



THE UNIVERSITY *of* EDINBURGH

Social Work

School of Social and Political Science

**BSc3 and BSc4
(Honours)
2020-2021**

Programme Handbook

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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

Welcome to the Honours years of the BSc Social Work Programme at the University of Edinburgh. Congratulations on progressing to Honours study.

This handbook introduces you to all aspects of the 3rd and 4th year of the degree programme, including its structure, design and assessment procedures within the overall context of the University's academic systems. We have tried to make the handbook as clear as possible but would welcome feedback where you feel this has not been achieved.

The handbook should be read in conjunction with the Course Handbooks including the Professional Practice in Social Work Handbooks and the BSc Social Work Dissertation Course Booklet.

Academic teaching takes place mainly on the central campus. Social Work teaching staff and administrative staff are based on the first and second floors of the Chrystal Macmillan Building. These premises have access for individuals with mobility difficulties and lifts are situated at either end of the building. Students should discuss any access difficulties with their Personal Tutor or their Student Support Officer.

We strive to maintain open and accessible communication with all students. Much of this is undertaken via email and students should regularly check their University email addresses both during University based periods and also whilst based in social work service delivery settings. Information about individual courses may also be found on Learn.

As Programme Director for the BSc Social Work degree, my role is to co-ordinate and manage all aspects of the programme. I hope you find the forthcoming academic year enjoyable and stimulating and I look forward to working with you throughout this year.

Dr Gary Clapton
Programme Director

Email: Gary.Clapton@ed.ac.uk

Introduction

The undergraduate BSc Social Work programme offers students a qualification in social work and eligibility for registration with the Scottish Social Services Council as social workers.

Our approach to social work is a critical one. Social work has always, as its name suggests, been concerned with 'the social' and with social explanations for problems faced by individuals, families, communities and society as a whole. C. Wright Mills, writing in 1959, made an important distinction between 'personal troubles' and 'public issues', arguing that problems we often think of as personal (for example, unemployment or criminalisation) are actually public issues which are encountered in the private sphere. Social work should be about understanding individual problems in their wider social context.

Our aim in educating social workers is to encourage them to develop the kind of critical thinking skills that will equip them to meet the demands of a rapidly changing profession and world. In that sense students should not expect to be taught how to use particular practice tools and procedures (these are likely to have changed by the time of graduation and moreover, different employers have very different ways of working, even within broadly similar fields of practice). Policies and procedures can be easily learnt and this is best done in practice situations. What we would hope to do in the University environment is to help students develop an identity as a social worker and the ability to think like a social worker, so that they might take this identity and these critical thinking skills into the range of settings they will go on to work within.

BSc Honours students are taught alongside our two year MSW students. We believe this adds a richness to the learning experience of both cohorts.

This handbook has been published by the School of Social and Political Science to provide information to students, teaching staff, tutors and practice teachers about the programme. The handbook does not supersede the University's regulations and the formal requirements for the programme which are set out in the University's Calendar and Undergraduate Programme.

The School will observe the stipulations contained in the University's Assessment Regulations and the recommendations contained in relevant University Codes of Practice, including the Code of Practice for Students - Dealing with Personal Harassment, the University's Disability Statement, the Guidelines on Disclosure of Information about Students, and the Student Complaints Procedures. In addition, the Scottish Social Service Council (SSSC) Code of Practice will apply.

Please note that every effort has been made to ensure that the information contained in this handbook was correct at the time of going to press. However, the School retains the right to make any necessary changes which are consistent with the University's regulations. In the event of any conflict between anything contained in this handbook or the Codes of Practice and the Undergraduate Regulations published in the University Calendar, the Calendar shall have precedence.

Accreditation

The University of Edinburgh is approved by the Scottish Social Services Council (SSSC) to provide two routes to social work qualification: the undergraduate BSc (Social Work) and the two year MSW postgraduate route. Both programmes comply with the Scottish Requirements for Social Work Training and facilitate students meeting the Standards in Social Work Education (SISWE) and the Key Capabilities in Child Care and Protection.

See Appendix 1 for information on Fitness to Practice

The Programme Team

Social Work Staff

The staff group is made up of full or part-time lecturers, tutors, teaching fellows, practice learning organiser, student support officer and administrative staff. Sessional teachers and tutors also make a contribution to teaching as do staff from other subject areas. In addition to their general social work background, teaching staff have specialist knowledge in particular areas of policy and practice; for example, work with children and families, older people, mental health, and criminal justice.

Practitioners and managers from the statutory, voluntary and independent social work agencies in the South-East of Scotland contribute to our teaching, drawing on their substantial specialist knowledge in ways which complement the expertise within the University.

A brief outline of the teaching and research interests of staff members is available on the Social Work website: <http://www.socialwork.ed.ac.uk/people>

Academic Staff		
Dr Gary Clapton	Programme Director	0131 650 3903 Gary.clapton@ed.ac.uk
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Dr George Palattiyil	Lecturer/MSW Programme Director	0131 650 3907 g.palattiyil@ed.ac.uk
Dr Autumn Roesch-Marsh	Senior Lecturer	0131 651 3870 a.roeschmarsh@ed.ac.uk
Mary Mitchell	Lecturer	0131 651 1530 m.a.s.mitchell@sms.ed.ac.uk

Avril McIvor	Senior Teaching Fellow, Practice Learning	0131 651 1486 a.mcivor@ed.ac.uk
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Sarah Rose	Teaching Fellow in Social Work	sarah.rose@ed.ac.uk
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Georgia Cole		
Administrative Staff		
Claire Buchan	Subject Academic Support Officer (SAS))	0131 651 5067 Claire.buchan@ed.ac.uk
Karen Dargo	Student Support Officer (SSO)	0131 651 1306 Karen.dargo@ed.ac.uk
Lee Concoran	Student Development Administrative Secretary	0131 650 4623 Lee.corcoran@ed.ac.uk
Course Administrators	Undergraduate Teaching Office*	Sps-team2@mlist.is.ed.ac.uk

*Please note that the Undergraduate Teaching Office is responsible for all course assessment submissions within the School of Social and Political Science

Student Support Officer Introduction

The Student Support Officer works in conjunction and alongside Personal Tutors to provide pastoral and academic support to students. The SSO will advise on university procedures, regulations and essay submissions. The SSO will also advise students who may be struggling with their academic studies because of personal or health reasons. Students should feel free to contact either their Personal Tutor or the Student Support Officer with any concerns or problems they are facing during their time at the university. Further information about the SSO role can be found at the Advice and Support section of the Handbook.

Your Student Support Officer (SSO) is:

Karen Dargo, Email: karen.dargo@ed.ac.uk

Communications

LEARN

We use the **Learn** platform to support our teaching. All courses upload readings, lecture presentations, updates, announcements and other course-specific information there. It is important that you regularly check the Learn system in order to keep up to date with your courses. Access to Learn is through the MyEd portal: <https://www.myed.ed.ac.uk/>

Semester Dates and Calendars

BSc Senior Honours

Academic year dates for the BSc Social Work Programme normally differ from the University of Edinburgh Academic year schedule because of the required number of placement days which social work students are required to undertake. Owing to the changing conditions caused by the ongoing COVID 19 crisis, semester dates for Social Work may be subject to further change. Dates may also vary if your placement has a late start or if you have any absences from placement. 70 placement days must be achieved for BSc3 and 95 placement days must be achieved for BSc4. See programme calendar for full details.

University Calendar

Semester dates for 2020-21 can be found here: <https://www.ed.ac.uk/semester-dates/202021>

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:

<https://www.ed.ac.uk/student-systems/use-of-data/policies-and-regulations/privacy-statement>

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>

Programme Structure

BSc 3 Social Work

The programme consists of the courses outlined below. It is structured in order to introduce students to social work in a staged way. The first two courses (Social Work in Communities and Social Work with Individuals and Families) introduce social work's broad welfare role. Understanding Care and Control introduces the tensions and decision-making requirements around voluntary and compulsory interventions, while Working with Risk, Trust and Complexity, delivered in year 4 of the programme, addresses some of the more complex areas of social work practice around, for instance, child or adult protection. The Working with Self and Others: Skills Theories and Methods course highlights the central importance of 'self' and what students bring from their personal to their professional lives. It also teaches effective communication skills and social work methods and provides opportunities for practising the application of such skills and methods prior to starting placement. The BSc dissertation, introduced in year 3 and completed in year 4, gives students the opportunity to study in depth an area of social work which is of particular interest to the student.

Half of the programme consists of practice placements, which are offered in a range of settings, reflecting the diversity of the social work profession. It is in placement where students learn about the day-to-day realities of social work practice in a way that cannot happen in a university setting. The role of university teaching is to give students the ideas, the background knowledge and the critical thinking skills to make best use of their practice experience.

We seek to make links between theory and practice in our teaching. To that end we utilise an Enquiry and Action Learning (EAL) model where students visit communities and engage with practitioners around case study material in order to develop an understanding of social work practice that is grounded in both academic and practical knowledge. You will be given an introduction to the EAL method in the early stages of the programme.

Year 3 (Junior Honours)	Course Code	Credits Awarded
Social Work in Communities (UG)	SCWR10035	20
Social Work with Individuals and Families (UG)	SCWR10034	20
Working with Self and Others: Skills Theories & Methods (UG)	SCWR10031	20
Understanding Care and Control (UG)	SCWR10029	20
Professional Practice in Social Work 1	SCWR10030	40

During year 3, students are introduced to the Social Work Dissertation (UG) and submit a dissertation proposal. Over the summer, between years 3 and 4, students work on a 'work-in-progress' Literature Review.

NB It is a requirement of the Scottish Social Services Council that before any student goes on placement there is some assessment of their ability to:

- communicate effectively
- engage with knowledge to inform practice
- present themselves in a professional manner
- recognize ethical principles and values for practice

To read more about the Standards in Social Work Education please visit <https://learn.sssc.uk.com/siswe/>.

Progression to the Year 4 (Senior Honours)

Students must pass all year 3 (Junior Honours) courses to progress to Year 4 (Senior Honours) and have achieved 120 credits within third year.

BSc4 Social Work

Working with Risk, Trust and Complexity, delivered at the beginning of year 4 of the programme, addresses some of the more complex areas of social work practice around, for instance, child or adult protection. The EAL method supports the learning of WwRTC. The BSc dissertation, introduced in year 3 and completed in year 4, gives students the opportunity to study in depth an area of social work which is of particular interest to the student.

Most of the final year consists of the 95 day placement. It is in placement where students learn about the day-to-day realities of social work practice in a way that cannot happen in a university setting. The role of university teaching is to give students the ideas, the background knowledge and the critical thinking skills to make best use of their practice experience.

Year 4 (Senior Honours)	Course Code	Credits Awarded
Working with Risk, Trust and Complexity in Social Work (UG)	SCWR10032	40
Professional Practice in Social Work 2	SCWR10033	40
Social Work Dissertation	SCWR11036	40

Degree Regulations and Programme Information

Please follow this link for information about programme courses to be undertaken in year 4 of the programme:

<http://www.drps.ed.ac.uk/20-21/dpt/utsowrk.htm>

Details of the courses can be found in each of the course handbooks available on **Learn**.

Key Capabilities in Child Care and Protection.

As directed by the Scottish Government and the SSSC, all students are required to be assessed in relation to the Key Capabilities **prior** to undertaking the first placement and **throughout** each placement.

Full information on the Key Capabilities in Child Care and Protection can be found at:

www.scotland.gov.uk/Resource/Doc/160522/0043657.pdf

BSc Social Work Award

Students must pass all courses to be eligible for the BSc Social Work degree award and to become eligible to be registered as a qualified social worker with the SSSC

Programme Requirements

Registration and PVG Scheme

It is a condition of entry and continuation on the programme that students are registered with the Scottish Social Services Council. Students removed from the register as a result of their misconduct will not be able to achieve the professional qualification in social work.

As part of their registration, students will be required to apply to become a PVG Scheme member under the provisions of the Protection of Vulnerable Groups (PVG) (Scotland) Act 2007. The Protecting Vulnerable Groups Scheme is administered by Disclosure Scotland and under the Scheme, Disclosure Scotland will draw on details of criminal records, information about a person's inclusion on children's or adults' lists and other relevant information held by a local police force or Government Body. Becoming a member of the PVG Scheme enables a successful applicant to work with vulnerable groups.

Candidates should note that convictions which otherwise might have been considered 'spent' will come up in police checks. Further information about Disclosure Scotland can be found at:

<http://www.disclosurescotland.co.uk/>

The University has a responsibility to inform the Scottish Social Services Council of any changes to student circumstances. Where a student is absent from the programme due to health, failure or other reasons the Scottish Social Services Council will be notified.

Attendance

The Undergraduate Social Work degree is a full time, professional training programme and it is expected that students attend all aspects of the course. Students who are unable to attend any part of the programme because of illness or any other reason should notify the social work secretary who will inform relevant members of staff. Any absence from periods of assessed practice should be notified to the practice teacher and to the student's tutor. Medical certificates are required for absences of over seven days (or five working days). If a student misses substantial parts of any component of the programme, this will be regarded as a serious matter that will need to be discussed with the Programme Director.

It is important to note that students are required to complete a minimum number of days in assessed practice learning service delivery settings (see Professional Practice in Social Work 2 course handbook). It may also be necessary to report absences to grant giving bodies or to sponsoring authorities and to impart such information to prospective employers when references are requested. For further information about attendance please see 'Engagement and Attendance Monitoring' on page 13 and Appendix 2: Tier and Student Engagement.

Change of Address/ Name

It is each student's responsibility to inform Student Services immediately of any change of address/name. All student contact information is held by Student Services.

Please follow this link for full details of how to change your details:

<http://www.ed.ac.uk/student-administration/change-student-record-details>

It is each student's responsibility to inform the Scottish Social Services Council if they have a change of name/address.

<http://www.sssc.uk.com/>

Individual Learning Plan

The SSSC framework for Social Work Education in Scotland requires that each student develops an Individual Learning Plan (ILP) which will provide a guide for their programme of study and contribute to the continuation of professional development. Details of this requirement can be found at: <http://www.scotland.gov.uk/Publications/2003/01/16202/17018>

Practice Placements

BSc3 Professional Practice in Social Work 1 (Assessed Practice Learning in Service Delivery Settings)

In each year of the programme students undertake a period of assessed practice learning in a service delivery setting. The first Placement is 70 days (Professional Practice in Social Work 1) This period is spent in service delivery settings and supervised by appropriately qualified practitioners, most of whom are accredited by their agencies and already hold the Practice Learning Award, or are working towards completing the Practice Learning qualification. Additionally, towards the end of Semester 1, year 3 students will spend a period of 10 days, in a practice setting allocated by the University. This experience will provide an introduction to issues of Social Work service delivery.

Please see the Professional Practice in Social Work 1 Course Handbook for further details

BSc4 Professional Practice in Social Work 2 (Assessed Practice Learning in Service Delivery Settings)

The second period of assessed direct practice is undertaken via a 95 day placement (Professional Practice in Social Work 2) This period is spent in service delivery settings and supervised by appropriately qualified practitioners, most of whom are accredited by their agencies and already hold the Practice Learning Award, or are working towards completing the Practice Learning qualification.

Please see the Professional Practice in Social Work 2 Course Handbook for further details

Students should note that it is not possible to offer individual choice of placements. Placements will be allocated by the University in order to provide students with a general learning experience. Placements are generally located in the City of Edinburgh, Mid, East and West Lothian, Fife and the Scottish Borders.

Cessation of Practice

Please refer to Professional Practice in Social Work 2 course handbooks for details.

Termination of Training

The grounds for termination of training are outlined in the Scottish Social Services Council Rules for Social Work Training 2003 as “behavior that is confirmed as damaging or dangerous to either service users, other students or programme providers, or creates unacceptable risk for themselves and others”.

Concerns about the student’s behaviour may be referred to the University Fitness to Practise Committee and University disciplinary procedures may be invoked:

<http://www.ed.ac.uk/arts-humanities-soc-sci/taught-students/student-conduct/fitness-to-practise>

Where concerns about the student’s behaviour have been raised within the period of assessed practice, the agency should conduct an investigation under the appropriate provisions for the agency.

The Head of Subject will ensure that the student has access to information about the

disciplinary process, student complaint procedures and appeals mechanisms.

Where termination of training is being considered, the Programme Director will notify the Head of Subject who will then advise the student in writing of the concerns raised and convene a meeting of the relevant parties to determine further action. If, following this meeting, termination of training is sought the Head of Subject will notify the student of this in writing.

In serious cases, the matter will be referred to the Authorised Officer (as defined in the University disciplinary procedures) and immediate suspension of studies may follow.

The university is required to share information with the SSSC relating to complaints and termination of training investigations and disclosures in terms of the Public Interest Disclosure Act 1998, subject to the requirements of the Data Protection Act 2018.

The university is required to share information with the SSSC relating to complaints and termination of training investigations and disclosures in terms of the Public Interest Disclosure Act 1998, subject to the requirements of the Data Protection Act 2018. The programme is also required to notify the SSSC immediately in writing of any misconduct by a student that might call into question the student's registration with the Council, inform the student of that fact and co-operate with the Council proceedings undertaken in terms of the Council's Registration and Conduct Rules.

The SSSC may invoke procedures to terminate the student's registration which could result in the student's social work training being terminated.

SSSC Codes of Practice

Please follow this link for SSSC Codes of Practice:

<http://www.sssc.uk.com/about-the-sssc#codes-of-practice>

Implications of Authorised Interruption of Studies/Course failure

Where a student has been granted authorised interruption of studies due to health, personal circumstances or failure:

- The University has a responsibility to inform the SSSC who may discontinue the student's registration as a student social worker until such point that continued progression on the programme is confirmed. At this point, the student would need to re-apply for registration with the SSSC;
- There can be no absolute guarantee that practice fees for repeated periods of practice will be funded by the SSSC.

Extensions, Special Circumstances and Learning Adjustments

Extensions and Special Circumstances

If you have good reason for not meeting a coursework deadline, you may request an extension for 7 days*. If you are unable to submit your work on time or with the extension and you have a valid reason, you should submit your work as soon as possible and apply for Special Circumstances. You can also contact your Student Support Officer or Personal Tutor to make them aware of your situation and to discuss special circumstances.

See the information and guidance on Extensions and Special Circumstances and access the online application forms here, <https://www.edweb.ed.ac.uk/student-administration/extensions-special-circumstances> or SPS information here, http://www.sps.ed.ac.uk/undergrad/current_students/teaching_and_learning/assessment_and_regulations/extension_requests

*You must submit your extension request before your original coursework submission deadline has passed.

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

Assessment and Coursework

Aims of Assessment

The assessment procedures are designed:

- To provide a pattern of continuous assessment during the programme;
- To allow students to demonstrate that they have achieved the levels of academic knowledge and practice learning competence necessary to qualify for BSc Social Work (Honours);
- To provide for relevance, continuity, integration, depth and independent scrutiny;
- To allow for the shared involvement in assessment by university staff, practice teachers, and external examiners;
- To provide regular feedback to students and staff on the progress of each student towards achieving the required level of competence;
- To develop and demonstrate the student's capacity for self-evaluation and commitment to continuing acquisition of knowledge and skill.

Overview of Assessment

Students must complete all the required assessments. Each course is assessed separately and must be passed separately in order to meet the requirements for registration with the SSSC.

Towards the end of the third year, the Board of Examiners will consider each student's academic progress and practice report to confirm progression into the final year.

Details of the assessments can be found in the course handbooks.

The Board of Examiners meeting to award the BSc Social Work degree is held in May of each year.

Unsatisfactory academic progress

When students have been unable to pass all courses within the current year they will not be permitted to progress to the following year.

Under regulation 67 of the university's Taught Assessment Regulations the university may exclude students who do not meet the criteria for progression on their programme. This will include:

- Where students have failed to complete and pass all courses within the usual two opportunities permitted
- Where students have failed to complete and pass each practice learning opportunity within the usual two opportunities permitted
- Where students have failed to complete and pass a practice learning opportunity and the practice review panel does not recommend a further opportunity to undertake an assessed placement

Student social workers may also be referred under the College Fitness to Practise policy if there are concerns about their progress and continuance to study.

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/marketing_descriptors

Course work submissions and penalties

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: Submission 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 course work or feedback.

For details of how to submit your course work to ELMA, please see our webpages [here](#)

Operation of Lateness Penalties

Operation of Lateness Penalties.

Managing deadlines is a basic life-skill. Timely submission of all assessed items (coursework, essays, project reports, etc.) is a vitally important responsibility at all stages in your university career. Unexcused lateness can put at risk your prospects of progressing to the next stage of your degree and in your honours years, can damage your final degree 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 **seven** calendar days (35 marks). Thereafter, a mark of zero will be recorded. 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 at **any point** after 12 noon will be marked as one day late, work submitted at **any point** after 12 noon on Wednesday will be marked as two days late, and so on.

Failure to submit an item of assessed work will result in a mark of zero, with potentially very serious consequences for your overall degree class, or no degree at all. It is therefore always in your interest to submit work, even if very late.

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.

Guidance on how to avoid academic misconduct (including 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).

Re-submission of Assignments

To meet the SSSC requirements that each course's learning outcomes must be passed, Social Work students are allowed re-sits of each academic assignment. Regulation 27: https://www.ed.ac.uk/files/atoms/files/2020_taught.pdf

Except for the most exceptional of circumstances, the mark of the first submission will be the one counted as part of the degree classification. Any concession to this ruling would need to be approved at College level, based on the submission of relevant and timely submissions of Special Circumstances.

A new title will normally be set for re-submissions. Failing either of the practice placements does **not** automatically lead to a repeat placement being offered. Please see the Course Handbook for Professional Practice in Social Work for further information on failed placements.

Presentation of Assignments

Students should adhere to the following advice on presentation:

- When using practice examples, be meticulous in changing names and addresses or using initials of users and agencies to preserve confidentiality;
- Provide an assignment cover sheet, which should include the assignment question, date of submission, student cohort, examination number and word count.
- Essays should be presented in 'Arial (font size 11) or similar, maximum 40 lines per side, leaving generous margins, and to include number pages;
- Make judicious use of sub-headings in order to indicate the structure and logic of the paper to the reader;

- Include a contents page in large assignments such as the dissertation.
- Students are discouraged from using footnotes in assignments. Where their use is unavoidable, footnotes must be included in the word count.
- Written work is required to be of a standard that is suitable for professional practice. It is expected that students with assessed learning support needs will have utilised all appropriate supports and resources prior to submission.

Some Reminders about Content

Students should include research findings, policy issues and legal context in all written work, including when discussing practice. Value issues should be fully explored, including implications for equality and diversity. Analysis, as well as description, must be apparent.

Retention of Academic Material

Students are responsible for retaining a copy of all their academic and assessed practice related work. This could be contained within the student's Individual Learning Plan (found on Learn).

Referencing

In all written work students must:

- Cite references in the text of the essay itself to indicate a book, article or report from which information or ideas have been drawn. Where quoting an author directly, students should include page number(s);
- Provide a list of references at the end of the essay which should include all works referred to in the text.

There are many referencing systems and conventions, which often vary across different academic disciplines. **The social work programme requires that you use the author - date method (also known as the Harvard system). The following link takes you to useful advice on how to reference:** <http://www.ed.ac.uk/schools-departments/institute-academic-development/undergraduate/good-practice/referencing>

Feedback

Social Work has had extensive discussions within the subject group, as well as within the School of Social and Political Science (SSPS), 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 feedback is marked, monitored and returned to students within 15 working days.

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 (Note dissertations or projects, which are significantly longer and are all double-marked, will take longer than 15 days to mark, and return)

Marginal and Failing Work

All marginal and failing pieces of work are read by two internal markers, the course moderator and reviewed by the External Examiners.

Exam Boards, Degree Classification and Release of Results

Board of Examiners

The Board of Examiners is constituted under the authority of the University of Edinburgh and is, in accordance with the regulations of the University and the accrediting body responsible for all matters relating to the assessment and examination of students on this programme.

The University's Taught Assessment Regulations can be accessed via the University's website:

<http://www.drps.ed.ac.uk/20-21/regulations/UGDRPS20-21.pdf>

General Undergraduate Degree Regulations can be found on:

<http://www.drps.ed.ac.uk/20-21/>

To achieve a quorum for the Board, 50% of Internal Examiners must be in attendance.

The Board has three main meetings per year to consider academic and practice performance, in January, May and the other in September. The Special Circumstances Committee is convened prior to the Board of Examiners and communicates its decisions and recommendations to the Board.

Membership

Membership of the Board comprises:

- The Head of Subject (who shall be in the Chair but who may appoint a Deputy Chair in his/her absence);
- All those professors, lecturers, teaching fellows and tutors who conduct courses of instruction comprising part of the BSc Social Work programme;
- Two External Examiners.

External Examiners

The External Examiners are required to ensure that the assessment procedures approved by the accrediting body and by the university have been properly carried out. They signify this by certifying the decisions of the Board and the list of candidates who are eligible for the award of the BSc Social Work from the University.

The External Examiners are responsible between them for covering all aspects of assessment for the award of the BSc Social Work. They have the following formal responsibilities: firstly, to be members of and to attend meetings of the programme's Board of Examiners; and secondly, to satisfy themselves that the assessment arrangements approved by the Scottish Social Services Council have been properly carried out and that students who have passed the formal assessment for the award have demonstrated the knowledge, skills and values needed to achieve competence in social work.

This should be achieved through:

- Sampling assessment evidence and judgements;
- Examining evidence relating to students whose work has been assessed as marginal/failing, and where appropriate advising assessment decisions in respect of an individual student;
- Certifying the assessment decision in respect of each student both at intermediate and final stages, including decisions relating to the progress or non-continuation of students who have failed or been referred or deferred;
- Assisting programme providers to maintain common minimum standards for the award of the BSc Social Work;
- Ensuring programmes uphold, throughout their assessment arrangements, their commitments to equal opportunities and to countering racism and discrimination;
- Formally advising programme providers through the provision of annual reports to the programme and to SSSC about the adequacy and appropriateness of standard setting and assessment tasks, processes and procedures within the programme.

BSc Social Work External Examiners:

Dr. Simon Cauvin
Nottingham Trent Robert
Gordon University

Professor Joanne Westwood
Head of School of Social Work, Care and Community
University of Central Lancashire

Under no circumstances should a student make direct contact with an External Examiner. Any relevant issues should be raised with the Programme Director.

Students have the right to view External Examiners' reports, with the exception of any confidential reports made directly, and separately, to the Head of College or the Assistant

Principal Academic Standards and Quality Assurance. Schools are responsible for making External Examiner reports available to students on request.

Programme Failure

A student whose course assignments, after permitted re-submissions, are not all of a pass standard will be deemed to have failed the programme. When the failure of a period of assessed practice (i.e. either Professional Practice in Social Work 1 or 2) is confirmed by the Board then the student will be deemed to have failed the programme. Some students may be permitted by the Board of Examiners to undertake an additional period of assessed practice (i.e. to repeat Professional Practice in Social Work 1 or 2). If after any permitted extensions or additional periods of assessed practice, the student's work is not of a pass standard, he/she will be deemed to have failed the programme.

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 your 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 regulation at:

<http://www.ed.ac.uk/academic-services/policies-regulations/regulations/assessment>

Graduation

Graduation Ceremonies take place in winter and in summer. Dates for 2021 will be added closer to the time along with guidance on what you need to do to register. Graduation information and FQA's can be found at:

<http://www.ed.ac.uk/student-administration/graduations>

Exact release dates of degree classification will be listed on the schools 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

SSSC Registration – Newly Qualified Social Worker

Following graduation the Subject Area will notify the SSSC of student final awards. This allows the SSSC to finalise student registration as newly qualified social workers.

Social Media

While there are many cautionary tales about the use of social media and the ‘digital footprint’, there are also many positives in such engagement. 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 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 not to make personal and hurtful comments about other students or staff.

You should ensure your comments are lawful, i.e. are consistent with legislatively protected areas of equality and diversity and do not constitute a disciplinary offence under the university’s code which includes offensive behaviour (in writing as well as actual) and which could bring the university into disrepute.

As registered social work students you have additional professional responsibilities in relation to your online presence and appendix 1 provides the SSSC Social Media policy. Students should also be mindful of the SSSC Code of Practice in relation to their online activity, behaviour and presentation of self.

Students may also find it useful to access university information and guidance about developing your digital footprint:

<http://www.ed.ac.uk/schools-departments/institute-academic-development/about-us/projects/digital-footprint>

Student Representation and Societies

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. 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

For information

- on how to become a Programme Representative and what is involved
- names of our current Social Work Programme Representatives
- dates and minutes from our Staff Student Liaison Committee (SSLC)

See:

http://www.sps.ed.ac.uk/undergrad/current_students/student_support_and_community/student_involvement

Advice and Support

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 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>

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/>

Creating connections across the social work year groups is encouraged on the basis of the mutual benefit of peer support. This is perhaps particularly significant on a professional programme such as Social Work. Students will be advised throughout the year of specific peer support related events.

Non-native English Speakers can take advantage of EUSA's peer proof reading scheme which opens in October. Guidelines can be found at:

https://www.eusa.ed.ac.uk/support_and_advice/the_advice_place/academic/peer_proofreading/

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>

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:

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

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>

Authorised Interruption of Studies (AIS)

If you are temporarily unable to engage with your studies, you can apply for an authorised interruption of study. An interruption of study involves taking a complete break from study for an agreed period of time. This can be for a few weeks, a single semester or a whole academic year. Further information and guidance can be found on our webpages at

http://www.sps.ed.ac.uk/undergrad/current_students/student_support_and_community/authorised_interruption_of_study

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 from their university email 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.

Personal Tutor

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

As a continuing undergraduate you will have an individual meeting with your Personal Tutor in week 0 (welcome week) or week 1 and you will have ongoing contact with your Personal Tutor in group meetings/tutorials, individual tutorials and during your placement. In preparation for the first individual tutorial of the academic year, you should reflect on your main achievements and challenges thus far. The meeting can then discuss these reflections, discuss coursework feedback and marks and direct you to additional support and opportunities available.

Your personal tutor may contact you via your university e-mail account to arrange or notify you of meetings. You are responsible for checking and responding to meeting requests, and for attending meetings. You may also request additional meetings with your personal tutor by contacting them via email or using the meeting request function in MyEd.

During the placement periods, you will be visited, at least once by your Personal Tutor in your practice agency. You will also meet with your Personal Tutor during each of the two recall days during placement. Students are encouraged to email or telephone their Personal Tutor throughout the placement period should specific issues or concerns arise.

Student Support Officer (SSO) Role

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 and advice on procedures.

Student Support Officers 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.

Advising your Student Support Officer about any **Special Circumstances** which may have impacted upon your academic performance is very important as the university has formal procedures for the consideration of such matters:

<http://www.ed.ac.uk/arts-humanities-soc-sci/taught-students/concessions-and-special-circumstances>

University Advice and Support

Health and 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 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>

Library Facilities

Students can use libraries throughout the University, including the Main University Library, Moray House Library (at Holyrood Campus), the Law Library, and the Psychiatry Library at the Royal Edinburgh Hospital. The Main Library website address is: www.lib.ed.ac.uk/

The National Library of Scotland is about quarter of a mile from the School and can be accessed either through the university library website or direct at: <http://www.nls.uk> . It is also possible to access a number of specialist libraries held by statutory and voluntary agencies.

Computing and I.T. Facilities

Students have access to computing and I.T. facilities throughout the University.

There are many open access computers available for student use across the campus:

<http://www.ed.ac.uk/schools-departments/information-services/computing/desktop-personal/open-access/availability-open-access>

Campus maps

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

EdHelp for common questions and support topics

<https://www.ed.ac.uk/edhelp>

Black and Minority Ethnic (BME) and International Students

Specific support is available for social work students from BME and international backgrounds. This support is provided by an external agency and students can make direct contact with this agency without going through the university: (am currently checking this with MCFB)

<http://www.mcfb.org.uk/projects/bme-mentoring-project>

Students might also find it useful to speak to their Personal Tutor about their support needs for the professional aspect of the degree programme.

Out of Hours Support for Students

Nightline: 0131 554 7777

This service is an anonymous and confidential support & information service run especially for students in Edinburgh. Calls are answered by trained student volunteers who are here to help you talk through anything you want, in your own time. All calls to Nightline are completely anonymous and confidential; you will be speaking to someone who doesn't know who you are and who you don't risk bumping into in lectures the next day. You can also chat to Nightline online: <http://www.eusa.ed.ac.uk/societies/society/nightline/>

Samaritans: 08457 90 90 90

Samaritans provides confidential non-judgemental emotional support, 24 hours a day for people who are experiencing feelings of distress or despair, including those which could lead to suicide. The service is available by telephone, email, letter and face to face in most branches. Go to: www.samaritans.org

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>

Student Support Services – Contact Details

Accommodation Services

Reception Centre
Pollock Halls of Residence
18 Holyrood Park Road
Edinburgh
Tel: 0131 667 1971
Email: accommodation@ed.ac.uk

Advice Place

Kings Buildings Campus,
KB House (ground floor)
West Mains Road,
Edinburgh
Tel: 0131 650 5822
Email: kb.advice@eusa.ed.ac.uk

Chaplaincy Centre

1 Bristo Square,
Edinburgh
Tel: 0131 650 2595
Email: chaplain@ed.ac.uk
<http://www.chaplaincy.ed.ac.uk>

GPs

University Health Service
Richard Verney Building,
6 Bristo Square, Edinburgh
Tel: 0131 650 2777
Email: health.service@ed.ac.uk
<http://www.health-service.ed.ac.uk/>

Security

Appleton Tower,
Crichton Street,
Tel: 0131 650 2257 (non-emergency);
2222 (emergency);
6666 (Pollock Halls)
Email: security@ed.ac.uk

Advice Place

Holyrood Campus
Faculty of Education
Paterson's Land, Lower Ground Floor
27 Holyrood Road, Edinburgh
Tel: 0131 651 6060
Email: holyrood.advice@eusa.ed.ac.uk
<http://www.eusa.ed.ac.uk/advice>

Advice Place

Potterrow (Student Centre),
5/2 Bristo Square, Edinburgh
Tel: 0131 650 9225
Email: potterrow.advice@eusa.ed.ac.uk

Disability Office

Third Floor
Main Library
George Square
Edinburgh EH8 9LJ
Tel: 0131 650 6828
Email: disability.office@ed.ac.uk
<http://www.disability-office.ed.ac.uk>

Edinburgh Global

(International Office) 57 George
Square Edinburgh
Tel: 0131 650 4295
Email: enquiries.international@ed.ac.uk
<https://global.ed.ac.uk/>

Student Counselling

Third Floor
Main Library
George Square
Edinburgh EH8 9LJ
Tel: 0131 650 4170
Email: student.counselling@ed.ac.uk
<http://www.student-counselling.ed.ac.uk>

Careers Information

As an honours social work student, you have already received input from our Careers Officer. This support will continue throughout your honours years at set times during university based periods and also during recall days from your practice placements. The focus of these sessions is to helping you prepare for employment, writing job applications, composing your CV and practising job interviews. Details of these sessions are provided in your timetable and recall day programmes.

The Careers Office provides a rich variety of opportunities, guidance and advice:

- 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.

University Policies and Procedures

Programme Monitoring - University Mechanisms

Monitoring mechanisms ensure that the programme meets the academic expectations of the University and of periodic Quality Assessment.

Monitoring mechanisms operate in the following ways:

1. In each of the areas of the programme students are encouraged to give direct feedback to staff as the work proceeds and to discuss with them any concerns which arise about the content or process. Evaluative questionnaires are also used at the end of each course.
2. The Student Staff Liaison Committees for each year group of students meets regularly and provides a forum for ongoing discussion of issues arising in the programme.
3. Quality Assurance issues are gathered and processed via student course evaluation, course monitoring reports, the annual School Quality Assurance Report, the five yearly College Teaching Programme Review and the SSSC re-accrediting review.
4. The Board of Examiners monitors the process of assessment on the programme. This includes the work of the Practice Review Panel; and any appeals.
5. The report of the External Examiners gives an independent view of the programme's progress.
6. External Examiners recommendations are reviewed by the Dean of Undergraduate Studies, College of Humanities and Social Science.

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/appeals>

Strict timescale 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
Final Year	within 30 working days of the result being issued
All others	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>

Agency Complaints Procedures

A large proportion of time on the course is spent in assessed practice in the statutory, voluntary and independent sectors. Occasionally issues may arise in practice, which cause students concern. Should this occur then procedures set out in the practice Working Agreement should be followed. Where concerns are of a serious nature or initial discussions fail to reach resolution then agency complaint procedures should be invoked.

SSSC's Complaints Policy

A copy of the SSSC's Complaints Policy is available on the SSSC website at:
www.sssc.uk.com

University of Edinburgh Codes of Practice

The University Of Edinburgh Code Of Practice for Undergraduate Students is available at:
<http://www.ed.ac.uk/academic-services/staff/discipline/code-discipline>

Fitness to Practise

Students should familiarise themselves of the University's statement and procedures in relation to Fitness to Practise available at:
<https://www.ed.ac.uk/arts-humanities-soc-sci/taught-students/student-conduct/fitness-to-practise>

Appendix 1: Fitness to Practice

This Programme of study is accredited by the Scottish Social Services Council (SSSC), and as it leads to a professional qualification, students are obliged to abide by the SSSC Codes of Practice for Social Service Workers and Employers (referred to as the Codes):

<https://www.sssc.uk.com/the-scottish-social-services-council/sssc-codes-of-practice/>

The social work profession and the SSSC expect that students on programmes of study leading to professional social work qualifications meet the standards of character, conduct and competence necessary for them to do their job safely, and in ways which instil public confidence about the profession and professional standards: <https://www.sssc.uk.com/fitness-to-practise/>

An individual's fitness to practise may be impaired by one or more of the following:

- misconduct
- deficient professional practise
- a health issue
- a decision about them by another specified regulatory body
- a criminal conviction
- any matter deemed relevant to the student's suitability to continue studying towards a professional social work qualification

The University of Edinburgh has regulations in place to ensure that any concerns about a student's fitness to practise are dealt with in a timely and fair manner: <https://www.ed.ac.uk/arts-humanities-soc-sci/taught-students/student-conduct/fitness-to-practise>

The standards against which a student will be assessed are the relevant Codes.

Within the School of Social and Political Science the Fitness to Practise contact to whom any concerns may be initially addressed is Prof John Devaney, who can be contacted at:

J.Devaney@ed.ac.uk and 0131 651 5363.

Students must be aware that it is an individual responsibility to ensure that the university is aware of any matter which may call into question an individual's fitness to practise, either before commencing a programme of study, or when on the programme, such as:

- A deterioration in physical and/or mental health
- Being charged with or found guilty of any criminal matter
- Involvement by statutory services in relation to a safeguarding issue relating to a child or adult

Such matters should be raised with your personal tutor or programme director in the first instance, and as soon as possible.

By commencing the programme you have given permission for the university to share relevant information with practice learning agencies, practice teachers, assessors and employers if a fitness to practise concern is raised about you. This will ordinarily be discussed with you in advance.

If a matter is referred to the School about any student, the student will be informed and the matter will ordinarily be considered within 28 working days. If an initial concern is deemed a Fitness to Practise issue, it will be considered by the Fitness to Practise contact in conjunction with the Head of School. There are a series of outcomes:

- a) Find that there is no impairment to fitness to practise, and dismiss the case.
- b) Find that there has been an impairment to fitness to practise, but that the student has taken action to address the impairment and no further action is required. The student will be issued with a warning and advised of the consequences of any further similar behaviour.
- c) Find that there is an impairment to fitness to practise, and permit the student to continue, subject to review, under certain conditions – for example additional mentoring by an appropriate member

of staff, compliance with a requirement to engage with remedial learning or assessment, or addressing health concerns

d) Find that there is an impairment to fitness to practise, and require a student to repeat certain parts of the programme of study. For students close to the end of their prescribed period of study, this may require an extension to their period of study

e) Refer the student to the College Fitness to Practise Panel who have a fuller range of outcomes at their disposal

The outcome of any deliberation between the Fitness to Practise contact and the Head of School will be communicated to the student in writing.

Appendix 2: SSSC Guidance on use of Social Media



Social media guidance for social service workers

Many of us use social media to communicate with others both personally and in our working lives. It helps us to connect with people with shared interests, keep in touch with friends and colleagues and more and more we use social media in our working lives too. It is a great way to bring together groups of people working on the same project, for example, and to share views and opinions.

While there are many benefits in using social media, it is important that you use it within the standards set for social service workers in Scotland. This guidance helps you to identify potential risks in your personal use of social media.

What do we mean by social media?

For the purpose of this guidance, social media means the online platforms you use to engage – to create relationships, have conversations and communicate with others. It's the content that you upload to platforms like Facebook, Twitter, Instagram, Youtube, WhatsApp, Snapchat etc. It could be posting a comment, video or photograph or replying to other people's posts or a blog, video, podcast, for example.

The SSSC Codes of Practice

Please read this guidance on Codes of Practice for Social Service Workers and Employers <https://www.sssc.uk.com/the-scottish-social-services-council/sssc-codes-of-practice/>

As a registered worker, you must work to the **SSSC Code of Practice for Social Service Workers** (the Code) and follow the same standards with your online presence as you would in any aspect of your life.

The same professional expectations and guidelines apply online as in the real world. Here are some examples from the Code that are relevant and there may be

more.

- I will respect and maintain the dignity and privacy of people who use services.
- I will be truthful, open, honest and trustworthy.
- I will communicate in an appropriate, open, accurate and straightforward way.
- As a social service worker, I must uphold public trust and confidence in social services.
- I will respect confidential information and clearly explain my employer's policies about confidentiality to people who use services and carers.
- I will not abuse, neglect or harm people who use services, carers or my colleagues.
- I will not abuse the trust of people who use services or carers, or the access I have to personal information about them or their property, home or workplace.
- I will not form inappropriate relationships with people who use services or carers.
- I will not behave, while in or outside work, in a way which would bring my suitability to work in social services into question.

Sharing information

When you post information online think about whether it is something you should be sharing. If the information is confidential and is about a person who uses social services, their family or carers, don't share it online. Nor should you post any information or views that reflect negatively on you, your employer or the social service profession.

Maintaining boundaries

Using social media can create risks, particularly where personal and professional boundaries become unclear.

Think carefully before accepting friend requests from people who use your service. If you only know someone because they use your service you shouldn't become friends with them.

If a person who uses your service, their family or carer contacts you about their care or other professional matters through your private profile tell them that you cannot mix social and professional relationships.

Do not use social media to discuss people who use social services or their care with them or anyone else.

Protect yourself

Other people can easily find and see your personal information and profiles as well as the posts on your social media. Think about how accessible you are online. For example, you can limit who can read your posts and turn off the ability for your profile to appear in online searches. You can also make some accounts private like Instagram and Twitter.

However, social media sites do not guarantee confidentiality whatever privacy settings are in place. Remember to update your privacy settings regularly.

But above all, remember that everything you post online is public. People can easily find, copy and share your posts without you knowing. Everything you post online can be traced back to you and there is a permanent record, even after deleting it.

Appendix 3: 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