Sociology Programme Handbook
2019-20
YEAR 1 and YEAR 2
Key Programme Contact Details

**Head of Subject** – Professor Jonathan Hearn, 6.05 Chrystal Macmillan Building
Email: j.hearn@ed.ac.uk  Tel: 0131 650 4242

**Senior Personal Tutor** – Dr Nathan Coombs, 6.10 Chrystal Macmillan Building
Email: Nathan.coombs@ed.ac.uk  Tel: 0131 6508259

**Undergraduate Programme Director** – Professor Nick Prior, 4.04 21 Buccleuch Place
Email: n.prior@ed.ac.uk  Tel: 0131 650 3991

**Course Administrators** - Undergraduate Teaching Office, 1.16 Chrystal MacMillan Building
Sociology Course Administrators are:
Sociology 1a – Laura Thiessen, Email: laura.thiessen@ed.ac.uk  Tel: 0131 650 3932
Sociology 1b – Lauren Ayre, Email: lauren.ayre@ed.ac.uk  Tel: 0131 650 4001
Sociology 2a – Ewen Miller, Email: ewen.miller@ed.ac.uk  Tel: 0131 3925
Sociology 2b – Laura Thiessen, Email: Laura.thiessen@ed.ac.uk  Tel: 0131 650 3932

**Student Support Officer** (SSO) – Student Support Officers are located in room G.04, Chrystal MacMillan Building. The Sociology SSO is Karen Dargo but other subject secretaries will be able to help you with any student support issues if she is unavailable.
Email: Karen.dargo@ed.ac.uk  Tel: 0131 651 1306
CONTENTS

WELCOME AND INTRODUCTION 3
- Term Dates
- Where we are
- Communications
- Undergraduate Microlab
- Reading room
- Data Protection

DEGREE REQUIREMENTS AND COURSES 6
HONOURS DEGREE CURRICULA 6
JOINT HONOURS AND ‘WITH’ DEGREES 9
COURSE REGISTRATION 9
PROGRESSING TO YEAR 2 10
PROGRESSING TO HONOURS 10
JUNIOR YEAR ABROAD 11
ENGAGEMENT AND ATTENDANCE 12
STUDENT CONTRACT 12
DEGREE TRANSFERS 12
SPECIAL CIRCUMSTANCES AND LEARNING ADJUSTMENTS 13
ASSESSMENT, COURSEWORK AND EXAMS 14
ACADEMIC MISCONDUCT AND PLAGIARISM 17
FEEDBACK 18
EXAM BOARDS AND RELEASE OF RESULTS 19
STUDENT REPRESENTATION AND STUDENT VOICE 19
ADVICE AND SUPPORT 21
UNIVERSITY STUDENT SERVICES 24
APPEALS AND COMPLAINTS 25

APPENDIX 1: STUDENTS ON A TIER 4 VISA 27
APPENDIX 2: INSTITUTE FOR ACADEMIC DEVELOPMENT 28
APPENDIX 3: SOCIOLOGY SOCIETY 29

If you require this document or any of the internal University of Edinburgh online resources mentioned in this document in an alternative format please email:
Karen.dargo@ed.ac.uk
Welcome to Sociology

This Handbook is intended to help you organise your work during your second year and to give you information on processes and procedures in the sociology subject area. Although a lot of it focuses, of necessity, on rules and regulations, we hope that these are a minor feature of your experience of sociology, and that you enjoy the next two or three years.

Remember that if anything is unclear or goes wrong, there are a lot of people who can help: your course teachers, your personal tutor, course tutors and student support officers, the senior personal tutor (Nathan Coombs), the Head of Sociology (Jonathan Hearn), and the Undergraduate Programme Director (Nick Prior semester 1; Alex Janus semester 2). We keep guidance and feedback hours in which we see students individually (see the times on our doors and on staff web pages), and our room and telephone numbers and electronic mail addresses can be found on the Sociology website (see below).

You will also find it helpful to use the University website to access the Sociology pages. You can go directly to the Sociology home page at www.sociology.ed.ac.uk, or reach it by following the Schools and Departments link on the University home page. Sociology is located within the School of Social and Political Science situated predominantly in the Chrystal Macmillan Building.

Finally, although we make every effort to ensure that the information in the Handbook is accurate and up to date, we can’t always foresee changes and new developments. We will make sure you are kept informed of any changes that affect you, via your University (i.e. sms) email account.

All dates in this Handbook are given with respect to semesters. Dates of semesters are as follows:

**2019/2020**

**Semester 1**

16<sup>th</sup> September 2019 - 29<sup>th</sup> November 2019 (end of teaching)

10<sup>th</sup> – 21<sup>st</sup> 2018 Examinations

9<sup>th</sup> – 20<sup>th</sup> December 2019 (end of semester)

**Semester 2**

13<sup>th</sup> January 2020 - 3<sup>rd</sup> April 2020 (end of teaching)

27<sup>th</sup> April – 22<sup>nd</sup> May 2020 Examinations

3<sup>rd</sup> – 14<sup>th</sup> August 2020 – Resit Examinations
INTRODUCTION - A BIT OF PAST AND PRESENT

The Department of Sociology began in 1964 when Tom Burns (1913-2001) was appointed the first Professor. Sociological research and some teaching had taken place here for several years before that - perhaps represented most notably by two famous monographs, Burns's own *The Management of Innovation* (written with G. Stalker) published in 1961 and Erving Goffman's *The Presentation of Self in Everyday Life* which was originally published in Edinburgh in 1956. Burns published his acclaimed *Erving Goffman* in 1992.

In the summer of 2001, the Department became a subject area of the School of Social and Political Science, which also includes Science, Technology and Innovation Studies (STIS), Politics and International Relations, Social Policy, Social Anthropology and Social Work.

In 2018 the Subject Area (including Sustainable Development) underwent a Teaching Programme Review as part of the University’s quality assurance procedures. This was conducted by a team comprising both internal reviewers from other Schools in the University and external reviewers from other universities. The review team commended several aspects of teaching in Sociology. In summary, they concluded:

"The Review Team found that Sociology and Sustainable Development have effective management of the quality of the student learning experience, academic standards, and enhancement and good practice."

The Sociology subject area at Edinburgh is consistently ranked in the top 20 sociology departments in the world according to the gold-standard QS ratings.

Central, in our view, to the project of sociology is the idea that individual lives and public issues can be understood fully only by placing them in their social context. So we seek:

- to promote learning and scholarship of the highest quality, with research and teaching mutually supportive, encompassing a wide variety of topics and perspectives, relevant both to Scotland and to the wider international world;

- to contribute to critical public debate about social institutions, and to equip our students with the necessary skills to engage in and evaluate contributions to that debate;

- to foster a culture of participation, collegiality and free and rigorous inquiry.

We seek to make access as equitable as possible, for example, for those of different genders, ages, cultures, nationalities, and social classes. Chrystal Macmillan Building has full disabled access.

Where we are  Sociology staff are housed in various places, including Chrystal Macmillan Building (15A George Square), 21 and 22 George Square, 18 and 21 Buccleuch Place. Staff post notice of their guidance and feedback hours on their doors and web pages. These are times during which they will be available to see students individually. If you cannot come during guidance and feedback hours, please make an appointment to see the member of staff concerned, by contacting them directly. Leave a message, telephone, use MyEd or send an email (for email addresses, see [http://www.sociology.ed.ac.uk/people/staff](http://www.sociology.ed.ac.uk/people/staff)). Karen Dargo, Sociology
Subject Secretary and Student Support Officer, has an office on the first floor of Chrystal Macmillan Building, Room 1.05.

**Communications** Email is the official method of communication for all students. When you join the University you are given a University of Edinburgh email account and address. Students must access and manage this account regularly as it is assumed that students have opened and acted on these communications. Failure by students to do so will not be considered an acceptable excuse for student actions or inactions or as a grounds for appeal.

Students can set up an auto-forward on their University email account to ensure that all official University communications are received. Guidance on how to do this and the full policy can be viewed at [http://www.ed.ac.uk/files/atoms/files/contacting_students_by_email.pdf](http://www.ed.ac.uk/files/atoms/files/contacting_students_by_email.pdf)

**Undergraduate Microlab** Undergraduate students in the School have access to the computing facilities in the Undergraduate Microlab in the basement of the Chrystal Macmillan Building (rooms B.03 – 04) between the hours of 8am – 6pm, Monday - Friday. The machines in the lab can be used for typing up essays and assignments, but they will also have additional software facilities for data analysis, graphics and other data/text needs. Details of lab regulations and registration requirements, or any further information, can be obtained by contacting SSPS IT Support on [sps.support@ed.ac.uk](mailto:sps.support@ed.ac.uk)

*Remember that computer systems fail: save your work regularly and keep a separate, up-to-date copy of it on a separate memory stick, hard drive or other form of data storage.*

**Reading Room** Further dedicated study space for undergraduates in the School can be found in the undergraduate reading room, also in the basement of the Chrystal Macmillan Building (room B.08). There are also a number of additional computers in the reading room.

**Data Protection** Under Data Protection Law, personal data includes all recorded information about a living, identifiable individual. Students using personal data as part of their studies must comply with the responsibilities as outlined in the linked guidance. Before using personal data as part of their studies students must become familiar with the linked guidance, discuss implications with their supervisor and seek appropriate ethics approval. They must also obtain consent from the data subjects to take part in the studies. Failure to comply with the responsibilities is an offence against University discipline, and could lead to a breach of Data Protection Law. A data protection breach can cause distress to the people the information is about, and can harm relationships with research partners, stakeholders, and funding organisations. In severe circumstances the University could be sued, fined up to £20,000,000, and experience reputational damage.

For full guidance please see [https://www.ed.ac.uk/records-management/guidance/data-protection/dpforstudents](https://www.ed.ac.uk/records-management/guidance/data-protection/dpforstudents)
**DEGREE REQUIREMENTS AND COURSES**

Programme Specification for the MA in Sociology and its associated joint degrees, University of Edinburgh

In 2000, the Quality Assurance Agency for Higher Education published a benchmark statement for sociology to "provide a means for the academic community to describe the nature and characteristics of programmes". Amongst other things, this statement provides "general guidance for articulating the learning outcomes" for programmes such as the Edinburgh honours degree in sociology and its joint degrees. The Programme Specification has been written with this in mind and can be downloaded at: [http://www.sps.ed.ac.uk/undergrad/subject_and_programme_specific_information/sociology/programme_specs](http://www.sps.ed.ac.uk/undergrad/subject_and_programme_specific_information/sociology/programme_specs)

**HONOURS DEGREE CURRICULA**

If you are taking honours, you will be registered either for Single Honours Sociology, or for a Joint Honours, or ‘With’ degree. The structures of our ‘With’ degrees differ from programme to programme so you should check on DRPS for the specific requirements of your programme (see also page 9 of this handbook). The following shows the normal curriculum for the Single Honours degree. Any deviation from this curriculum must be approved by the Head of Sociology.

### THE STRUCTURE OF THE SINGLE HONOURS SOCIOLOGY DEGREE – 1ST YEAR

**First Semester**
- Sociology 1a: The Sociological Imagination: Individuals and Society
- Fundamentals 1: Developing Sociological Imagination
- Select two level 7 or 8 courses

**Second Semester**
- Sociology 1b: The Sociological Imagination: Private Troubles, Public Problems
- Fundamentals 1: Developing Sociological Imagination
- Select two level 7 or 8 courses

Please see the Degree Regulations and Programme of Study (DRPS) for year 1 Single Sociology and ensure that your course choices comply: [http://www.drps.ed.ac.uk/18_19_Archive_at_01-09-2018/dpt/utscygy.htm](http://www.drps.ed.ac.uk/18_19_Archive_at_01-09-2018/dpt/utscygy.htm) OR [https://path.is.ed.ac.uk/builder/UTSCYGY/1](https://path.is.ed.ac.uk/builder/UTSCYGY/1)

**Compulsory 1st Year courses**

**Sociology 1a: The Sociological Imagination: Individuals and Society**
This course introduces some of the key ideas of the discipline by examining the relationship between 'individuals' and 'societies'. Topics might include the social nature of the self, violence in social life, race and ethnicity, nationalism, transnationalism and global society. (20 credits)
Sociology 1b: The Sociological Imagination: Private Troubles, Public Problems
This course is designed to explore sociological thinking with regard to a number of issues of contemporary concern. Topics might include structure and agency, the sociology of the body, capitalism, and social change (20 credits)

Fundamentals 1: Developing the Sociological Imagination
This full year course encourages students to take enjoyment in sociological ideas and apply them in everyday life. The course aims to induct first year students into the Sociology subject area and help students to develop the sociological study skills required at university level. (0 credit)

For full details of these courses, their objectives and learning outcomes, see the course manuals for each course
http://www.sps.ed.ac.uk/undergrad/subject_and_programme_specific_information/sociology/year_1_and_2

Optional 1st year courses:
1st year single honours students take a total of 4 one-semester optional Level 7 or 8 courses.

THE STRUCTURE OF THE SINGLE HONOURS SOCIOLOGY DEGREE – 2ND YEAR

First Semester
Sociology 2a: Thinking Sociologically
Fundamentals 2: Sociology
Select two level 7 or 8 courses

Second Semester
Sociology 2b: Researching Social Life
Fundamentals 2: Sociology
Select two level 7 or 8 courses

Please see the Degree Regulations and Programme of Study (DRPS) for year 2 Single Sociology and ensure that your course choices comply, see http://www.drps.ed.ac.uk/18_19_Archive_at_01-09-2018/dpt/utscyg.htm OR https://path.is.ed.ac.uk/builder/UTSCYG/2

Compulsory 2nd Year courses

Sociology 2a: Thinking Sociologically
The aim of Sociology 2a is twofold: firstly, to introduce students to some of the core theoretical debates that frame sociological investigation; and, secondly, to develop
students' knowledge of key substantive areas within sociology in a theoretically-informed way. It is important for students to gain an understanding of theoretical debates because much sociological research and thinking is contextualized in a theoretical way.

The course is a progression from year 1, where sociological topics and concepts are introduced without priority being given to theoretical issues. It complements Sociology 2b which focuses more on issues of method in sociological research. It will also provide appropriate preparation for Honours level sociology, where theoretical questions are looked at in a more advanced way in the Social Theory course. (20 credits)

**Sociology 2b: Researching Social Life**

In this course we introduce the various ways that sociologists do the research that lies behind most sociological ideas. In other words, we look critically at the various ways sociological evidence can be produced. We do this in the context of in-depth study of some key areas of sociological interest. The course will deepen students' understanding of these topics while at the same time using them to exemplify how sociologists do research and the key concepts and debates that relate to this research process. As well as helping students to prepare for doing their own research at Honours level, the course will also help them evaluate evidence they encounter in non-academic sources such as politics and the media. (20 credits)

**Fundamentals 2: Sociology**

The course is compulsory and exclusively for students taking Sociology degrees and those studying Sustainable Development with Sociology as their main degree subject. It has two overall aims:

First, to build on the year 1 Fundamentals course in the following respects:
- Continue to develop familiarity and a sense of community among students taking the above degree programmes
- Continue to develop the sociological study skills introduced in year 1
- Continue to encourage students to take enjoyment in their sociological skills and knowledge and to apply these to the world beyond the classroom.

Second, to parallel and support students’ learning in Sociology 2a and 2b, specifically through a general focus on concepts and theory in semester 1 and research and evidence in semester 2. (0 credit)

For full details of these courses, their objectives and learning outcomes, see the course manuals for each course http://www.sps.ed.ac.uk/undergrad/subject_and_programme_specific_information/sociology/year_1_and_2

**Optional Courses:**

2nd year single honours students take a total of 4 one-semester optional courses from a list of Level 7 and 8 courses.
JOINT HONOURS AND 'WITH' SOCIOLOGY DEGREES

As well as via Single Honours, Sociology can be studied through Joint Honours with the following subjects (and Schools):

- Law (Law)
- Economics (Economics)
- Geography (Geosciences)
- Politics (Social and Political Science)
- Psychology (Philosophy, Psychology and Language Sciences)
- Social Anthropology (Social and Political Science)
- Social Policy (Social and Political Science)

Or through: Sociology with Quantitative Methods

In addition, the MA in Religious Studies offers students the option of “Combined Studies” with Sociology and the MA Sustainable Development offers Sociology as one of the options for the main subject pathway.

IMPORTANT: Degree Regulations and Programmes of Study for joint and with degrees

The required course requirements differ according to each degree curricula; students should check their specific degree programme requirements at:

http://www.drps.ed.ac.uk/18_19_Archive_at_01-09-2018/dpt/utscygy.htm OR
https://path.is.ed.ac.uk/builder/UTSCYGY/

You should consult the DRPS or Path to ensure that you are following the correct curriculum for your degree programme. If you have any doubts then you should speak to your Personal Tutor.

You must become familiar with the particular requirements of your degree and ensure that you do the correct number of options, and so on.

COURSE REGISTRATION

ONLY STUDENTS WHO HAVE REGISTERED FOR A COURSE WILL BE REGARDED AS HAVING TAKEN IT.

It is your responsibility to use MYED (www.myed.ed.ac.uk) to check that you are registered for the correct courses and to check the times and locations of any exams you are required to sit using the on-line examination timetables when these are published.

Once you have registered for an optional course, you may subsequently withdraw from this course, although we strongly advise you to think very carefully before doing this. If you decide to withdraw from a course, University regulations state that you must do this by informing your Personal Tutor by the end of week 2 in the semester in which the course is taken. If you have not withdrawn from a course by then you must fulfil the assessment requirements for that course.

If you do withdraw from an optional course you must take another option to replace that course, preferably in the same semester or at least in the same academic year. Whatever action you choose, it is your responsibility to ensure that you have a manageable workload and are able to meet the assessment requirements of each option. You should bear this in mind if you choose to
begin a course late, or if you place yourself in a position where you have to take more than the recommended number of courses in any given semester.

PROGRESSING TO YEAR 2

To be eligible to progress to Year 2 of the Sociology programme students must:

- Have achieved a course mark of 40 or higher for Sociology 1A and Sociology 1B
- Be awarded a ‘Pass’ for the Fundamentals courses

If you are on a joint or a ‘with’ degree programme there will be additional requirements for progression. Please ensure that you check the requirements for your programme at: http://www.drps.ed.ac.uk/18-19/dpt/drps_sps.htm or https://path.is.ed.ac.uk/degrees/SPS

Students should also have achieved 120 credits by the end of the academic year. It is possible to progress into Year 2 if you have achieved at least 80 credits, but this requires permission from your Personal Tutor and will only be considered if a pass has been obtained in the compulsory courses.

Choosing Courses for Year 2 Course pre-selection will open at the end of the semester 2 exam period. At this time, returning students will receive an email inviting them to pre-select their courses to allow for allocations over the summer period. The link below will take you to the pre-selection section of our website, where you will find the relevant information closer to the time. We strongly advise you submit your pre-selection choices by the deadline stated to ensure you have the best chance of receiving your preferred choice of course.

http://www.sps.ed.ac.uk/undergrad/current_students/returning_students/course_pre-selection

It is important that you follow the instructions you are given to pre-register for courses during the spring and summer. Whether or not you have pre-registered, you must still confirm your course choices with your Personal Tutor in September.

PROGRESSING TO HONOURS

To automatically progress to Year 3 (honours) of the Sociology programme students must:

- Have achieved an overall mark of 50 or above in both Sociology 2A and Sociology 2B.
- Be awarded a ‘Pass’ for the Fundamentals courses
- Have passed 240 credits in the first two years of study

If you are on a joint or a ‘with’ degree programme there will be additional requirements for progression. Please ensure that you check the requirements for your programme at: http://www.drps.ed.ac.uk/18-19/dpt/utscgyv.htm OR https://path.is.ed.ac.uk/degrees/SPS

Students who do not meet these criteria will be required to make an appeal for entry into Sociology honours. Students whose appeals are unsuccessful will not be permitted to enter into Sociology honours, but may be eligible to transfer either to another honours degree (if they have the appropriate prerequisites and the subject area grants permission) or to the BA degree.
For information on progression to honours see:
http://www.sps.ed.ac.uk/undergrad/current_students/teaching_and_learning/assessment_and_regulations/progression_to_honours

Choosing Courses for Year 3  Course pre-selection will open at the end of the semester 2 exam period. At this time, returning students will receive an email inviting them to pre-select their courses to allow for allocations over the summer period. The link below will take you to the pre-selection section of our website, where you will find the relevant information closer to the time. We strongly advise you submit your pre-selection choices by the deadline stated to ensure you have the best chance of receiving your preferred choice of course.
http://www.sps.ed.ac.uk/undergrad/current_students/returning_student_information/course_pre-selection

It is important that you follow the instructions you are given to pre-register for courses during the spring and summer. Whether or not you have pre-registered, you must still confirm your course choices with your Personal Tutor in September.

SPENDING YOUR JUNIOR HONOURS YEAR ABROAD

To apply to study for a year abroad, students must have gained 120 credits in their first year and should have no marks lower than a C in any of their courses. Application takes place in Semester 1 of the second year, so only first year results will be taken into consideration. Full details of the selection criteria can be found at:
http://www.ed.ac.uk/international-office/exchanges/application

Students interested should also read the information at
http://www.ed.ac.uk/international-office/exchanges

Students who take their junior year abroad must successfully complete a full course load at the host university in order to progress into the subsequent year of their degree. A transcript of results will have to be returned to the International Office. Full details on this can be found at: https://www.ed.ac.uk/global/exchanges/before-you-go/academic-matters

Students who spend their junior year abroad will have their degree classification calculated solely on the basis of their 4th year marks. For further details please see regulation 55 of the Taught assessment Regulations at
https://www.ed.ac.uk/academic-services/policies-regulations/regulations/assessment

The Sociology JYA Co-ordinator is Professor Nick Prior, n.prior@ed.ac.uk
ENGAGEMENT AND ATTENDANCE MONITORING

In accordance with the University general degree regulations you are expected to attend all teaching and assessment events associated with all courses that you are enrolled on. The College of Arts, Humanities and Social Sciences undertakes routine monitoring of attendance at tutorials and seminars for all students enrolled on courses delivered by Schools within our College. We undertake monitoring of attendance and engagement to enable us to identify where individual students may be experiencing difficulties and to ensure that timely and appropriate intervention can be delivered to provide support and guidance. We also undertake monitoring for sponsored students specifically to meet our obligations to the UKVI. If you miss one or more of your tutorials and/or seminars you may be contacted by your local Student Support Team and be asked to provide an explanation for your absence.

All data is gathered and stored in line with the University policies and guidance on data handling and you can view the privacy statement at:


UK legislation relating to Points-Based Immigration requires all universities to monitor the attendance and engagement of their international students. Students on a Tier 4 visa must read Appendix 1 of this document.

STUDENT CONTRACT

Successful study at University stems from a partnership between students and staff, and the University is committed to providing you with a learning environment and student services which enable you to fulfil your potential.

The procedures underpinning this partnership, along with the Terms and Conditions of Admissions, form the contract between you and the University in relation to your studies at the University. Details of this contract can be viewed at: http://www.ed.ac.uk/staff-students/students/academic-life/contract

DEGREE TRANSFERS

Students thinking about changing their degree programme can find relevant information here: http://www.sps.ed.ac.uk/undergrad/current_students/student_support_and_community/changing_degree_programme

Please note that our standard deadline for degree transfer applications is 25th June 2020. Transfers involving Resit results or special circumstances may be submitted after the deadline if necessary.
SPECIAL CIRCUMSTANCES AND LEARNING ADJUSTMENTS

A student experiencing serious disruption to their studies, their coursework or exams due to medical or other unforeseen circumstances may submit a Special Circumstances form with supporting medical evidence, completed in consultation with their Personal Tutor or Student Support Officer (Karen Dargo, Sociology SSO).

The full guidance on Special Circumstances can be found at:
https://www.ed.ac.uk/academic-services/students/assessment/special-circumstances/procedure

SPS Special Circumstances information:
http://www.sps.ed.ac.uk/undergrad/current_students/student_support_and_community/special_circumstances

Student Disability and Learning Adjustments  Students with a disability (including those with specific learning difficulties such as dyslexia), should get in touch with the Student Disability Service as soon as possible. Details as well as information on what support the Student Disability Service can offer can be found at:
An advisor will be happy to meet with you. The advisor can discuss possible learning support which may include adjustments and specific examination arrangements. The Student Disability Advisor can assist you with an application for Disabled Students' Allowance, give you information about available technology and personal assistance such as note takers, proof readers or dyslexia tutors, and prepare a Learning Profile for your School which outlines recommended adjustments.
http://www.ed.ac.uk/student-disability-service

Students will be expected to provide the Student Disability Office Service with evidence of their disability - either a letter from a GP or specialist, or evidence of specific learning difficulty. Details of what is acceptable evidence can be found on the SDS web pages:
https://www.ed.ac.uk/student-disability-service/students/evidence

For dyslexia or dyspraxia this evidence must be a recent Chartered Educational Psychologist's assessment. If you do not have this evidence, the Disability Office can put you in touch with an independent Educational Psychologist.

The School welcomes students with disabilities and is working to make all its courses as accessible as possible. If you have a disability which means that you may require adjustments to be made to ensure access to lectures, tutorials or exams, or any other aspect of your studies, you can discuss these with the Disability Service, your Student Support Officer or Personal Tutor who will advise on the appropriate procedures.

In 2013, the University implemented an Accessible and Inclusive Learning Policy, which states that the adjustments in the section below will be "mainstreamed". This means that the following provisions should be available to ALL students, regardless of whether or not they have a schedule of adjustments/learning profile.

1. Course outlines and reading lists shall be made available at least 4 weeks before the start of the course.
2. Reading lists shall indicate priority and/or relevance.
3. Lecture outlines or PowerPoint presentation slides for lectures/seminars shall be made available to students at least 24 hours in advance of the class. (Note for many courses a brief lecture outline is already provided in the course guide.)

4. Key technical words and/or formulae shall be provided to students at least 24 hours in advance of the class.

5. Students shall be notified by email of changes to arrangements/announcements such as changes to courses/room changes/cancellations.

6. Students shall be permitted to audio record lectures, tutorials and supervision sessions using their own equipment for their own personal learning*

7. All teaching staff shall ensure that microphones are worn and used in all lectures regardless of the perceived need to wear them.

* Teaching staff have the right to insist that recording stops if sensitive or confidential information is discussed. In these cases reasons should be made clear to students.

Full details on the Mainstreaming learning adjustments can be found at http://www.ed.ac.uk/schools-departments/institute-academic-development/learning-teaching/inclusive/mainstreaming

Each School has a Coordinator of Adjustments. In SPS the Coordinator of Adjustments is the Student Experience Officer, Sue Renton, Sue.Renton@ed.ac.uk. With your agreement, your Learning Profile will be electronically circulated to the Coordinator of Adjustments, who then approves some or all of its recommendations and produces an Adjustment Schedule. This is then electronically circulated to those concerned with the administration of your courses (Course Organisers and Course Secretaries), your Personal Tutor, and yourself.

Note: Learning adjustments referring to the need for some students to occasionally submit coursework late does not, according to the Student Disability Service’s guidelines, ‘guarantee’ an extension or waiver. Students should not assume an automatic right to extra time and should instead follow the extension procedures listed below.

If a student is allowed extra time on an exam, this adjustment is coordinated between the Student Disability Service and the University’s central Student Administration.

Further information on examination adjustments can be found at: http://www.ed.ac.uk/schools-departments/student-administration/exams/adjustments

Any non-standard support adjustments not covered by routine procedures can be arranged through the intervention of the Coordinator of Adjustments, Sue Renton, with support from the Deputy Director of the Undergraduate School, Dr John Harries – spsdepdugp@ed.ac.uk

ASSESSMENT, COURSEWORK AND EXAMS

Common marking scheme
The marking criteria for coursework, exams and dissertations have been established to guide both staff and students about what is normally expected of work receiving a particular grade. This information can be viewed at http://www.sps.ed.ac.uk/undergrad/current_students/teaching_and_learning/assessment_and_regulations/marking_descriptors

Make sure you read and understand all the information about how to submit course work and what penalties may be applied. You will find all this information in the section below.
**ELMA: Submissions and Return of Coursework**
Coursework is submitted online using our electronic submission system, ELMA. You will not be required to submit a paper copy of your work. Marked coursework, grades and feedback will be returned to you via ELMA within 15 working days of submission (except where the submission is a final year dissertation). You will not receive a paper copy of your marked coursework or feedback.

For details of how to submit your coursework to ELMA, please see our webpages [here](https://www.wiki.ed.ac.uk/display/SPSITWiki/Students).

For information, help and advice on submitting coursework and accessing feedback, please see the ELMA wiki at [https://www.wiki.ed.ac.uk/display/SPSITWiki/Students](https://www.wiki.ed.ac.uk/display/SPSITWiki/Students). The wiki is the primary source of information on how to submit your work correctly and provides advice on approved file formats, uploading cover sheets and how to name your files correctly.

When you submit your work electronically, you will be asked to tick a box confirming that your work complies with university regulations on plagiarism (see below). This tick confirms that the work you have submitted is your own.

Occasionally, there can be technical problems with a submission. We request that you monitor your university student email account in the 24 hours following the deadline for submitting your work. If there are any problems with your submission the course secretary will email you at this stage.

All our coursework is assessed anonymously to ensure fairness: to facilitate this process put your Examination number (which is printed on your student card), not your name or matriculation number, on your coursework or cover sheet.

**Lateness penalties**
Management of deadlines and timely submission of all assessed items (coursework, essays, project reports, etc.) is a vitally important responsibility in your university career. Unexcused lateness will mean your work is subject to penalties which will have an adverse effect on your final grade.

If you miss the submission deadline for any piece of assessed work, 5 marks will be deducted for each calendar day that work is late, up to a maximum of five calendar days (25 marks). Work that is submitted more than five days late will receive a mark of zero. There is no grace period for lateness and penalties begin to apply immediately following the deadline. For example, if the deadline is Tuesday at 12 noon, work submitted on Tuesday at 12.01pm will be marked as one day late, work submitted at 12.01pm on Wednesday will be marked as two days late, and so on.

**Word count penalties**
Your course handbook will specify the word length of your assessments. All coursework submitted by students must state the word count on the front page. All courses in the School have a standard penalty for going over the word length; if you are taking courses from other Schools, check with them what their penalties are.

The penalty for excessive word length in coursework is a 5-mark penalty. These 5 marks will be deducted regardless of how many words over the limit the work is (whether it is by 1 word or by 500!). In exceptional circumstances, a marker may also decide that any text beyond the word limit will be excluded from the assignment and it will be marked only on the text up to the word limit. In most cases, appendices and bibliography are not included in the word count whilst in-text references, tables, charts, graphs and footnotes are counted.

Make sure you know what is and what is not included in the word count. Again, check the course handbook for this information and if you are unsure, contact the Course Organiser to check.
You will not be penalised for submitting work below the word limit. However, you should note that shorter essays are unlikely to achieve the required depth and that this will be reflected in your mark.

Extensions
If you have good reason for not meeting a coursework deadline, you may request an extension. Before you request an extension, make sure you read all the guidance on our webpages and take note of the key points below. You will also be able to access the online extension request form through our webpages:
http://www.sps.ed.ac.uk/undergrad/current_students/teaching_and_learning/assessment_and_regulations/requesting_an_extension

* Extensions are granted for 7 calendar days.

* Please aim to have your extension request submitted at least 24 hours before the coursework deadline. **You must submit your extension request before your original coursework submission deadline has passed**

* If you miss the deadline for requesting an extension for a valid reason, you should submit your coursework as soon as you are able, and apply for Special Circumstances to disregard penalties. You should also contact your Student Support Officer or Personal Tutor and make them aware of your situation.

* If you have a valid reason and require more than 7 days, then you should submit your coursework as soon as you are able, and apply for Special Circumstances to disregard penalties for late submission. You should also contact your Student Support Officer or Personal Tutor and make them aware of your situation.

* If you have a Learning Profile from the Disability Service allowing you potential for flexibility over deadlines, you must still make an extension request for this to be taken into account.

Courses with examinations
If your course features a centrally arranged exam, the exam times will be scheduled by Student Administration services. You can view the dates of the examination diets for 2017/18 at:
http://www.ed.ac.uk/student-administration/exams/exam-diets

Closer to the exam diet, Student Administration services will announce the precise dates and times of individual course examinations. Students are responsible for checking the dates and times of their exams and this can be done through the examinations web pages at:
http://www.ed.ac.uk/student-administration/exams

Students are required to be available to sit exams throughout the exam periods at the end of each semester. This means that, if you know that you will be required to sit an exam in Edinburgh for any courses you are taking, you should not make any travel arrangements, holiday plans etc. until the dates of these examinations are confirmed.
GUIDANCE ON HOW TO AVOID ACADEMIC MISCONDUCT AND PLAGIARISM

Academic misconduct is not just deliberate cheating; it can be unintentional and, whether intended or not, significant grade penalties can be applied. Academic misconduct comes in a variety of forms, including collusion (working together when not allowed), falsification (knowingly providing false information, data etc. in assignments), and the use of online essay mills or essay-writing services. The university takes a zero-tolerance approach to these forms of cheating, and students found guilty of these practices can be subject to formal disciplinary procedures and very heavy grade penalties.

The most common form of misconduct we encounter in the School of Social and Political Science is plagiarism. Plagiarism is giving the impression that something you have written is your own idea or your own words, when actually it is not. It can come from copying and pasting sections of text from books, articles, webpages or other sources into your assignments, or simply from poor standards of referencing.

To avoid plagiarism, use a recognised referencing system such as the Harvard system or the Chicago/numbered note system. (The Harvard system is recommended because the reference list at the end is not included in assignment word counts. The numbered notes of the Chicago system are included, leaving you with fewer words overall to write the main body of your assignments). Whichever system you use, you must be open and honest about where you get your ideas from, and reference sources appropriately. Do this by referencing all works from which you have taken ideas or information, each time you use them in your assignments. Use quotation marks (“ “) to indicate where you have quoted (used the exact words of) someone else, and provide page numbers from the original source when they are available. As far as possible, paraphrase others by writing in your own words to avoid over-quoting, but provide a reference to show whose ideas you are using.

Copying from an assignment you previously submitted for credit – either at this university or another – is self-plagiarism, which is also not allowed. This is an important consideration if you are retaking a course; an assignment submitted the previous year cannot be resubmitted the next, even for the same course.

To detect plagiarism we use Turnitin, which compares students assignments against a constantly-updated global database of existing work. Students found to have included plagiarised (including self-plagiarised) material in their work will be reported to an Academic Misconduct Officer for investigation. In extreme cases, assignment grades can be reduced to zero. Do not put your work through Turnitin yourself before submission. This can lead to you being investigated for academic misconduct by making it seem that an identical assignment already exists.

For further details on plagiarism and other forms of academic misconduct, and how to avoid them, visit the university's Institute for Academic Development webpage on good academic practice:

https://www.ed.ac.uk/institute-academic-development/undergraduate/good-practice

Also see this useful video and further information on the University website:

https://www.ed.ac.uk/arts-humanities-soc-sci/taught-students/student-conduct/academic-misconduct
If you would like to discuss anything related to matters of academic misconduct, speak with your personal tutor or the School Academic Misconduct Officer (SAMO), Dr Oliver Turner (oliver.turner@ed.ac.uk).

FEEDBACK

Sociology has had extensive discussions within the subject group, as well as within the School of Social and Political Science, about how we can meet our aspirations to deliver the highest quality feedback, assessment and learning environment to our students. One important step is to ensure that all of our staff and students are fully informed of our procedures. We thus provide below a summary of measures in place.

Feedback takes many forms including:

• detailed feedback sheets for coursework
• written or verbal feedback on tutorial presentations and performance
• general and individualised feedback on exams, including opportunities to view and discuss exam performance
• Ongoing opportunities for informal feedback and discussion with teaching staff during Guidance and Feedback hours

Our online information on feedback and assessment has been vastly expanded and centralized. It contains guidance on ‘writing essays’, ‘making the most of feedback’ ‘study involvement and representation’, special circumstances, etc. The same web-page provides information on the latest developments in assessment and feedback. You can view these pages at: http://www.sps.ed.ac.uk/undergrad/current_students/teaching_and_learning/on_being_a_student/feedback

Return of assessed coursework
Coursework is marked, monitored and returned to students within 15 working days of submission. Assessed coursework (essays or similar) will be returned electronically through ELMA within 15 working days of their deadlines with a mark and written feedback outlining the strengths and weaknesses of the work and also highlighting how students can improve their next piece of assessment.

Return of examination feedback
General feedback on the exam (noting overall strengths and weaknesses) will be provided on LEARN for all courses with an examination. General feedback will be uploaded to the relevant course LEARN page within 24 hours of the date that marks for the course are returned to students.

Students will also receive individual feedback on their exam. The relevant Course Secretary will contact you with details of how and when you can view your individual exam feedback.
BOARD OF EXAMINERS AND RELEASE OF RESULTS

All marks for examinations and assessed coursework are provisional until confirmed by the Board of Examiners.

Results will be communicated to students via the EUCLID student view. An automated email will be sent to your University email account when your course result is available.

Prizes – 1st year
There are three prizes awarded in Year 1. The Adam Ferguson prize (£100) is awarded to the top performing student on Sociology 1A and the Patrick Geddes prize (£100) is awarded to the top performing student on Sociology 1B. The Tom McGlew prize (£100) is awarded to the student with the best combined performance in Sociology 1A and 1B.

Prizes – 2nd year
There are two prizes awarded in Year 2. The Dorothy Smith prize (£100) is awarded to the top performing student on Sociology 2a and the Gita Sen prize (£100) is awarded to the top performing student on Sociology 2b.

STUDENT REPRESENTATION AND STUDENT VOICE

General Student Representative Structure
Staff members at the University of Edinburgh work closely with student representatives. Edinburgh University Students' Association coordinates student representation and provides training and support for student representatives across the University. The role of student representatives ('Reps') is to listen to you to identify areas for improvement, suggest solutions, and ensure that your views inform strategic decisions within the subject area, School and University. The aim is to build a stronger academic community and improve your student life.

Programme Representatives for our School
Each academic year the School recruits Programme Representatives from each year of the each programme. These reps are the link between students and staff at programme level, ensuring that the University is continuously listening and engaging with students to improve teaching, learning, assessment, and academic services. Schools share students’ email addresses with their programme representatives as a matter of course; any student wishing to opt out from this should tell the School’s Teaching Office. Full details as well as the guidance the school follows regarding sharing student emails can be viewed at http://www.sps.ed.ac.uk/undergrad/current_students/student_support_and_community/student_involvement/student_email_data_sharing

Please see our webpages here for more information on:
- how to become a Programme Representative and what is involved
- the names of our Programme and School Representatives
- dates and minutes from our Staff Student Liaison Committee meetings
Student representatives from each Undergraduate year are selected during the first few weeks of Semester. These representatives will attend the Staff-Student Liaison committee meeting to represent and report back to their class. Representatives will also be appointed to sit on the School's Undergraduate Board of Studies and Undergraduate Teaching Committee.

The student representatives may canvass views of those they represent and report back to them. As throughout the University, however, students are excluded from discussion of 'reserved business' items, e.g. those involving confidential matters affecting individual students and staff. One of the most important forum for student representation is the Staff-Student Liaison Committee consisting of student representatives and the Director of UG Teaching. This provides an opportunity for more informal discussion of matters affecting UG students. Students who are about to complete their degree programme are also asked to complete a questionnaire to provide an overall assessment of their degree in the school.

**Sociology Programme Representatives**

The Staff Student Liaison Committee (SSLC) is a space for staff and students to discuss the Sociology degree (single and joint honours). The committee members include undergraduate programme representatives and members of staff. Programme representatives represent each year of our sociology degree programmes. The SSLC will meet at least twice a year, with additional meetings scheduled as needed. In recent years a range of proposals and issues were discussed. Some of these pertain to wider changes of orientation that will be considered at sociology staff meetings, including the question of whether there should be more training in quantitative analysis prior to Doing Survey Research, and reviewing the kinds of assessment and in-class activities offered at honours level to increase their range.

**Course evaluations**

At the end of each Semester, you will be asked to complete a course evaluation questionnaire covering all aspects of the course and your studies.

For more details on how we gather and use your feedback to enhance courses and the quality of our degree programmes, the University Student Partnership Agreement and student representation, please see our Student Voice Policy at https://www.ed.ac.uk/students/academic-life/student-voice

**British Sociological Association (BSA)**

The BSA is the professional association for sociologists in Britain. You are eligible to join and encouraged to do so. Student membership is available at a discount rate and includes six issues of the journal Sociology. Its web site can be found at http://www.britsoc.co.uk/

Here are a couple of other sociological associations you might find interesting:

The European Sociological Association: http://www.europeansociology.org

The American Sociological Association: http://www.asanet.org/

**Sociology Society (SocSoc)**

The Edinburgh Sociology Society is a dynamic group that aims to encourage a lively exchange between those studying or interested in Sociology. We welcome undergraduates, postgraduates, staff and non-students alike, and encourage all members to participate in the events and direction of the society. See Appendix 3 for contact details.
ADVICE AND SUPPORT

Dignity and respect
As part of the University’s efforts to offer as supportive a learning environment as possible, it is developing a framework on Dignity and Respect which will underline the University’s commitment to create a culture where all staff and students are treated with respect and feel safe and fulfilled within the university community. To view the full policy, go to https://www.ed.ac.uk/equality-diversity/respect

Personal Tutor system
Your personal Tutor will be a member of staff familiar with your general area of study and the expectations of academic work in your discipline. He/she is there to support your academic studies, or direct you to any other support you might need during your time at the university. In particular, your personal tutor will help you reflect on your academic progress and achievements. They can offer advice on how your courses fit together, how you might make the most of feedback you receive; how to make the most of your time at university by taking part in extracurricular academic activities; they can also offer advice on postgraduate study, internships, relevant activities and events and more
You will get the most out of your support by working in partnership with your Personal Tutor. It is a two-way process. Preparing and writing notes for your meeting with your Personal Tutor will help you get the most out of your discussions. You can use the notes facility in the Personal tutor channel on MyEd which is specifically designed for this.
More detail on all aspects of the personal tutoring system, including each Schools Personal Tutoring Statement from across the university, Can be found at http://www.sps.ed.ac.uk/undergrad/current_students/student_support_and_community/personal_tutor_system

Meeting your Personal Tutor

Year 1 Undergraduate Students During Semester 1, Year 1 students will have an individual meeting with their personal tutor (PT) in week 0 (welcome week). It will be introductory and will ensure you are aware of the responsibilities and opportunities available under the PT system. You will have a second individual meeting in Semester 2, which will typically take place mid-way through the semester and will be used to review academic progress, and for preliminary discussions around course options for the following academic year. You will have at least two further opportunities to meet with your PT across the year, either individually or in a group setting.

Year 2 Undergraduate Students As a continuing undergraduate student, you will have an individual meeting with your Personal Tutor in week 0 (welcome week) or week 1. In preparation for this meeting, you should reflect on your main achievements and challenges in your studies thus far. The meeting will be used to discuss those reflections, discuss coursework feedback and marks, and direct you to additional support and opportunities available.

As a year 2 student, you should have at least two further meetings with your Personal Tutor over the course of the year, one of which may take place in a group.
Hear Report: The Higher Education Achievement Report (HEAR) will provide a single comprehensive record of your achievements as a student at the University of Edinburgh. More information can be found at http://www.ed.ac.uk/student-administration/orderdocuments/hear

Student Support Officer (SSO)
Your Student Support Officer can act as a first point of contact if you wish to discuss an issue relating to your studies. Your Student Support Officer plays a major role in providing pastoral support (e.g. if you are having serious health or personal problems) and advice on procedures.

Student Support Officers can also assist with completing Special Circumstances forms, without you needing to arrange a meeting with your Personal Tutor.

If there are any circumstances affecting your studies that you would like to discuss with someone other than your Personal Tutor, your Student Support Officer is there to help. It is important that you keep us informed of any issues you feel may impact your studies, so please do not hesitate to get in touch.

The Sociology Student Support Officer is Karen Dargo, Karen.dargo@ed.ac.uk, Tel 651 1306 any you can see SPS Student Support team here: http://www.sps.ed.ac.uk/undergrad/current_students/student_support_and_community/student_support_team

Institute for Academic Development
The Institute for Academic Development can help you to develop effective learning techniques. You can access resources and guidance on, for example, how to study effectively, write assignments and revise for your exams.

These resources are available at any time by using ‘Study Hub’, a self-enrol course on Learn. Learn is the University’s main virtual learning environment (VLE).

The IAD also runs a series of workshops throughout the year on study skills topics. You can sign up via MyEd, the University's web portal and the IAD website.

You can also arrange to receive one-to-one study advice by making an appointment.

You can view further details about this at http://www.ed.ac.uk/schools-departments/institute-academic-development/undergraduate/overview

For more information on the IAD, see Appendix 2

English Language Support
Students looking for Academic English support can accessed this at https://www.ed.ac.uk/studying/international/student-life/language-support

Students for whom English is a second language can also take the ELSIS training course. More details can be found at https://www.ed.ac.uk/english-language-teaching/ele-courses/elsis
Peer Support
Peer Support in the context of the University means a student with more experience sharing their knowledge, skills, abilities and expertise with a new or less experienced student. Peer Support may focus around advancing your academic work, providing opportunities to socialise with other students within your School or offering additional support to ensure your wellbeing while at University. Edinburgh University Students' Association (EUSA) and the University have been widely developing the Peer Support Project across the University since 2012. Further information can be viewed on the eusa web site at https://www.eusa.ed.ac.uk/getinvolved/peer-support/

SocPals – Sociology peer support  SocPals sessions are open to anyone who is taking Sociology 1a, 1b, 2a and 2b regardless of your year and degree.  SocPals runs study sessions led by 2nd to 4th-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, so come along!

Information about this years sessions will be announced at the end of Sociology lectures and new session dates will be emailed to you when available.

Authorised Interruption of Studies (AIS)
A student experiencing difficulties in their personal circumstances which make them unable to study may apply for an interruption of study. During an interruption, a student pauses their study at the University, usually for a year or a semester in the case of taught students, and restarts at the same point following the period of interruption. Applying for an interruption of study may have implications on your student funding and fees, as well as visa implications. If you are thinking of taking an interruption of study, or would like advice on this, speak with your SSO or PT as soon as possible so they can advise you through this process.

Withdrawing from your studies
If for any reason you would like to withdraw from your studies, please speak with your Personal Tutor or SSO who will be able to advise you through this processes. Any students looking to withdraw must complete a ‘Withdrawal from Studies’ form and submit this to their SSO. You can access the withdraw form at https://www.ed.ac.uk/files/atoms/files/withdrawal_form_student.pdf  Please note that until you have withdrawn officially from your programme of study, you will still be liable for fees.
UNIVERSITY STUDENT SERVICES

This provides a list of services on offer. You can view the list at:
http://www.ed.ac.uk/staff-students/students/student-services

Student Wellbeing
As with all transitions in life, applying to and studying at university can be both exciting and challenging – whether it is your first time at university or you are returning to higher education, and whether you have a pre-existing mental health condition or not, it is important to look after yourself. University can be busy and stressful at times, this can in turn cause our state of wellbeing to fluctuate. We all have strategies for coping with ups and downs in life and it is important to continue using and revising these skills, to help support and maintain your wellbeing which is crucial to allow you to experience a positive and happy university journey. We provide a range of evidence-based resources, workshops and support which are available to you and can enable you to cope with the ups and downs of university life. These are provided by a number of different services, including the Centre for Sport and Exercise, Chaplaincy, Counselling Service and the Edinburgh University Students’ Association. For further information please see https://www.ed.ac.uk/students/health-and-wellbeing

Health and Safety
The University has a duty, so far as reasonably practicable, to ensure the health, safety and welfare of all employees and students while at work, and the safety of all authorised visitors and members of the public entering the precincts of the University. The University Health and Safety Policy is issued upon the authority of the University Court and contains the Health and Safety Policy statement and summary of the organisation and arrangements of health and safety within the University. The successful implementation of the University Policy requires the support and co-operation of all employees and students - no person shall intentionally interfere with, or misuse anything provided by the University in the interest of health, safety or welfare. The University Health and Safety Policy is supported by a Framework document published in two parts on the Organisation and Arrangements of health and safety within the University. Individuals are required to comply with any procedures or arrangements formulated under the authority of this Policy. Any questions or problems about matters of health and safety can be taken up initially with the School Safety Adviser. Further guidance on health and safety matters can be found on the Health and Safety Department website at https://www.ed.ac.uk/health-safety including contact details for all professional staff within the corporate Health and Safety Department.

For further details on our Schools’ Health and Safety Advisor, policy, fire procedures and a link to the University’s Health and Safety policy, please see our webpages at http://www.sps.ed.ac.uk/about/our_policies/health_and_safety

Counselling Service
For information on the university’s Student counselling service please go to: http://www.ed.ac.uk/schools-departments/student-counselling

Careers information
The Careers Service provides a rich variety of opportunities, guidance and advice. Maybe you are already considering moving into employment, undertaking further study, finding an internship, travelling, volunteering, starting your own business or something else entirely. You might have some firm ideas at this point or no ideas whatsoever.
Making informed decisions about your future takes time and effort but your Careers Service can support you through the process. Their activities cover:

- Full range of talks and workshops - look out for the range of careers fairs - from the ‘Third Day: More than Profit’ fair to graduate recruitment fairs, virtual fairs and post graduate fairs
- Campus visits from a wide range of employers
- Information on 1000+ careers online and in our centre
- Daily (during semester time) standard appointments for quick queries: book through MyCareerHub
- Quick careers coaching at Chrystal Macmillan Building: book through MyCareerHub
- Individual guidance interviews - impartial, confidential discussions which focus on you
- Feedback on CVs, applications and personal statements
- Practice interviews - a chance to practise your skills and get feedback
- MyCareerHub database of semester-time, vacation time, one-off, voluntary and graduate vacancies in the UK and overseas
- Talks on postgraduate study,
- Information on the destinations of previous graduates

For more details see: www.ed.ac.uk/careers and MyCareerHub or visit the centre on the third floor of the Main Library Building.

The Careers Adviser for Social and Political Science is Jennifer Steven
Email: Jennifer.steven@ed.ac.uk
Tel: 0131 651 5110

APPEALS AND STUDENT COMPLAINT PROCEDURE

Appeals
If you are considering lodging an appeal, it is important that you act promptly. EUSA have some helpful information on the appeals process and you can read this at http://www.eusa.ed.ac.uk/adviceplace/academic/appeals/

Students should note that the appeal process cannot be used to challenge academic judgment i.e. a judgment made about a matter where only the opinion of an academic expert will suffice. A student cannot submit an appeal simply because they believe that they deserve a better mark or different outcome.

There are specific and fairly narrow grounds under which an appeal may be submitted. These are set out in the relevant university Student Appeal Regulations which can be viewed at http://www.ed.ac.uk/academic-services/students/undergraduate/academic-appeals

Strict timescales apply to appeals for undergraduate students so it is important that you act promptly.

Appeal timescale
Final Year students: within 30 working days of the result being issued
All other students: within 10 working days of the result being issued
Student Complaint Procedure
Students who have a complaint should view the complaint handling procedure. The complaint procedure is designed to ensure that complaints are properly investigated and are given careful and fair consideration, see:
http://www.ed.ac.uk/university-secretary-group/complaint-handling-procedure/procedure

Students can also view the University wide policies and regulations at:
http://www.ed.ac.uk/academic-services/policies-regulations
APPENDIX 1 – TIER 4 AND STUDENT ENGAGEMENT

As a Tier 4 student, the University of Edinburgh is the sponsor of your UK visa. The University has a number of legal responsibilities, including monitoring your attendance on your programme and reporting to the Home Office when:

- you suspend your studies, transfer or withdraw from a programme, or complete your studies significantly early;
- you fail to register/enrol at the start of your programme or at the two additional registration sessions each year with no explanation;
- You are repeatedly absent or are absent for an extended period and are excluded from the programme due to non-attendance. This includes missing Tier 4 census points without due reason. The University must maintain a record of your attendance and the Home Office can ask to see this or request information about it at any time;

As a student with a Tier 4 visa sponsored by the University of Edinburgh, the terms of your visa require you to, (amongst others):

- Ensure you have a correct and valid visa for studying at the University of Edinburgh, which, if a Tier 4 visa, requires that it is a visa sponsored by the University of Edinburgh;
- Attend all of your University classes, lectures, tutorials, etc where required. This includes participating in the requirements of your course including submitting assignments, attending meetings with tutors and attending examinations. If you cannot attend due to illness, for example, you must inform your School. This includes attending Tier 4 Census sessions when required throughout the academic session.
- Make sure that your contact details, including your address and contact numbers are up to date in your student record.
- Make satisfactory progress on your chosen programme of study
- Observe the general conditions of a Tier 4 General student visa in the UK, including studying on the programme for which your visa was issued, not overstaying the validity of your visa and complying with the work restrictions of the visa.

Please note that any email relating to your Tier 4 sponsorship, including census dates and times will be sent to your University email address - you should therefore check this regularly.

Further details on the terms and conditions of your Tier 4 visa can be found in the “Rights, responsibilities and restrictions” section at www.ed.ac.uk/global/immigration

More information or advice about your Tier 4 immigration status can be obtained by contacting the International Student Advisory Service, Email: visahelp@ed.ac.uk
APPENDIX 2 – INSTITUTE FOR ACADEMIC DEVELOPMENT

Provision for undergraduate students

The Study Development Team at the Institute for Academic Development (IAD) provides resources and workshops aimed at helping all students to enhance their learning skills and develop effective study techniques. Resources and workshops cover a range of topics, such as managing your own learning, reading, note making, essay and report writing, exam preparation and exam techniques.

The study development resources are housed on 'LearnBetter' (undergraduate), part of Learn, the University’s virtual learning environment. Follow the link from the IAD Study Development web page to enrol: www.ed.ac.uk/iad/undergraduates

Workshops are interactive: they will give you the chance to take part in activities, have discussions, exchange strategies, share ideas and ask questions. The schedule is available from the IAD Undergraduate web page (see above).

Workshops are open to all undergraduates but you need to book in advance, using the MyEd booking system. Each workshop opens for booking 2 weeks before the date of the workshop itself. If you book and then cannot attend, please cancel in advance through MyEd so that another student can have your place. (To be fair to all students, anyone who persistently books on workshops and fails to attend may be barred from signing up for future events.)

Study Development Advisors are also available for an individual consultation if you have specific questions about your own approach to studying, working more effectively, strategies for improving your learning and your academic work. Please note, however, that Study Development Advisors are not subject specialists so they cannot comment on the content of your work. They also do not check or proof read students' work.

To make an appointment with a Study Development Advisor, email iad.study@ed.ac.uk

(For support with English Language, you should contact the English Language Teaching Centre)
APPENDIX 3 - SOCIOLOGY SOCIETY

SocSoc is as colourful as your imagination

We meet weekly during the semester for drinks, theatre visits, pub quizzes, ceilidhs, movie
nights, ghost tours, garden parties, culinary events.

You name it, we make it happen

Those who are new to the discipline can use the society to come along and ask questions in a
relaxed and friendly environment. The more weather-worn sociologists can use the time to
exchange ideas or find respite from their research! As well as the regular gatherings there will
also be large group outings, seminars, and a place for all things Sociology.

The Edinburgh Sociology Society has something for everyone

Keep an eye on our website and Facebook page for upcoming events in 2019/2020

The Edinburgh SocSoc Committee

Facebook: https://www.facebook.com/edunisocsoc
University of Edinburgh Sociology Society

Email: Sociologysociety@hotmail.co.uk
Website: www.eusa.ed.ac.uk/societies/society/10036/