgrad Society

EUSA: <http://www.eusa.ed.ac.uk/societies/society/9788/>



<https://www.facebook.com/groups/5232702694/>

### Social Anthropology Society

EUSA: <http://www.eusa.ed.ac.uk/societies/society/anthropology/>



<https://www.facebook.com/soc.anth.soc>

### Sociology Society (SocSoc)

EUSA: <http://www.eusa.ed.ac.uk/societies/society/SocSoc/>



<https://www.facebook.com/groups/145243985513084/>

## Get in with our Journal

Join the review board and/or submit to Hydra, our in-house journal: if you do well (+75%) in an essay of around 3000-5000 words, you should seriously consider submitting to Hydra, the Interdisciplinary Journal of the Social Sciences based at Edinburgh University, and run by students. This is a great opportunity to be published in a growing Journal. Hydra has a new edition coming out in September so keep an eye out for that! If you want to get involved in Hydra to gain publishing experience, please contact Jacques Human at [J.Human@sms.ed.ac.uk](mailto:J.Human@sms.ed.ac.uk)

e. [J.Human@sms.ed.ac.uk](mailto:J.Human@sms.ed.ac.uk) or [spshydra@exseed.ed.ac.uk](mailto:spshydra@exseed.ed.ac.uk)

URL: <http://journals.ed.ac.uk/hydra/index>



<https://www.facebook.com/HydraJournalEdinburgh>

## Groups, Centres & Institutes

### The Social Network Analysis in Scotland Group

The Social Network Analysis in Scotland Group (SNAS) provides a forum to discuss projects, issues and ideas related to Social Network Analysis (SNA). We are an active group of postgraduate students, academic staff and practitioners engaging with SNA across Scotland and beyond. Students from all backgrounds and with any level of experience are welcomed. SNAS usually meets every last Tuesday of the month at 2pm in Meeting Room 3 (Pod 3), 3<sup>rd</sup> floor of the CMB. Our first meeting of the year is on the 23<sup>rd</sup> of September.

If you want to join the group's mailing list, please contact [Mark Wong](mailto:Mark.Wong@sms.ed.ac.uk) who also helps running the group: [m.t.o.wong@sms.ed.ac.uk](mailto:m.t.o.wong@sms.ed.ac.uk).

More about the group:

URL: [http://www.socialpolicy.ed.ac.uk/research/research\\_groups/social\\_network\\_analysis\\_project](http://www.socialpolicy.ed.ac.uk/research/research_groups/social_network_analysis_project)

Here are some other research groups to check out:

[http://www.socialpolicy.ed.ac.uk/research/research\\_groups](http://www.socialpolicy.ed.ac.uk/research/research_groups)

## The Buchanan Institute

The Buchanan Institute is Edinburgh's first and Scotland's only **student-led think tank**. It aims to fundamentally change how students engage with the public sphere. There are tens of thousands of students in Edinburgh who have great ideas and want to make a difference. Buchanan provides the platform to articulate their vision. It turns ideas into concrete policy proposals that strive to influence political action.

The Buchanan Institute generates, articulates and spreads the ideas of students, striving to turn them into reality. It seeks to inspire new ideas and open up dialogue among students through its events, brainstorming sessions and research.

If you want to be part of the student think-tank movement that has been growing quickly across the UK and around the world, get in touch now and stay updated through our website and social media about upcoming events:

<http://www.thebuchananinstitute.com/>

e: [TheBuchananInstitute@gmail.com](mailto:TheBuchananInstitute@gmail.com)



[facebook.com/groups/BuchananInstitute](https://www.facebook.com/groups/BuchananInstitute)



[@BuchananInst](https://twitter.com/BuchananInst)

## Here's a list of other Institutes & Centres to check out

Centre of African Studies: <http://www.cas.ed.ac.uk/>

Centre of Canadian Studies: <http://www.cst.ed.ac.uk/>

Centre for Research on Families and Relationships (CRFR): <http://www.crfr.ac.uk/>

Centre of South Asian Studies: <http://www.csas.ed.ac.uk/>

Public Policy Network: <http://www.publicpolicynetwork.ed.ac.uk/>

Europa Institute: <http://www.europa.ed.ac.uk/>

Institute of Governance: <http://www.institute-of-governance.org/>

Innogen: <http://www.innogen.ac.uk/>

Just Word Institute (JWI): <http://www.sps.ed.ac.uk/jwi>

The Institute for the Study of Science, Technology and Innovation (ISSTI):  
<http://www.issti.ed.ac.uk/>

## **Attend an Event** (or help organise!)

*here are some on-going PG events:*

### **Bad Football Friday**

Contact **SSPS Graduate School Club Facebook group**

 <https://www.facebook.com/groups/SSPS.GSC/>

Bad Football Fridays happen every Friday (obvs). The time schedule changes depending on the amount of light in Scotland over the year, but most of the time it kicks off around 2pm. The games are always on the Meadows. No experience of football is necessary, the worse the better! There is often coffee/beer afterwards.

Bad Football is organised through the SSPS Grad Facebook group (**SSPS Graduate School Club**), although it is usually just to say what time it is on at.

### **SSPS Football Match**

Contact **Alistair Hunter** e. [alistair.hunter@ed.ac.uk](mailto:alistair.hunter@ed.ac.uk)

Alistair Hunter emails the whole SSPS email list during the first couple of weeks of term to ask if anyone wants to join the email list. Having joined the email list, you will receive regular weekly emails (usually on Mondays) with a link to a signup sheet. The first 12 people to sign up play on Thursday 5 pm. Usually people play at the Centre for Sport & Exercise (CSE) or St. Leonard's land.

CSE: <http://www.ed.ac.uk/schools-departments/sport-exercise/home>

St. Leonard's Land: [http://www.ed.ac.uk/schools-departments/estates-buildings/buildings-information/buildings-by-number-list?id=564&cw\\_xml=Building\\_profile.cfm](http://www.ed.ac.uk/schools-departments/estates-buildings/buildings-information/buildings-by-number-list?id=564&cw_xml=Building_profile.cfm)

### **Global Ethnographies**

Contact **Liliana Riga**

e. [l.riga@ed.ac.uk](mailto:l.riga@ed.ac.uk) o. 6.24 CMB

URL: [http://www.sociology.ed.ac.uk/events/global\\_ethnographies](http://www.sociology.ed.ac.uk/events/global_ethnographies)

The MSc Sociology and Global Change hosts a week-long exhibition series entitled Global Ethnographies every February and October. Each year, two selected graduated students from the MSc programme are asked to showcase their dissertation project work for a week in the form of exhibits, film, visuals and texts, and this is accompanied by a related series of panel discussions. These excellent examples of global ethnography are designed to allow a visual glimpse into parts of the world that may not be familiar, and to enable discussion and reflection on wider global processes through the lens of specific social locations.

## **Institutional Ethnography Network**

Contact [Órla Meadhbh Murray](#)

e. [s0807012@sms.ed.ac.uk](mailto:s0807012@sms.ed.ac.uk)

URL: [http://www.sociology.ed.ac.uk/community/student\\_community/postgraduate\\_community/institutional\\_ethnography\\_network](http://www.sociology.ed.ac.uk/community/student_community/postgraduate_community/institutional_ethnography_network)

The Institutional Ethnography Network is a new group for postgraduates and staff who are interested in the work of ground-breaking feminist sociologist, Dorothy Smith, particularly her alternative sociology programme, institutional ethnography. The Network was launched in May 2014, as part of the [50 Years of Sociology](#) at Edinburgh and in celebration of [Dorothy Smith receiving an Honorary Degree](#) from Edinburgh. With researchers from many different departments at the University of Edinburgh, the network will provide opportunities for interdisciplinary collaboration and sharing of advice from researchers at different stages of engagement with Smith's work. We have already had interest from researchers at other UK universities, and hope to host larger events in the future. Keep up-to-date with events and other news via our [Institutional Ethnography Network blog](#).

## **Practice Programme Workshops**

Contact **Lucie Stokes**

e: [Lucie.Stokes@ed.ac.uk](mailto:Lucie.Stokes@ed.ac.uk)

These bring together visiting practitioners and postgraduate students to discuss aspects of professional and organizational practice. These events serve to open new areas of research and reflective inquiry, as well as to develop transferable skills.

Here's the Project Workshop timetable of events:

[http://www.sps.ed.ac.uk/gradschool/skills\\_development/practice\\_programme\\_workshops\\_2013-14](http://www.sps.ed.ac.uk/gradschool/skills_development/practice_programme_workshops_2013-14)

## **The Salon**

Contact **Angus Bancroft** e: [Angus.Bancroft@ed.ac.uk](mailto:Angus.Bancroft@ed.ac.uk) o: 6.23 CMB

or **Emilia Sereva** e. [e.p.sereva@sms.ed.ac.uk](mailto:e.p.sereva@sms.ed.ac.uk)



<https://www.facebook.com/groups/salonatedinburgh/>

The Salon is a series of events promoting interdisciplinary debate within the school of Social and Political Sciences at the University of Edinburgh. In hosting these events, we hope to create a creative space for conversation, debate and collaboration within the School. Each Salon begins with a discussion topic, and incorporates 'PechaKucha' style presentations within an open symposium format. Please email us if you have ideas for the Salon, would like to present something, or would like to get involved!

## **Sample Topics**

1. *Is there truth? Would you know it if you found it?* -- 15 May, 2014
2. *Perfect Society* – 28 August, 2014



### **Social Study of Markets Reading Group** (In early stages of discussion)

Contact **Taylor Spears** e. [taylor.spears@ed.ac.uk](mailto:taylor.spears@ed.ac.uk)  
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### **Social Theory Reading Group**

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The Social Theory Reading Group is intended to provide a space where people with an interest in reading and discussing any and all aspects of social theory can meet, usually on a fortnightly basis. The group is open to people with such interests without any restriction. Readings are selected based on member interest and everyone is given a chance to propose what they would like the group to read. During the past year we have looked at texts by Karl Mannheim, David Harvey, Charles Taylor, Reymond Geuss, Ernesto Laclau and many others.

### **Work in Progress**

Contact **Jade Zimpfer**

e. [mjadez@gmail.com](mailto:mjadez@gmail.com)

URL: [http://www.sociology.ed.ac.uk/events/work\\_in\\_progress](http://www.sociology.ed.ac.uk/events/work_in_progress)

The Work in Progress seminar series is a space for staff and postgraduates from the Sociology department to present and discuss their research in different stages of progress. Participants give standard 20-minute talks about their on-going research, and this is followed by collaborative discussion (and snacks).

# Where to do Work

## The Libraries

There are lots of different options available depending on your work preferences: group study, quiet study, accessible study and postgraduate study. There are also banks of computers on most floors in most libraries. Pick out what you want or require here:



Study space

URL: <http://www.ed.ac.uk/schools-departments/information-services/students/study-space>

List of UoE libraries: <http://www.ed.ac.uk/schools-departments/information-services/library-museum-gallery/using-library/lib-locate>

## Offices

Office spaces are available for second year PhDs and up. You'll receive an email some time in the spring asking you to apply for office space next year. Simply fill out the application (ASAP) and send it in. Office spaces are limited, but there's a good chance you'll get one if you **apply early**.

## Pods

Pods are available for reserve – there's a laptop connectable video screen and a large table with chairs in each. Pods are a great place for having project meetings or practice presentations for an upcoming conference. To reserve a Pod, either pop by the **Graduate School Office** or email them – be sure to include information: date, time, which pod:

e. [Gradschool.sps@ed.ac.uk](mailto:Gradschool.sps@ed.ac.uk)

o. 1.20 CMB

h: 9:30-12:30, 13:30 – 16:00

URL: <http://www.sps.ed.ac.uk/gradschool/contact>

## The West Wing

This is a study area for MSc, MRes and 1<sup>st</sup> Year PhD students in SPS. It's a big space with many 'hot desks', lockers and a partial kitchen. There's a separate 'quiet study' area.

*Lisa's Directions to the West Wing:*

There are two ways to get to the West Wing.

**Option 1:** The most direct way is by the second lift. To get to the second lift: pass through the CMB foyer toward seminar rooms one and two, and then on the left (once you've passed the seminar rooms) is a corridor where the lift is located. The West Wing is immediately to your left when you exit the lift on the 5th floor.

**Option 2:** The second way is by the main lift or stairwell in the CMB foyer (adjacent to the restrooms). Take the stairs or lift to the 5th floor, and then turn left and follow the corridor all the way down. It will curve round to the right at the end, and then to the left, and the West Wing is through the door at the end of the corridor.

**Pro tip:** There are two study rooms, one of which is a strict no-talking-allowed silent study space. Be sure to adhere to the silence policy of the quiet room to maintain peaceful community in the West Wing! You can chat or take phone calls in the other room or in the corridor outside the Wing.

# Common Areas

*for CMB*

## [Handy Map \(floors B – 1\) and Accessibility info](#)

<http://www.docs.csg.ed.ac.uk/EstatesBuildings/Development/Access%20Guides/Chrystal%20Macmillan%20Building%20Guide%20to%20Access.pdf>

**The Lobby:** (Ground Floor – can't miss it) Here's a great place to run into people, catch up or eat a quick lunch. There are seating areas available throughout.

**Staff + Student Common Rooms:** Each floor of CMB has a staff/common room. Excepting floors B-1, these are located to the right of the main lift (facing out). You're welcome to go in there and study, eat lunch or hang out. This room is also bookable for events, so be sure to check the schedule on the door to make sure it's free.

**Room 1.20 | Graduate School Reception:** aka the Graduate School Office

**NB:** The university 'pigeon hole' mailboxes are also in there (A-Z by surname group) - it's a good idea to look through your surname group pile, because sometimes the odd person or organisation will send you something via the University address (on-going mystery as to why!)

**Room 1.12 | The Graduate School Practice Suite:** this a bookable study space room. Much of the Practice Programme will take place here. Note that, although this room may be used by students outside teaching hours, it will often be booked for Practice Programme or staff events during teaching hours.

**Room 1.14 | The Graduate School Hot-desk room:** A hot-desking space for use by all SPS PG students

**Room 1.15 | The Graduate School Common Room:** includes kitchen facilities – for all SPS PG students

**Room 1.16 | Graduate School Reading Room:** A room for use by all SSPS postgraduate students. Coin-operated lockers, specifically for charging laptop computers, are installed in this room. Like all our facilities, this room has WiFi.

**CMB Printers:** There are printers (that can also photocopy and scan) on floors 2-6: they can each be found when exiting the main elevator and staircase. Come out of the elevator/stairwell area and look for a brightly coloured embankment to your right. Instructions on how to set up your laptop so that it sends to those printers will be posted on the wall near the printer. You'll need to swipe your ID card to print, and follow the instructions. If you have problems, go to IT for help (room 2.16 CMB)

**You'll need print credit** – you can add money via MyEd once your account is set up. Somebody from the School will email you about that

More info on printing:

<https://www.wiki.ed.ac.uk/display/SPSITWiki/Printing+and+Copying+in+SPS>

# House Rules

*for CMB*

**Post bills!**\* Post however many bills wherever you like – not just on the designated boards in the main lobby.

*\* If you have an event coming up, you start to realise how many academics are in their own worlds and need to be barraged with bright paper to remember to turn up!*

**Clean the kitchen!** There are basic kitchens and fridges on floors 1-6 of CMB, and in all Staff/Student Common Rooms (Floors 2-6). You're welcome to store your lunch or dinner in the fridge and eat at one of the accompanying tables. .... But, be sure to clean up after yourselves so we all don't have to start living in squalor!

**Quiet in the halls:** when you're on the upper floors (1–6), be quiet whilst walking through the halls because there are people trying to work in their offices all around you.

**Close the door behind you:** If you're working in CMB late at night, be on the look out for sketchy strangers and try not to let them get in behind you. (ONLY) if you see something sketchy in CMB – call (0131 6)50 2222 – this is the Security team's Emergency number

**The soup truck** is an absolute must! (GF & Vegan options)

**You can't sleep here:** Sure, everyone falls asleep at their desks once in a while, but you can't sleep in any of the Uni buildings overnight – It's against the rules. If you don't have a place to stay, please ask your advisor or head of subject for advice and visit the Advice Place (info provided earlier) to get some tips and resources on dealing with your living situation or other hardships. There's a hardship fund available for students in difficult situations.

## Some Maps

Open Source Map: *Food, pubs, cafes and other survival essentials*

<https://mapsengine.google.com/map/edit?mid=zTiaAaNLWAe4.kHrzYZ3e8HWA>

EUSA List of What's Available at Uni: *Food, Booze & Swag Breakdown*

<http://www.eusa.ed.ac.uk/eatdrink/>

University Maps: *Building locations, addresses*

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

# Glossary of Commonly used Terms

*that people assume you know (when you actually have no clue whatsoever)*

**CMB** – Chrystal Macmillan Building

**EASE** — Login portal for Uni pages that are just for current student & staff

**Learn** — It's like Blackboard or Moodle – has syllabi, course timetables, assignments et cetera.

**IS** – Information Services

**The Meadow** — That park thing behind the Main Library

**MyEd** – Student and staff web-space where you can pay fees, see your course timetable post or look at syllabi, update print credits, sign up for IS classes et cetera.

**PGR** — Postgraduate Research

**PGT** — Postgraduate Taught

**Potterow** – The newer Student Union building. Mostly an undergrad hangout from the looks of it, but there's a cash machine and a convenience store there – plus the Advice Place and a coffee shop.

**SPS** – Social & Political Sciences

**SSPS** – School of Social & Political Sciences  
*(not to be confused with SPSS – the statistical analysis software!)*

**Teviot** – the old Student Union building – oldest in the UK.

**UoE** – University of Edinburgh

**The West Wing** – see earlier – it's that study space