THE UNIVERSITY *of* EDINBURGH

Social Policy

Pre-Honours Programme Handbook

2019-2020

- Government, Policy and Society
- Government, Policy and Society with Quantitative Methods
- Social Policy and Economics
- Social Policy and Law
- Social Policy and Politics
- Social Policy and Social and Economic History
- Social Policy and Sociology
- Social Policy with Quantitative Methods
- Social Policy with Social and Political Studies

Contents

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: Clay.Young@ed.ac.uk.

Welcome to Social Policy

Social Policy has been taught in the University of Edinburgh since 1918. The Subject Group is ranked fifth in the UK and 23rd in the world, and is amongst the front rank for the quality of its teaching and research.*

Source: QS world rankings, 2016

Please visit our website (www.socialpolicy.ed.ac.uk) which has full details of Social Policy staff and what we are doing. You can also follow current news from the department on twitter at @uoesocialpolicy. We would be very happy to have suggestions for improvements to this handbook. Comments can be directed to Professor Alison Koslowski, Head of Subject (Alison.Koslowski@ed.ac.uk).

General Information

Social Policy Staff

A listing of Social Policy staff can be found on our website: http://www.sps.ed.ac.uk/staff/social_policy.

All social policy staff have weekly guidance and feedback hours. If you cannot make it to guidance and feedback hours then staff are happy to arrange alternative meeting times. You can contact them by e-mail.

The Social Policy web pages can be found at http://www.socialpolicy.ed.ac.uk/.

The Personal Tutors for 2019/20 are:

- **Dr Lynne Robertson-Rose** (Lynne.Robertson-Rose@ed.ac.uk)
  - First year students on Government, Policy and Society, Government, Policy and Society with Quantitative Methods, Social Policy and Law, or Social Policy and Economics
- **Dr Claire Houghton** (claire.houghton@ed.ac.uk)
  - First year students on Social Policy and Sociology or Social Policy and Politics
- **Mr Richard Brodie** (R.Brodie@ed.ac.uk)
  - All second year students.

Your Student Support Officer is **Clay Young.** Your Student Support Officer can act as a first point of contact if you wish to discuss an issue relating to your studies. Clay is located in CMB, room G.04.

Communications

Email is the official method of communication for all students. When you join the University you are given a University of Edinburgh email account and address.

Students must access and manage this account regularly as it is assumed that students have opened and acted on these communications. Failure by students to do so is not be an acceptable excuse for student actions or inactions or as a grounds for appeal.

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

Data Protection

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

For full guidance, please see https://www.ed.ac.uk/records-management/guidance/data-protection/dpforstudents.

Degree Requirements and Courses

Degrees

Social Policy can be studied as a single-honours subject in the programme Government, Policy and Society, or as a joint honours with Economics, Geography, Law, a range of Modern European Languages, Politics, Social Anthropology and Sociology. Note that the required course differ according to each degree curricula; students should check their specific degree programme requirements at: http://www.drps.ed.ac.uk/19-20/dpt/drps_sps.htm.

Students take six courses in their first year (three in each semester), plus the full year non-credit course Fundamentals: Social Policy 1.

Fundamentals: Social Policy 1 (SCPL08007)

Fundamentals, a compulsory non-credit bearing course equips students with a variety of general and subject-specific skills that will be relevant to their degree while helping build a personal portfolio of transferable competences.
On completion of this course, the student will be able to:

1.   Gain competence and confidence in the key study skills required for social policy students including critical thinking, essential skills - such as essay writing and exam revision and gathering evidence - such as literature searching from a social policy perspective

2.   Learn how social policy ideas and skills can be applied to your own lives and in everyday contexts

Students take six courses in their second year (three in each semester), plus the full year non-credit course Fundamentals: Social Policy 2.

Fundamentals 2: Social Policy (SCPL08008)

The aim is to build upon Fundamentals 1 and to complement the two compulsory second-year courses in Social Policy European Social Policy (semester 1) and Evidence, Politics and Policy (semester 2).

Fundamentals 2 complements European Social Policy and Evidence, Politics and Policy by following the same structure of debates. In semester 1 (complementing European Social Policy), Fundamentals has, for example, sessions on comparing social policies across countries (in general), on finding information about policy debates and policy developments in other European countries, and on investigating policy making at EU level. In semester 2, Fundamentals follows the sequence of policy issues that is dealt with in Evidence, Politics and Policy, for example enabling drafts of blog entries to be discussed, and (as outlined below) different kinds of evidence to be explored. In each Fundamentals session, the focus is on developing skills appropriate to serious debate, embedding these skills in substantive discussion of actual current issues.

On completion of this course, the student will be able to:

- have some capacity to engage in public debate in an evidence-based and rational manner.
- have some understanding of the technological aspects of non-written forms of online debate.
- have some understanding of how to use major sources of evidence relating to public policy.

Progression

To be admitted to the second year of your degree, you must gain at least 80 credits.

To be admitted to honours in Social Policy, you must gain a mark of 50% or more at the first attempt in all required second-year courses for their registered degree and have passed all other elements of the 1st and 2nd year curriculum by the end of your second year. Students registered for degrees based in the School have the right to progress to Honours if they meet these requirements; for other students, progression is at the discretion of the responsible Head(s) of Subject. If you do not meet the requirements but wish to study social policy at honours level, you should apply to the current Head of Social Policy.

If your request is turned down, you may appeal against the decision. In this case, you should write formally before the start of the semester to the Director of Undergraduate Teaching in SSPS stating:

- the grounds of your appeal – describe any medical or other circumstances which may have affected your performance
- the marks received for all your first and second year courses
- the marks received for your essays in those courses in which you failed to meet requirements
- the name of your Personal Tutor

Junior Year Abroad (Year 3)

To apply to study for your third year abroad, students must have gained 120 credits in their first year and should have no marks lower than a C in any of their courses. Application takes place in Semester 1 of the second year, so only first year results will be taken into consideration.

Full details of the selection criteria can be found at:
http://www.ed.ac.uk/international-office/exchanges/application

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

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

Students who spend their junior year abroad will have their degree classification calculated solely on the basis of their 4th year marks. For further details please see regulation 52 of the Taught assessment Regulations at http://www.ed.ac.uk/files/atoms/files/taughtassessmentregulations.pdf

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 1 of this document.

Student Contract

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

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

Degree Transfers

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

Please note that our standard deadline for degree transfer applications is no later than the **25th June 2020.** Transfers involving resit results or special circumstances may be submitted after the deadline, if necessary.

Choosing Courses for the Following Academic Year

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.

Special Circumstances and Learning Adjustments

Special Circumstances

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

Students can also seek advice and support from Clay Young, who is the Student Support Officer for Social Policy.

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

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.

An advisor will be happy to meet with you. The advisor can discuss possible learning support which may include adjustments and specific examination arrangements. The Student Disability Advisor can assist you with an application for Disabled Students' Allowance, give you information about available technology and personal assistance such as note takers, proof readers or dyslexia tutors, and prepare a Learning Profile for your School which outlines recommended adjustments.

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

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

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

In 2013, the University implemented an Accessible and Inclusive Learning Policy, which states that the adjustments in the section below will be "mainstreamed". This

means that the following provisions should be available to ALL students, regardless of whether or not they have a schedule of adjustments/learning profile.

1. Course outlines and reading lists shall be made available at least 4 weeks before the start of the course.
2. Reading lists shall indicate priority and/or relevance.
3. Lecture outlines or PowerPoint presentation slides for lectures/seminars shall be made available to students at least 24 hours in advance of the class. (Note for many courses a brief lecture outline is already provided in the course guide.)
4. Key technical words and/or formulae shall be provided to students at least 24 hours in advance of the class.
5. Students shall be notified by email of changes to arrangements/ announcements such as changes to courses/room changes/cancellations.
6. Students shall be permitted to audio record lectures, tutorials and supervision sessions using their own equipment for their own personal learning*
7. All teaching staff shall ensure that microphones are worn and used in all lectures regardless of the perceived need to wear them.

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

Full details on the Mainstreaming learning adjustments can be found at https://www.ed.ac.uk/files/atoms/files/accessible_and_inclusive_learning_policy.pdf.

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

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

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

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

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

Assessment, Coursework and Exams

Common Marking Scheme

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

Coursework 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: Submissions

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. You will not receive a paper copy of your marked course work or feedback.

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

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

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

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

Extensions

If you have good reason for not meeting a coursework deadline, you may request an extension. Before you request an extension, make sure you read all the guidance on

our webpages and take note of the key points below. You will also be able to access the online extension request form through our webpages.

Extensions are granted for 7 calendar days.

Extension requests must be submitted before the coursework deadline.

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

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

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

Lateness Penalties

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

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

Word Count Penalties

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

The penalty for excessive word length in coursework is a 5-mark penalty. These 5 marks will be deducted regardless of how many words over the limit the work is (whether it is by 1 word or by 500!). In exceptional circumstances, a marker may also decide that any text beyond the word limit will be excluded from the assignment and it will be marked only on the text up to the word limit. In most cases, appendices and

bibliography are not included in the word count whilst in-text references, tables, charts, graphs and footnotes are counted.

Make sure you know what is and what is not included in the word count. Again, check the course handbook for this information and if you are unsure, contact the Course Organiser to check.

You will not be penalised for submitting work below the word limit. However, you should note that shorter essays are unlikely to achieve the required depth and that this will be reflected in your mark.

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 2019/20 at: http://www.ed.ac.uk/student-administration/exams/exam-diets.

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

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).

Feedback

Social Policy 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 centralised. 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.

Returning of Assessed Coursework

Coursework feedback is marked, monitored and returned to students within 15 working days (but note that the period over Christmas and New Year does not count in this tally).

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 (NB. 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. Individual exam feedback sheets 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.

Exam Boards, Degree Classification and Release of Results

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

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

The John Craigie Cunningham Prize is awarded to the best first year student in Social Policy.

The External Examiner for Social Policy is Dr Tina Haux (University of Kent).

Student Representation and Societies

Student Representation and Student Voice

General Student Representative Structure

Staff members at the University of Edinburgh work closely with student representatives. Edinburgh University Students' Association coordinates student representation and provides training and support for student representatives across the University.

The role of student representatives ('Reps') is to listen to you to identify areas for improvement, suggest solutions, and ensure that your views inform strategic decisions within the subject area, School and University. The aim is to build a stronger academic community and improve your student life.

Programme Representatives for Our School

Each academic year the School recruits Programme Representatives. 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.

Please see our webpages here for more information on:

- how to become a Programme Representative and what is involved
- the names of our Programme and School Representatives
- dates and minutes from our Staff Student Liaison Committee meetings

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.

Student Representatives

Student representatives from each Undergraduate year are selected during the first few weeks of Semester. These representatives will attend the Staff-Student Liaison committee meeting to represent and report back to their class.

Representatives will also be appointed to sit on the School's Undergraduate Board of Studies and Undergraduate Teaching Committee.

The student representatives may canvass views of those they represent and report back to them. As throughout the University, however, students are excluded from discussion of 'reserved business' items, e.g. those involving confidential matters affecting individual students and staff.

One of the most important forum for student representation is the Staff-Student Liaison Committee consisting of student representatives and the Director of UG Teaching. This provides an opportunity for more informal discussion of matters affecting UG students.

Students who are about to complete their degree programme are also asked to complete a questionnaire to provide an overall assessment of their degree in the school.

Social Policy Society
For information on the Social Policy Society please visit
Facebook: www.facebook.com/groups/249240285249101/
Email: ediunisocpolsoc@gmail.com

P-PALS
Policy PALS, in short P-PALS, is a Peer Assisted Learning Scheme for first year Social Policy students, run by students for students. Higher year student Leaders run weekly sessions where you can discuss course content and practice essential study skills (such as essay writing) in a relaxed and fun environment. They provide a space to ask questions you might feel uncomfortable to ask lecturers or tutors. These sessions are open to everyone - whether you're feeling a little behind, or just want to meet new people, have fun and revise together.

Key benefits of P-PALS

- Deepening understanding of core themes of the course through interactive activities
- Strengthening study skills such as note taking, essay writing or exam revision
- Meeting peers and more experienced Politics and IR students for advice, friendship, and feeling connected to the broader school community.

P-PALS runs from Week 2 to Week 11. Special Essay and Exam sessions, as well as Socials will be announced closer to the time.

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.

Subject Area Advice and Support

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.

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

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 will have a clear understanding of their role in supporting your studies and how to direct you to any other support you might need during your time at the university.

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

Student Support Officer

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.

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/.

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.

Interruption of Studies and Withdrawing from Studies

Authorised Interruption of Studies

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.

Withdrawing from your studies.

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

University Advice and Support

Institute for Academic Development (IAD)

The Institute for Academic Development can help you to develop effective learning techniques.

You can access resources and guidance on, for example, how to study effectively, write assignments and revise for your exams.

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

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

You can also arrange to receive one-to-one study advice by making an appointment. You can view further details about this at http://www.ed.ac.uk/schools-departments/institute-academic-development/undergraduate/overview.

The 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 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.

Counselling Service

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

Health and Safety

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

For further details on our school's 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.

Careers Information

The Careers Office provides a rich variety of opportunities, guidance and advice. Maybe you are already considering moving into employment, undertaking further study, finding an internship, travelling, volunteering, starting your own business or something else entirely. You might have some firm ideas at this point or no ideas whatsoever.

Making informed decisions about your future takes time and effort but your Careers Service can support you through the process.

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

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

Appeals and Complaints

Appeals

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

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

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

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

Time Scales for Appeals	
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

Appendix 1: Tier 4 and Student Engagement

As a Tier 4 student, the University of Edinburgh is the sponsor of your UK visa. The University has a number of legal responsibilities, including monitoring your attendance on your programme and reporting to the Home Office when:
- you suspend your studies, transfer or withdraw from a programme, or complete your studies significantly early;
- you fail to register/enroll 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 "Downloads" section at www.ed.ac.uk/immigration.

More information or advice about your Tier 4 immigration status can be obtained by contacting the International Student Advisory Service, located at the International Office, 33 Buccleuch Place, Edinburgh EH8 9JS
Email: immigration@ed.ac.uk