



THE UNIVERSITY *of* EDINBURGH

# **MA (Hons) Sustainable Development**

**Honours Years 3 & 4  
Programme Handbook**

**Academic year 2020/21**

## **Welcome to Honours in the Sustainable Development MA Honours Degree!**

*To those of you entering Year 3 - welcome to your Honours years in Sustainable Development! To those of you entering Year 4, also welcome back; you are, no doubt, filled with a mix of excitement, trepidation and satisfaction. Through your Honours courses and your dissertation, this is the time when you bring to fruition the learning that you have gained so far, and you focus on issues of particular interest to you. We look forward to guiding you through the home straight and celebrating with you your successes.*

*As you all know, it isn't going to be a 'usual' year for us because of the ongoing public health pandemic but we will continue to do our utmost to make your digital learning experience the best it can be. We will also endeavour to facilitate student interaction within and between the years, as well as plenty of opportunities to engage with academic staff. There continues to be a wide variety of courses available from which Sustainable Development students can choose; and a range of sustainability-related teaching, research and events available at the University. If you haven't already joined, the 'Sustainable Development Association' (SDA), for students on and beyond this degree, is very active and full of ideas, and is just one way in which you can begin to put sustainability into practice. All of these will be available digitally in order to enable your participation*

*The Sustainable Development team looks forward to accompanying you, until your Graduation.*

*With best wishes,*

Dr Sarah Parry, Programme Director

### **Who's who?**

#### ***Academic staff***

Dr Julie Brownlie, Personal Tutor.

Dr Isabelle Darmon, Director of Teaching, Exchange Coordinator, Personal Tutor.

Dr Jacob Doherty, Personal Tutor.

Dr Claire Haggett, Senior Personal Tutor, Exams Convener, Personal Tutor.

Dr Rachel Howell, Director of Student Experience and Support, Personal Tutor.

Dr Niamh Moore, Personal Tutor.

Dr Sarah Parry, Programme Director, Personal Tutor.

Dr Eugenia Rodrigues, Personal Tutor.

#### ***Student Support Officer***

Sue Renton.

#### ***Academic pathway liaisons:***

Politics and IR: Professor Elizabeth Bomberg.

Social Anthropology: Dr Jacob Doherty.

Geography: Dr Anthony Newton.

Sociology: Dr Claire Haggett.

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## 1. Using this Handbook

- This Handbook has been prepared for Honours students undertaking the MA (Hons) programme in Sustainable Development. The following pages include information on the aims, structure and requirements of the degree, the general rules governing assessment and examinations, useful information about the many extracurricular activities and facilities available to Sustainable Development students, and contact information for students seeking advice, support, or seeking information on careers.
- Sustainable Development is an interdisciplinary degree, but is offered through the School of Social and Political Science (SSPS).
  - This booklet is not intended as replacements for the official publications of the University such as the University Degree Regulations and Programmes of Study, which can be found at: <http://www.drps.ed.ac.uk/20-21/dpt/utmahsusde1f.htm>
- Comments or queries regarding this handbook should be addressed to the Programme Director: Dr Sarah Parry ([Sarah.Parry@ed.ac.uk](mailto:Sarah.Parry@ed.ac.uk)).
- 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 the degree Student Support Officer, Sue Renton: [sue.renton@ed.ac.uk](mailto:sue.renton@ed.ac.uk)

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 (at least 3 times per week) 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 can be viewed at <https://support.office.com/en-us/article/forward-email-from-office-365-to-another-email-account-1ed4ee1e-74f8-4f53-a174-86b748ff6a0e>

## 2. Honours in Sustainable Development

### 2.1 Pathways in Honours

You now have a firm footing as a Sustainable Development student grounded in one of our four pathways.

**\*\* Please see Appendix 1 for a table showing your degree structure and pathways.\*\***

### 2.2 Progression

To be admitted into Honours Sustainable Development, students must successfully complete the first two years of the curriculum, which usually includes achieving 240 credits, and being awarded at least 50% at the first attempt in the second year Sustainable Development courses, and the required pathway courses.

### 2.3 Honours courses

Students who progress to Honours take the following courses:

#### a. Core courses

In Year Three students will take 2 core compulsory Sustainable Development course: Responding to sustainability challenges: critical debates (20 credits) in semester 1; and Cases in Sustainable Development (20 credits) in semester 2.

In Year Four the required course is a dissertation written in SPS or Geography (40 credits) (see below).

#### b. Pathway courses

In third year, Sustainable Development students must normally pass 40 credits of honours courses in their pathway subject. Each pathway has specific required courses. These pathway-specific requirements are laid out in Appendix 1.

In fourth year, students Sustainable Development students must normally take 40 credits of honours courses in their pathway subject. Each pathway has specific required courses. These pathway-specific requirements are laid out in Appendix 1.

## 3. Student Representation and Student Voice

### 3.1 Community-Building

We take seriously the need to continue building a community of active learners in sustainable development. In the context of a public health pandemic we will adjust our methods but our overall ethos continues:

- We begin by offering an orientation online meeting during Welcome Week.
- There is a weekly email, 'SD Briefs' to keep you all updated with news and events.
- You will have a dedicated Personal Tutor who will meet individually with each student (all years) in Welcome Week or week 1.

- We have a 'PALS' (Peer Assisted Learning System) in place. This is a scheme which is supported by EUSA (Edinburgh University Students' Association) and is run by students, for students. It is an informal and friendly source of advice, support and friendship offered by students who are further through the degree to newer students. 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/> For more details, contact your Sustainable Development Student Support Officer.
- Through our Staff-Student Liaison Committee.
- By having a society for Sustainable Development students – the Sustainable Development Association (SDA):

### **3.2 General Student Representative Structure**

Staff members at the University of Edinburgh work closely with student representatives. Edinburgh University Students' Association (EUSA) 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.

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.

### **3.3 Programme Representatives for our School**

Each academic year the School recruits Programme Representatives. 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' emails 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](http://www.sps.ed.ac.uk/undergrad/current_students/student_support_and_community/student_involvement/student_email_data_sharing)

### 3.4 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>

### 3.5 Quality Assurance

As a University requirement, all programme handbooks now include information about changes that have been implemented as a result of student views about the programme, and the annual programme review.

We are continually inviting feedback from students – about their experience, their courses, their learning, and how we can develop and support all of this better. We regularly meet with students through various forums, which provide the opportunity to receive feedback – this year will be no different. We also have a series of formal mechanisms through which students can give feedback. We have course reps in every year; students who act as a conduit for information and feedback between staff and students. A tutorial rep meeting also takes place with SD and other students towards the middle of the courses and we have been able to take account of student feedback for the remainder of the courses. We all meet twice in a year in Staff-Student Liaison Committee meeting.

Being in touch with students gives us the opportunity to be able to take action (and quickly) on the feedback we receive; and we are absolutely focused on making sure that we do.

### 3.6 Seminars

A veritable plethora of sustainability-themed seminars take place across campus through the year. This year, they will all be accessible online. **We circulate a weekly brief to our SD students with a selection of the most relevant activities: you are most welcome to contribute to it as well if you want to circulate information about SD relevant activities – in particular of the student SD association and other societies!**

Click here for further details of SPS upcoming seminars <http://www.sps.ed.ac.uk/>

Other speakers and events relevant to Sustainable Development students are offered through the following SPS institutes:

- The Global Development Academy: <http://www.ed.ac.uk/schools-departments/globaldevelopment>

- The Just World Institute <http://www.sps.ed.ac.uk/jwi>
- The Food Researchers in Edinburgh network ([http://www.sps.ed.ac.uk/research/research\\_centres/cross\\_school\\_research\\_clusters/food\\_researchers\\_in\\_edinburgh\\_fried](http://www.sps.ed.ac.uk/research/research_centres/cross_school_research_clusters/food_researchers_in_edinburgh_fried))
- Details of seminars within the School of GeoSciences can be found at <http://www.ed.ac.uk/schools-departments/geosciences/news/events>

Within the wider university, a particularly relevant seminar series is the Our Changing World. Offered every Autumn, the series examines the global challenges facing society, and the role of academia in meeting these challenges. It features public Lectures given by eminent members of staff from across and beyond the University. For more information, please see: <http://www.ed.ac.uk/about/video/lecture-series/changing-world>

## 4 Advice and Support

Advice and support is available from several sources within SSPS and beyond throughout your time on the degree:

### 4.1 Personal Tutor (PT)

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. S/he 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 School's 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](http://www.sps.ed.ac.uk/undergrad/current_students/student_support_and_community/personal_tutor_system)

### 4.2 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 and plays a major role in providing pastoral support and advice on procedures. Your SSO can also deal with routine issues, such as course changes in the first two weeks of a semester, and assisting 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 Sustainable Development SSO is: Sue Renton, [sue.renton@ed.ac.uk](mailto:sue.renton@ed.ac.uk).

#### 4.3 Pathway Liaisons

All pathways have a subject area pathway liaison. These are listed on p.2 of this handbook. Any queries relating specifically to the subject area of your pathway and academic advice specific to the pathway should be directed to them.

#### 4.4 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>

#### 4.5 University Advice and Support

There is a wide range of support, help and advice available to you across the University.

**The University student services A-Z:** This provides a list of services on offer. You can view the list at <http://www.ed.ac.uk/staff-students/students/student-services>

**The Advice Place** is Edinburgh University Students' Association drop-in advice centre, offering free, confidential and independent advice on a range of issues including money issues, accommodation problems, and academic concerns. Further details can be found [here](#).

**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>

The **Edinburgh University Students Association (EUSA)**: All matriculated students automatically become members of the Students' Association (EUSA), which is governed by the student body and run by students elected annually from the membership. EUSA is comprised of two main bodies: the Edinburgh University Union which provides an extensive range of amenities and social gathering places for members; and the Students Representative Council, which not only presents the student view on dealings with the University and other bodies but also researches and disseminates a great deal of information of relevance to student academic and welfare issues.

**The Student Counselling Service** provides confidential short term counselling available to matriculated Edinburgh University students. The counsellors are experienced and professionally trained and the service they provide is free of charge. They can offer counselling to anyone with personal problems which affects their well-being or ability to work. Details can be found here: <http://www.ed.ac.uk/schools-departments/studentcounselling> The student counselling service website also provides links to other valuable advice sources such as the Nightline (an advice phone line).

**The Student Disability Service** offers help and advice to students with mobility, visual or hearing impairments, learning disabilities (including dyslexia), chronic or mental health problems. Further details can be found here: <http://www.ed.ac.uk/student-disability-service> email: [disability.service@ed.ac.uk](mailto:disability.service@ed.ac.uk)

**Chaplaincy**: is for students of all faiths and none. The Chaplaincy Centre in Bristo Square provides: confidential support, sanctuary, discussion groups: [www.ed.ac.uk/chaplaincy](http://www.ed.ac.uk/chaplaincy)

**Student Administration**: <https://www.ed.ac.uk/student-administration> provides a variety of support and advice for students, including:

- Responsibility for matriculation, graduations, examinations, the student centre (Old College), student record maintenance, transcripts and UK Border Agency requirements for international students.
- **Scholarships and Student Funding Services**: provides a single point of contact for finding the financial help and information you need in order to pursue your education. They promote and administer bursaries, scholarships and other funding opportunities including the Discretionary and Childcare Funds; see: [www.ed.ac.uk/student-funding](http://www.ed.ac.uk/student-funding)

#### 4.7 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 <http://www.ed.ac.uk/healthsafety> 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](http://www.sps.ed.ac.uk/about/our_policies/health_and_safety)

#### 4.8 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>

### 5. Careers

Throughout your academic studies you will wish to give serious thought to the question of their future careers. In different courses offered within SSPS, students are encouraged to develop transferable skills of analysis, preparation of papers and presentation of material. For students who do not wish to pursue postgraduate study, the University offers advice on different career options, and members of staff may provide advice and support and often act as referees for job applications.

The interdisciplinary focus of the Sustainable Development programme, and the analytical and transferable skills this programme demands, will provide a solid foundation for dealing with a changing world. That breadth, flexibility, and skill set is sought by a wide range of employers. More specifically, graduates of this programme would be particularly equipped to work in the following range of careers:

Public-sector, including civil service but also national and local government agencies engaged in environmental planning/ management, regulation and social inclusion;  
International agencies (UN, WHO, FAO) involved in development and sustainability;  
Non-governmental organisations (NGOs) and charities involved in sustainability, development and environmental issues at local, national and international level;  
Private-sector companies, primarily sustainability consultancies, but also firms in the fields of sustainable business and corporate responsibility.

The **University Careers Service** is located on the third floor of the Main Library Building (<https://www.ed.ac.uk/careers> Tel 0131 650 4670) and is there to help and advise on all matters concerning careers.

The Careers Office 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

## 5. Communication and Contacts

KEY CONTACTS		
<i>Position</i>	<i>Name</i>	<i>Email</i>
Programme Director	Dr Sarah Parry	<a href="mailto:sarah.parry@ed.ac.uk">sarah.parry@ed.ac.uk</a>
Student Support Officer (SSO)	Sue Renton	<a href="mailto:sue.renton@ed.ac.uk">sue.renton@ed.ac.uk</a>
Personal Tutors (PT)	Dr Julie Brownlie Dr Isabelle Darmon. Dr Jacob Doherty. Dr Claire Haggett. Dr Rachel Howell. Dr Niamh Moore. Dr Sarah Parry. Dr Eugenia Rodrigues	<a href="mailto:Julie.Brownlie@ed.ac.uk">Julie.Brownlie@ed.ac.uk</a> <a href="mailto:isabelle.darmon@ed.ac.uk">isabelle.darmon@ed.ac.uk</a> <a href="mailto:Jacob.Doherty@ed.ac.uk">Jacob.Doherty@ed.ac.uk</a> <a href="mailto:claire.haggett@ed.ac.uk">claire.haggett@ed.ac.uk</a> <a href="mailto:rachel.howell@ed.ac.uk">rachel.howell@ed.ac.uk</a> <a href="mailto:Niamh.Moore@ed.ac.uk">Niamh.Moore@ed.ac.uk</a> <a href="mailto:sarah.parry@ed.ac.uk">sarah.parry@ed.ac.uk</a> <a href="mailto:Eugenia.Rodrigues@ed.ac.uk">Eugenia.Rodrigues@ed.ac.uk</a>
Erasmus and International Exchange coordinator	Dr Isabelle Darmon	<a href="mailto:Isabelle.darmon@ed.ac.uk">Isabelle.darmon@ed.ac.uk</a>
Geography Liaison	Dr Anthony Newton	<a href="mailto:anthony.newton@ed.ac.uk">anthony.newton@ed.ac.uk</a>

PIR Liaison	Prof Elizabeth Bomberg	<a href="mailto:E.Bomberg@ed.ac.uk">E.Bomberg@ed.ac.uk</a>
Social Anthropology Liaison	Dr Jacob Doherty	<a href="mailto:Jacob.Doherty@ed.ac.uk">Jacob.Doherty@ed.ac.uk</a>
Sociology Liaison	Dr Claire Haggett	<a href="mailto:claire.haggett@ed.ac.uk">claire.haggett@ed.ac.uk</a>

### 5.1 Dignity and respect

As part of the University's efforts to offer as supportive 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 students and staff 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>

### 5.2 Email Protocol

Email is essential to our work at the University and even more so during current times. We all rely on it – usually on a daily basis – to get the information we need, and to communicate with other members of the University community. Used properly, it makes us more efficient and better at what we do. Since email is so important, we have agreed (below) a short protocol on good practice. It applies to all of your email correspondence with us, whether with academic or administrative staff.

You can expect us to:

- TRY to respond to your email within 2-3 working days during the teaching semester. All full-time academic members of staff have periods of teaching/marking when they are away from the office and unable to access email. When we are away, you can expect to receive an 'auto-reply' explaining how and when we can be reached on any urgent matter, and (if appropriate) who can help you in our absence.
- address you by your name (where appropriate) in email.
- communicate in a tone that connotes respect and professionalism.
- treat your email correspondence to us as confidential (and not to be forwarded to other colleagues) if you signal that as your preference.

We expect you to:

- **check your University emails regularly** (minimum 3 times per week). TRY to respond to our emails within 2-3 working days, and sooner than that if we are asking you to supply us with information.
- **check available documentation** (such as handbooks) and our website (to, say, find our guidance and feed-back hours) for answers to your query **BEFORE you send us an email**.
- address your email to the appropriate one of us (only), and to show diligence in determining who the appropriate member of staff is.
- address us by our names in email.
- **communicate in email as if you were writing us a letter**. Email at the University is not the same as text-messaging or blogging.

**Social Media:** There have been many examples recently of students and graduates using social media to network and, in some cases, find employment. Social media allows easy exchange of information and ideas and can provide a powerful platform for discussion - all of which is within the control of the account owner. Do not be afraid to engage with debate BUT do remember that what goes on the internet stays on the internet - you need to remember that a future employer may discover things about you that you would prefer to keep private. We expect you to be courteous in your postings and to not make personal or hurtful comments about other students or staff. You should ensure your comments are lawful, ie are consistent with legislatively protected areas of equality and diversity, and do not constitute a disciplinary offence under the University's code, which include offensive behaviour (in writing as well as actual) and bringing the University into disrepute.

## 6. Postgraduate Degree

Students taking Honours degrees in Sustainable Development may wish to consider going on to study for a postgraduate degree, either at Edinburgh University or elsewhere. Your Personal Tutor can provide general information and advice on this. Applications usually have to be made by around March to commence studies in the following September; and applications for funding usually have earlier deadlines.

SSPS offers two kinds of postgraduate degrees: taught Master's degrees (MSc) and research-based PhD or MSc degrees. Masters programmes are completed in 12 months (full time) or 24 months (part time) and are assessed by a combination of coursework and dissertation. Further information is available at: <http://www.sps.ed.ac.uk/gradschool>

Appendix 1: Degree Structure and Courses, by Pathway Subject

**Sustainable Development MA, Geography Pathway**

Year	Core SD Courses	Main Subject Area Courses	Outside Options Courses	Total Credits
1	Sustainable Development 1a: Introducing Sustainable Development (20 credits)  Science, Nature & Environment (20 credits)	Human Geography (20 credits) Physical Geography (20 credits)	40 credits of courses from the College of Humanities and Social Sciences, or the College of Science and Engineering (see recommended list, Appendix 2)	120
2	International Development, Aid and Humanitarianism (20 credits)  Sustainable Development 2a: Perspectives (20 credits)	Fundamental Methods in Geography (20 credits)  Plus <b>40 credits</b> from: Economic and Political Geography (20 credits) Environmental Sensitivity & Change (20 credits) Geomorphology (20 credits) Social and Cultural Geography (20 credits)	20 credits of courses from the College of Humanities and Social Sciences, or the College of Science and Engineering (see recommended list, Appendix 2)	120
3	Responding to sustainability challenges: critical debates (20 credits)  Cases in Sustainable Development (20 credits)	Quantitative Methods in Geography (10 credits) OR Qualitative Methods in Geography (10 credits) AND Research Design in Geography (10 credits) One Geography Honours-level option (20 credits)	40 credits of courses from any subject area other than Geography, provided that (a) pre-requisites for that course have been met and (b) the course is linked to a sustainable development theme (see recommended list, Appendix 2)	120
4	Dissertation (40 credits)	Two Geography Honours-level courses (40 credits total*) – usually one per semester	40 credits of courses from any subject area other than Geography, provided that (a) pre-requisites for that course have been met and (b) the course is linked to an SD theme (see recommended list, Appendix 2)	120

\*in exceptional cases based on academic reasons, and with the permission of the Degree Programme Director, students may be able to take one less pathway course and replace this with another Sustainable Development themed course

### Sustainable Development MA, Politics and International Relations Pathway

Year	Core SD Courses	Main Subject area courses	Outside Options courses	Total Credits
1	Sustainable Development 1a: Introducing Sustainable Development (20 credits)  Science, Nature & Environment (20 credits)	Introduction to Politics & International Relations (20 Credits) (this course includes 'Fundamentals in PIR')  Political Thinkers (20 credits)	40 credits of courses from the College of Humanities and Social Sciences, or the College of Science and Engineering (see recommended list, Appendix 2)	120
2	International Development, Aid and Humanitarianism (20 credits)  Sustainable Development 2a: Perspectives (20 credits)	International Cooperation in Europe and Beyond (20 credits)  Fundamentals 2: Politics & International Relations (0 credits)  Then <b>at least one of</b> : Introduction to Political Data Analysis (20 credits)  Comparative Politics in a Globalized World (20 credits)  (you may take both if you wish)	40 credits of courses from the College of Humanities and Social Sciences, or the College of Science and Engineering (see recommended list, Appendix 2)	120
3	Responding to sustainability challenges: critical debates (20 credits)  Cases in Sustainable Development (20 credits)	Research Design in Politics and IR (20 credits)  Plus an additional 20 credits of Honours-level Politics and International Relations courses	40 credits of courses from any subject area provided that (a) pre-requisites for that course have been met and (b) the course is linked to a sustainable development theme (see recommended list, Appendix 2)	120
4	Dissertation (40 credits)	40 credits* of Honours-level Politics and International Relations courses	40 credits of courses from any subject area provided that (a) pre-requisites for that course have been met and (b) the course is linked to a sustainable development theme (see recommended list, Appendix 2)	120

\*in exceptional cases based on academic reasons, and with the permission of the Degree Programme Director, students may be able to take one less pathway course and replace this with another Sustainable Development themed course

### Sustainable Development MA, Social Anthropology Pathway

Year	Core SD Courses	Main Subject area courses	Outside Options courses	Total Credits
1	Sustainable Development 1a: Introducing Sustainable Development (20 credits)  Science, Nature & Environment (20 credits)	Social Anthropology 1A: An Introduction (20 credits) Social Anthropology 1B: The Practice of Social Anthropology (20 credits) Fundamentals: Studying Anthropology (0 credits) Fundamentals: Anthropological Practice (0 credits)	40 credits of courses from the College of Humanities and Social Sciences, or the College of Science and Engineering (see recommended list, Appendix 2)	120
2	International Development, Aid and Humanitarianism (20 credits)  Sustainable Development 2a: Perspectives (20 credits)	Social Anthropology 2: Key concepts (20 credits) Ethnography: Theory and Practice (20 credits) Fundamentals: Ethnographic Theory (0 credits) Fundamentals: Reading and Writing Anthropology (0 credits)	40 credits of courses from the College of Humanities and Social Sciences, or the College of Science and Engineering (see recommended list, Appendix 2)	120
3	Responding to sustainability challenges: critical debates (20 credits)  Cases in Sustainable Development (20 credits)	Imagining Anthropological Research (0 credits)  40 credits of Social Anthropology Honours-level courses	40 credits of courses from any subject area provided that (a) pre-requisites for that course have been met and (b) the course is linked to a sustainable development theme (see recommended list, Appendix 2)	120
4	Dissertation (40 credits)	40 credits* of Social Anthropology Honours-level courses	40 credits of courses from any subject area provided that (a) pre-requisites for that course have been met and (b) the course is linked to a sustainable development theme (see recommended list, Appendix 2)	120

\*in exceptional cases based on academic reasons, and with the permission of the Degree Programme Director, students may be able to take one less pathway course and replace this with another Sustainable Development themed course

### Sustainable Development MA, Sociology Pathway

Year	Core SD Courses	Main Subject area courses	Outside Options courses	Total Credits
1	Sustainable Development 1a: Introducing Sustainable Development (20 credits) Science, Nature & Environment (20 credits)	Sociology 1A: The Sociological Imagination – Individuals and Society (20 credits) Sociology 1B: The Sociological Imagination – Private Troubles, Public Problems (20 credits) Fundamentals: Developing Sociological Imagination (0 credits)	40 credits of courses from the College of Humanities and Social Sciences, or the College of Science and Engineering (see recommended list, Appendix 2)	120
2	International Development, Aid and Humanitarianism (20 credits) Sustainable Development 2a: Perspectives (20 credits)	Sociology 2a: Thinking Sociologically (20 credits) Sociology 2b: Researching Social Life (20 credits) Fundamentals 2: Sociology (0 credits)	40 credits of courses from the College of Humanities and Social Sciences, or the College of Science and Engineering (see recommended list, Appendix 2)	120
3	Responding to sustainability challenges: critical debates (20 credits) Cases in Sustainable Development (20 credits)	Sociology Project Preparation Course (0 credits) <b>40 credits</b> from the following Sociology Honours courses: Social Theory (20 credits) Designing and Doing Social Research (20 credits) Doing Survey Research (20 credits)	40 credits of courses from any subject area provided that (a) pre-requisites for that course have been met and (b) the course is linked to a sustainable development theme (see recommended list, Appendix 2)	120
4	Dissertation, which is called the 'Sociology Project' (40 credits)	40 credits* of Honours-level Sociology courses	40 credits of courses from any subject area provided that (a) pre-requisites for that course have been met and (b) the course is linked to a sustainable development theme (see recommended list, Appendix 2)	120

\*in exceptional cases based on academic reasons, and with the permission of the Degree Programme Director, students may be able to take one less pathway course and replace this with another Sustainable Development themed course

## Appendix 2: Exam Boards, Degree Classification and Release of Results

### External Examiner

The External Examiner for the degree is Dr Bronislaw Szerszynski, Reader in Sociology, Lancaster University.

### 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

### How Degrees are Classified

Honours degrees will be classified according to the mean mark, except where the mark falls on an 8 or a 9 (e.g. 58, 59), which will be regarded as 'borderline'. In such borderline cases, if 50% or more of the marks are in the class above, the student's degree will fall into that higher class.

The mean mark will be based on final overall grades (i.e. derived from all assessed work in each course) for all University of Edinburgh courses taken across your 3rd and 4th year. **Students who spend their junior year abroad have their degree calculated solely on the basis of 4th year marks.** The mean takes account of different course weightings, so the grade you receive for a 40 credit course such as a dissertation or Project will be counted twice.

The overall mean of all course grades is not rounded up or down. For example, if your final mean grade is 57.9 then you will be awarded a 2:2. If however your mean grade is "borderline" before rounding (58.00%-59.99%) then the resolution described above is applied. Essentially, this means that if at least half of your final course grades fall into the category above the borderline, then you will be awarded the higher class of degree. For example, if the mean mark is 59 but you have achieved a grade 60 or above in at least six 20 credit courses, you would be awarded a 2:1. Note that if the mean does not fall into the borderline category then the overall profile of your marks is not considered.

All marks gained throughout 4th year are subject to confirmation and amendment at the final board of examiners at which your final degree will be determined. The examination board may also take into consideration any adverse personal circumstances affecting your 4th year studies when determining your final degree.

For further details please see regulation 55 of the Taught assessment Regulations. You can access the regulations at <https://www.ed.ac.uk/academic-services/policies-regulations/regulations/assessment>

Exact release dates of degree classification for final year students will be listed on the School's website closer to the time at:

[http://www.sps.ed.ac.uk/undergrad/current\\_students/teaching\\_and\\_learning/assessment\\_and\\_regulations/final\\_mark\\_release\\_dates](http://www.sps.ed.ac.uk/undergrad/current_students/teaching_and_learning/assessment_and_regulations/final_mark_release_dates)

## 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/>

There are specific and fairly narrow grounds under which an appeal may be submitted. 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.

Strict timescales apply with appeals so it is important that you act promptly.

Time Scales for Appeals against Academic Decisions for Undergraduate Students	
Year of Study	Appeal Timescale
4 <sup>th</sup> Year	within 30 working days of the result being issued
3rdYear	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. <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>