



THE UNIVERSITY of EDINBURGH  
School of Social and  
Political Science

# Student Support Guide

At the School of Social and Political Science (SPS), we want you to make the most of your time here.

We will support you to:

Make informed decisions about your studies  
Achieve your academic and personal goals  
Access additional support when needed  
Get back on track if things don't go to plan

## Your Key Support Contacts

---

### Student Adviser

- **Your first point of contact**, based in SPS
- Listed on your student record ([see MyEd](#))

#### Your student adviser can help you:

- Navigate health, wellbeing, or practical challenges
- Access support (e.g. wellbeing or counselling)
- Manage your studies
- Understand programme regulations and policies

#### How to contact them:

- They'll reach out at key points (e.g. if they see you have missed classes)
  - They offer support via email, 1:1 meetings on campus or online, drop-ins
  - Email [student.sps@ed.ac.uk](mailto:student.sps@ed.ac.uk) or phone 0131 651 1526
  - Or ask at the reception of the **Chrystal Macmillan Building**
- 

### Cohort Lead

- **Your main academic contact**, based in SPS
- Listed on your student record ([see MyEd](#))
- May also be your Programme Director, depending on your programme

#### Your cohort lead can:

- Advise on academic aspects of your programme
- Support you with choosing your courses
- Support you at key transition points in your studies
- Organise skills sessions (e.g. essay writing, referencing)
- Organise other academic activities (e.g. careers events with guest speakers, film screenings)
- Email you to highlight other events or with relevant updates
- Offer drop-ins for 1:1 academic advice
- Offer a 1:1 meeting to discuss your progress
- Support you academically if you are struggling

#### How to contact them:

- See them at events or sessions throughout the year
  - Go to their office during drop-in hours
  - Email them directly
- 

### Course Organisers

Your Course Organiser can advise you on all matters relating to your course.

#### They can help with:

- Assessments and feedback
- Course content and delivery

- Required skills and learning outcomes
  - Find contact details and drop-in hours on LEARN.
- 

### Other Academic Staff

You will naturally have contact with other academic staff throughout your university journey.

**Some staff will be directly involved in teaching and learning:**

- Tutors (who lead your tutorials)
- Dissertation supervisor
- Exchange coordinator (for study abroad)

**Others may support you in different ways (e.g. if you need to repeat a year):**

- Director of Students (Subject Area)
  - Director of Undergraduate Teaching (Subject Area)
  - SPS Director of Students
  - SPS Director of Undergraduate Programmes
  - SPS Director of Postgraduate Programmes
  - SPS Director of Learning and Teaching
- 

### Joint Degree Students

In addition to your Student Adviser and Cohort Lead, who are usually allocated according to the subject area named first in your degree programme, you have an academic lead for the second (or third) named subject of your degree programme. They will contact you at the start of each year to introduce themselves and share their contact details.

**They can:**

- Offer specialised advice on subject-related queries
- Advise on core courses and academic progress
- Discuss careers or further study

Contact them directly, or ask your Student Adviser.

---

### You and your fellow students

Your university journey is collaborative. The more you engage, the more rewarding it will be.

To help you feel **connected to and supported in your learning**, we recommend you:

- Attend and prepare for classes
- Check LEARN and emails regularly
- Attend academic and social events in your subject area
- Become a Programme Rep or PALS Leader
- Join your subject society
- Provide feedback on your courses
- Reflect on your progress

## Additional Support And Development

The SPS Student Development Office provides academic, professional and employability support and development opportunities to all SPS students.

### Student Development Office

Student Experience Services across the University are also here to support and guide you.

### Institute for Academic Development

- Guidance on study skills
- Study Hub

### Careers Service

Careers, employability, personal and professional development advice for every stage of your student journey from the moment you arrive.

### Wellbeing Services

- A range of specialist support teams who are there for you to support your health and wellbeing throughout your time with us.
- Disability and Learning Support, Student Counselling, Chaplaincy and Wellbeing Service.

## Questions or unsure where to go?

---

Use this guide to identify the right contact for your needs. Still unsure? Just ask!

### Contact:

<b>Student Advice &amp; Support team</b>	<b><a href="mailto:student.sps@ed.ac.uk">student.sps@ed.ac.uk</a></b>
<b>Dr Annika Bergman Rosamond, SPS Director of Students</b>	<b><a href="mailto:sps.dos@ed.ac.uk">sps.dos@ed.ac.uk</a></b>
<b>Catriona Elder, Head of Student Support &amp; Experience</b>	<b><a href="mailto:catriona.elder@ed.ac.uk">catriona.elder@ed.ac.uk</a></b>