



THE UNIVERSITY *of* EDINBURGH

Bachelor of Science Honours (Social Work)

Pre - Honours Programme Handbook

Year 1 and Year 2

2020 - 2021

Programme Director: Dr Gary Clapton
Email: gary.clapton@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:
Karen.dargo@ed.ac.uk

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Contents

Please read **The School of Social and Political Science 2020-21 General Programme level school guide**. This contains very useful general information about programmes in SPS, see http://www.sps.ed.ac.uk/undergrad/current_students/subject_and_programme_specific_information

You should also read this handbook which will hold more detailed information about Social Work.

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Welcome to Social Work

Welcome to the University of Edinburgh and to the Social Work subject area. This handbook has been designed mainly to guide you through the first two years of your undergraduate degree although some details are also given about years three and four.

As your Programme Director, I am very keen that your four years at university are happy and productive. Starting university can be confusing and our job is to ensure that you settle into your studies here as quickly and as easily as possible.

Social Work is about people. Here are some of the key people you will be getting to know during your first two years as a social work student. Social Work staff are based in the Chrystal Macmillan Building (CMB), 15a George Square.

Head of Subject: Professor John Devaney

Email: j.devaney@ed.ac.uk
Room 2.30, Chrystal Macmillan Building
Tel: 0131 651 5363

John is the Head of the Social Work Subject Area which includes the 4 year Undergraduate degree programme, the 2 year MSW programme, post qualifying programmes and PhD students

Programme Director: Dr Gary Clapton

Email: Gary.Clapton@ed.ac.uk
Room 2.28 Chrystal Macmillan Building
Tel: 0131 650 3903

Gary's job is to manage the four year UG degree programme

Year 1 Personal Tutors: Avril Mclvor and Sarah Rose

Email: A.mclvor@ed.ac.uk
Email: Sarah.Rose@ed.ac.uk

The Personal Tutor's job is to support first year students' learning and to guide their course choice over the first year of their degree. They will meet with each student individually during Welcome week to confirm their attendance* and their course choice. They will meet first year students individually again in Semester 2 and will hold a group meeting each semester.

***Please note that student attendance cannot be confirmed until the university receives confirmation of SSSC registration.**

You should feel free to contact Avril and Sarah about any aspect of your studies which is concerning you or if there is anything about your health or personal life which is effecting your studies. Advising your Personal Tutor 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/files/atoms/files/special_circumstances.pdf

Year 2 Personal Tutor: Rona Gray

Email: rgray5@exseed.ed.ac.uk

Room: tbc

Tel: tbc

Rona's job is to support second year students' learning and to guide their course choice over the second year of their degree. She will meet with each student individually in semester 1 and again in Semester 2 and will hold a group meeting each semester.

You should feel free to contact Rona about any aspect of your studies which is concerning you or if there is anything about your health or personal life which is effecting your studies. Advising your Personal Tutor 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/files/atoms/files/special_circumstances.pdf

Course Organisers

Students will also have contact with Course Organisers from Social Work and from other subjects. The Course Organiser's role is to manage the delivery of the specific course, set the essay/assignment title, prepare and mark the exam papers and moderate all assessed work.

Each course has its own course secretary who deals with all the administrative elements of the course. Details can be found in each course handbook.

Course Tutors

Students will be taking part in tutorials led by Course Tutors who are often PhD students from within the School. Their role is to lead and facilitate the tutorial discussions and to mark the essays/assignments. You will need to enrol in course tutorials once your course choice and overall timetable are confirmed.

Student Support Officer: Karen Dargo

Email: karen.dargo@ed.ac.uk

Room G.04, Chrystal Macmillan Building

Tel: 0131 651 1306

Please email only during semester 1

Karen works in conjunction and alongside the Personal Tutors to provide pastoral and academic support to students. Karen will advise on university procedures and regulations. Karen 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.

Advising your Student Support Officer about any **Special Circumstances** which may have impacted upon your academic performance is very important (see above under Personal Tutor role).

Together, we make up a team whose job it is to support your learning and to guide you through your degree. Our aim is for you to enjoy and benefit from your time at the university and we are confident that your experience of studying here will be positive and constructive. However, should any circumstances arise which cause you to feel that you have been treated unfairly, then in the first instance you should speak to your Personal

Tutor. Advice is also available from the Edinburgh University Students Association (see below for contact details). If you still feel that the matter is unsuccessfully resolved, then you may wish to follow the various mechanisms which are in place:

<http://www.ed.ac.uk/academic-services/students>

<http://www.ed.ac.uk/students/academic-life/complaints>

I hope that this handbook provides useful information to guide you through the first two years of your Social Work degree. We look forward to getting to know you and working with you throughout your undergraduate studies.

Dr Gary Clapton
Programme Director

What is Social Work

Social workers are professionals who work with people experiencing difficulties in their lives. They deal with many different issues arising, for example, from poverty, deprivation, substance misuse or relationship problems. Social Workers undertake sophisticated assessments in relation to vulnerable individuals who are struggling to manage their own lives independently. Social Workers become involved with children, families, adults of all ages and offenders. They work alongside a range of other professionals in supporting people in the community, in hospitals or in care settings.

Many social workers are based in offices and see service users in the office or visit them in their homes. Some work in day centres, residential units or in specialised projects. Social workers are employed by local authorities, voluntary or independent organisations. Some social workers specialise in community work, social education or social reform rather than in direct service to individuals.

Social work is a job for creative, practical and resourceful individuals who really enjoy working with people. Social workers have to combine ingenuity and optimism with honesty and realism in the face of the demanding situations which some service users experience. It is social workers who represent society's response to the challenges of poor parenting, offending, long-term illness, mental illness and other serious problems. Social workers need stable well-integrated personalities and must be able to see beyond the immediate issues presented by service users, the general public and policy makers. Good social work combines an interest in people and a rigorous scientific attitude and the constant search for better methods of helping, supported by research and development.

Social Work education at the University of Edinburgh

The University of Edinburgh started providing training for social workers in 1918 and came to be recognised as a leading institution in social work training. In the 1960s, Social Work at Edinburgh played a major role in advising the Scottish Office about the future shape of social work services in Scotland, contributing to reports that led to the Social Work (Scotland) Act 1968, still a core legislative basis for Scottish social work. In 1998, the University merged with Moray House Institute of Education, an institution which had a 30 year history of providing qualifying and post-qualifying social work education and training for non-graduate and undergraduate students. Today Social Work at Edinburgh is part of the School of Social and Political Sciences, a constituent of the College of Arts, Humanities and Social Science. We seek to meet the demands of a changing profession, and to contribute to the understanding of and developments in public policy and professional practice. We collaborate with a range of agencies to promote understanding of best practice in social work services. Partner agencies provide practice learning opportunities for our students and their staff contribute to course planning and curriculum content.

Becoming a Social Work Student

Your admission to the social work degree is dependent on being registered as a student social worker with the professional body, the Scottish Social Services Council (SSSC). This includes membership of the Protection of Vulnerable Groups (PVG) scheme.

Your ongoing place on the degree is dependent on your continued registration with the SSSC. It is your responsibility to communicate any change of circumstances including change of address to the SSSC. Omitting to advise the SSSC of any change can jeopardise registration as can allowing registration to lapse or failing to pay the annual registration fee.

The university has an obligation to inform the SSSC of any conduct issue which might call into question a student's suitability for registration. The university also has Fitness to Practise procedures which relate to students studying on professional programmes:

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

Social work students, from the start of their studies, should view themselves as professional practitioners. This involves certain responsibilities and as registered social work students, you have agreed to adhere to the SSSC Codes of Practice:

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

Social media plays an important part in the presentation of the professional self and care should be taken with all use of internet and online communication. The SSSC has provided the following guidance about the responsibilities of registered social work personnel in relation to social media (See Appendix 1: SSSC Guidance on the use of Social Media).

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/>

The Programme Team

Social Work Staff

The staff group is made up of full or part-time lecturers, tutors, teaching fellows, practice learning organiser and secretaries. 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
Professor John Devaney	Centenary Chair of Social Work	0131 651 5363 j.devaney@ed.ac.uk
Dr Jackie Gulland	Lecturer	0131 650 8256 Jackie.Gulland@ed.ac.uk
Dr Sumeet Jain	Senior Lecturer	0131 651 1463 Sumeet.Jain@ed.ac.uk
Dr Steve Kirkwood	Senior Lecturer	0131 650 6646 s.kirkwood@ed.ac.uk
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 Mclvor	Senior Teaching Fellow, Practice Learning	0131 651 1486 a.mcivor@ed.ac.uk
Franziska Meinck	Lecturer	0131 651 1785 Franziska.meinck@ed.ac.uk
Pearse McCusker	Senior Lecturer in Social Work	pearse.mccusker@ed.ac.uk
Rhona Hunter		
Georgia Hale		
Rona Gray	Teaching Fellow in Social Work	rgray5@exseed.ed.ac.uk
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

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/>

MyEd

Your official University record, which includes courses taken, marks, credits gained, other achievements and your contact details – is stored on EUCLID, which you can also access through MyEd. A guide to using Learn can be found here:

https://www.learn.ed.ac.uk/webapps/portal/execute/tabs/tabAction?tab_tab_group_id=1021.

If you experience difficulties logging on to Learn, you should contact IT support at: sps.support@ed.ac.uk

BSc in Social Work Requirements and Structure

The BSc (Honours) degree in Social Work renders successful students eligible for full registration as social workers with the Scottish Social Services Council (SSSC). Student registration with the Council is a condition of entry and continuance on the programme. Information about pre-entry registration will be provided.

Principal Aims of the Programme

1. To co-create/co-produce a University of Edinburgh Social Work graduate who will be curious, concerned about social justice, research-minded, a critical thinker who is able to exercise practical judgment; someone with good people skills, who understands change, is reflexive and committed to advocacy.
2. To enable students to act in an increasingly complex world and complex work environments where frameworks for understanding and effecting change are contested and uncertain.
3. To provide a curriculum in which principles of learning, teaching and assessment are constructively aligned.
4. To provide a curriculum that builds upon students' professional development needs from the stage of becoming a social work student to the point of entering the world of professional practice.

Programme Outcomes

(a) Knowledge and understanding

- The contexts and domains within which social work is practised
- The social science knowledge base that informs social work practice
- Evidence and research as it applies to social work
- Legislation and policy in relation to social work
- Concepts of risk, trust and complexity as they apply to social work
- The ethical base underpinning social work practice
- Research and evaluation theories, methods and approaches
- Competence in assessed social work practice

(b) Intellectual skills

- The application of analytical, conceptual, critical and empirical methods to the study of professional practice in social work
- Using, and later undertaking own, research into aspects of social work theory and practice
- Structuring and presenting analysis and argument

(c) Professional/subject-specific/practical skills

- Articulating and maintaining a professional social work identity within multi-disciplinary and interagency contexts
- Using theories to inform practice in a professional context
- Awareness of and adherence to appropriate ethical codes and frameworks
- Achieving competence in assessed social work practice

- Numeracy skills as required by Scottish Social Services Council
- Reflective practice
- Reflexivity

(d) Transferable skills

- oral communication skills
- written communication skills
- oral and visual presentation skills
- independent learning
- teamwork
- interpersonal skills: engagement, empathy, tolerance and open-mindedness, negotiation
- problem formulation and solving
- information retrieval and research skills
- self evaluation
- international understanding
- time management
- working under pressure

Programme Structure

The BSc in Social Work is undertaken on a full time basis over four years.

In year 1, students are required to complete two social work courses and two social policy courses as well as other 'outside' courses to achieve the required 120 credits for the academic year.

In year 2, students are required to complete the two, mandatory social work courses: Social Work: Policy and Legal Frameworks and Working and Relating: Developing Your People Skills. The course: Creative Social Work and the Arts is an optional course. Students will also study 'outside' courses to achieve the required 120 credits for the academic year.

The first two years of the degree are intended to provide a basic grounding in social work as well as providing students with the opportunity to develop their education in social science and beyond.

Years three and four exclusively focus upon social work and in developing the student as a professional practitioner, particularly via a period of assessed direct practice in each of the two honours years. Again, students are required to complete programme specific courses equivalent to 120 credits in each year. During the honours years, undergraduate social work students are taught alongside post graduate, MSW students. This longstanding arrangement has proved effective and enjoyable for both cohorts.

All courses are reviewed on an ongoing basis by staff, students, practitioners and service users and by external professional bodies and other stakeholder interests such as the Scottish Social Services Council.

Year 1			
Course	SQF Level	Credit Points	Assessment
SW 1a – Social Work: Making a Difference	8	20	Two Essays (2000 words) 100%
SW1b – From Research into Practice	8	20	Essay (2000 words) 50% Practice Research Review 50%
SP1a -- Social Policy and Society	8	20	Essay (1500 words) 40% Examination 60%
SP1b – Politics of the Welfare State	8	10	Essay (2000 words) 30% Tutorial Participation 10% Timed Assignment 60%
Other non-compulsory 'outside'	8	40	

Year 2			
Course	SQF Level	Credit Points	Assessment
SW2a – Policy & Legal Frameworks (Compulsory)	8	20	Essay (2000 words) 50% Open Book Exercise 50%
SW 2b Working and Relating: Developing your People Skills (Compulsory)	8	20	Participation in tutorials 10% Tutorial Presentation 10% Essay (2000 words) 80%
Other non-mandatory, 'outside', courses	8		

Whilst 120 credits must be achieved in both first and second year (240 credits in total), the marks during the pre-honours stage of the degree **do not** count to the final degree classification. It is only the marks for years three and four which are calculated.

Students who wish to proceed to the third (junior honours) year of the Social Work degree must successfully complete the first two years of the degree and achieve not less than 50% at first sit in each of the mandatory second year social work courses. Evidence of work in the field of social welfare (either in a paid or unpaid capacity) and an ability to reflect on this is also sought at this stage.

Year 3			
Course	SQF Level	Credit Points	Assessment
Social Work in Communities	10	20	Group presentation 20% Essay (3000 word) 80%
Social Work with Individuals and Families	10	20	Group presentation 20% Essay (3000 word) 80%
Working with Self & Others: Skills Theories & Methods	10	20	Formative assignment based on a reflective journal extract. Group attendance (10%) Summative reflective essay (2000 words) 90%
Understanding Care and Control in Social Work	10	20	Group presentation 20% Essay (3000 word) 80%
Professional Practice in Social Work 1	10	40	Student Evaluation of Learning (3,000 words) 50%, Practice Teacher's Placement Final Report (pass/fail) Practice Study (3,000 words) 50%
Social Work Dissertation Preparation		0	

Year 4			
Course	SQF Level	Credit Points	Assessment
Working with Risk, Trust & Complexity in Social Work	10	40	Group presentation 20% Essay (3000 word) 80%
Professional Practice in Social Work 2	10	40	Student Evaluation of Learning (3,000 words) 50%, Practice Teacher's Placement Final Report (pass/fail) Practice Study (3,000 words) 50%
Dissertation in Social Work	10	40	Dissertation (8000 Words) 100%

Please note: The above outlines of years 3 and 4 of the programme may be subject to change in response to the ongoing Covid-19 circumstances

Each course has its own handbook which will be available on Learn.

Teaching, Learning and Assessment

Courses are taught through a combination of lectures, tutorials and small group work. In the first two years of the degree, social work lectures take place once or twice per week together with weekly tutorials. Other courses follow a similar model. In years three and four, teaching and learning is more intensive, incorporating placements and our Enquiry and Action Learning (EAL) model of learning in which students work in peer groups on specific projects and presentations. 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, social work methods and provides opportunities for practising the application of such skills and approaches prior to starting placement.

You will be assessed by coursework and exams in first and second year. In third and fourth year you will be assessed by coursework and by your performance in two periods of direct practice in service provision agencies.

Details of semester dates for the year 2020/21 can be found at:

<https://www.ed.ac.uk/semester-dates/202021>

Degree Regulations

Degree Regulations and Programmes of Study Undergraduate Degree Programme Regulations 2020/21 can be found at:

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

The Social Work degree can be found at:

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

Tutorial allocation

Students taking year 1 and 2 courses in SPS will automatically be assigned to a tutorial by the beginning of **week 1**.

On your year 1 and year 2 compulsory courses, you will be allocated into a group with other students taking degrees in Social Work.

You will be able to view the tutorial group you have been assigned to via your personalised timetable which you will be able to access through your MyEd Timetabling Channel. Detailed guidance on how to view your personalised timetable, as well as guidance on what to do if you wish to change your tutorial group allocation can be found at

http://www.sps.ed.ac.uk/undergrad/current_students/teaching_and_learning/assessment_and_regulations/tutorial_requirements/tutorial_requirements_years_1_and_2

Progression to Year 2

Students should normally have achieved a total of 120 credits in order to progress to the second year of the programme.

The BSc Social Work Progression Board meets each June and September to confirm progression to second year.

Choosing Year 2 Courses

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

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

Course Choices for Year 1 students

Information on selecting your courses will be included in your welcome pack and can also be found on our webpages [here](#).

Progression to Year 3: Criteria, Requirements, Process and Procedure Criteria

To progress into year 3 of the Social Work Degree, students are required to meet the following criteria:

- To have achieved the requisite number of passes in years 1 and 2, specified in the regulations for the degree. The degree regulations can be accessed on: <http://www.drps.ed.ac.uk/20-21/dpt/utsowrk.htm>
- To have achieved 240 credits over years 1 and 2.
- To have achieved a pass mark of at least 50% at first sitting for the compulsory second year social work courses: Social Work: Policy and Legal Frameworks and also Working and Relating: Developing your People Skills.
- To continue to be registered with the SSSC and to hold current membership of the PVG scheme.

Students who do not meet the academic criteria but consider that they have relevant mitigating circumstances should write or email (j.devaney@ed.ac.uk) to the Head of Subject, Professor John Devaney, Chrystal Macmillan Building, 15a George Square, Edinburgh EH8 9LD. The letter or email should clearly define the relevant mitigating circumstances and written supportive evidence should also be supplied. The letter and evidence should be sent to the Head of Subject prior to the Progression Panel meeting.

Experience Requirement

Throughout the second year of study, Social Work students are required to undertake

relevant voluntary or paid work experience. This experience is required for the course Working and Relating: Developing your People Skills and also to inform the progression Personal Statement. The work experience needs to be regular and ongoing, should be in a social care or social work related setting and needs to involve direct engagement with individuals who are disadvantaged and/or vulnerable. It is not intended that this requirement be extensive nor encroach upon study commitments.

Students will be provided with advice and guidance on how to access relevant experience.

Students are expected to provide written verification of having undertaken the experience requirement. (See below)

Process

During the second semester of year 2, students should write a personal statement of 500 words. Here they should outline their academic learning over years 1 and 2 and demonstrate how this has impacted upon their understanding about social work. They should also discuss how their work experience and other relevant factors have impacted upon their personal development and their commitment to the profession.

The Personal Statement will be emailed to the Personal Tutor and will provide the basis of a progression discussion to be held within an individual progression tutorial during the latter part of semester 2.

Prior to this tutorial, the student must provide written evidence of their SSSC registration, PVG membership and verification of relevant employment/voluntary work. The evidence of work experience should be a written statement from the relevant employing agency on headed note paper, briefly confirming the date of commencement of the student's involvement and outlining the frequency and nature of the work undertaken. It is the student's responsibility to seek this written verification.

The Progression Board will meet towards the end of Semester 2 to confirm that the progression criteria have been achieved. The Personal Tutor will briefly outline the substance of the individual tutorial and the standard of the Personal Statement.

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, Coursework and Exams

Common Marking Scheme

The marking criteria for coursework, exams and dissertations have been established to guide both staff and students about what is normally expected of work receiving a particular grade. This information can be viewed at:

http://www.sps.ed.ac.uk/undergrad/current_students/teaching_and_learning/assessment_and_regulations/markings_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](#)

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

Schools 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.

Courses with Examinations

If your course features a centrally arranged exam, the exam times will be scheduled by Student Administration services. You can view the dates of the examination diets for 19/20 at: <https://www.ed.ac.uk/timetabling-examinations/exams/exam-diets>

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

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

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>

UK legislation relating to Points-Based Immigration requires all universities to monitor the attendance and engagement of their international students. Students on a Tier 4 visa must read Appendix 3 of this document.

Accreditation

The University of Edinburgh is approved by the Scottish Social Services Council (SSSC) to provide social work qualifications: the undergraduate BSc (Social Work) programme complies with the Scottish Requirements for Social Work Training and ensures that students meet 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

Guidance on how to avoid academic misconduct (including Plagiarism)

Academic misconduct comes in a variety of forms, including collusion, falsification, and the use of online essay mills or essay-writing services. The university takes a zero-tolerance approach to these forms of cheating, and penalties for students found guilty of these practices can receive very heavy penalties. The most common form of misconduct we encounter in SSPS is plagiarism.

Plagiarism is giving the impression that something you have written is your own idea or your own work, when actually it is not. It can come from copying and pasting sections of text from internet 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.

Copying from an assignment you previously submitted for credit 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 every essay against a constantly-updated database. Students found to have included plagiarised (including self-plagiarised) material in their work will be reported to an Academic Misconduct Officer for further investigation, and grade penalties can be applied. In extreme cases, assignment grades can be reduced to zero.

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

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

In addition, please see this useful video and further information on the University's College of Arts, Humanities and Social Sciences website:

<https://www.ed.ac.uk/arts-humanities-soc-sci/taught-students/student-conduct/academic-misconduct>

Finally, if you would like to discuss avoiding plagiarism and other forms of academic misconduct, to help ensure that your assignment meet the University of Edinburgh expectations in this regard, feel free to speak with your personal tutor or the School Academic Misconduct Officer, Dr Oliver Turner (oliver.turner@ed.ac.uk).

Feedback

Social work as 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.

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)

Return of Examination Feedback

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

returned to students.

Students may also collect individual feedback on their exam scripts. This can be collected from the Undergraduate Teaching Office Reception. The relevant course secretary will contact students to let them know when this is available.

When collecting feedback, students will need to bring their student cards with them as proof of identity.

Students wishing to view their actual scripts for any reason should email the relevant course secretary to arrange a viewing.

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 and dates and minutes from our Staff Student Liaison Committee (SSLC) please see:

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

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.

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>

Study Support

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/>

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.

Degree Transfers in SPS

Students thinking about changing their degree programme can find relevant information here:

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

Please note that our standard deadline for degree transfer applications is late June 2021. Transfers involving Resit results or special circumstances may be submitted after the deadline if necessary.

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 via <https://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 learning 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 Programmes is available at:

<http://www.ed.ac.uk/institute-academic-development/research-roles/research-only-staff/advice/codes>

Fitness to Practise

Students should familiarise themselves of the University's statement and procedures in relation to Fitness to Practise available at:

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

Appendix 1: Fitness to Practise

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 alongside the <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.

You may like to take a look at this short film clip regarding this social media guidance:

<http://ssscnews.uk.com/2018/04/26/social-media-guidance-video/>

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

Appendix 4: University Student Services

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

Coronavirus (Covid-19)

See the university response and information on the ongoing pandemic here,
<https://www.ed.ac.uk/news/covid-19>

Student Wellbeing

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

Health and Safety

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

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

Counselling Service

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

The Disability Office:

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

EdHelp for common questions and support topics

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

The Edinburgh University Student Association (EUSA) Advice Place:

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

Support is available for international students from Edinburgh Global (the International Office):

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

Are you registered with a General Practitioner?

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

Campus Maps

Finding your way around the large number of university buildings can be a challenge in the first few weeks of being at university. Make use of the campus maps:

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

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:

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

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

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

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

Tel: 0131 650 4170
Email: student.counselling@ed.ac.uk
<http://www.student-counselling.ed.ac.uk>