



THE UNIVERSITY *of* EDINBURGH

**Precision Medicine  
Doctoral Training Programme**

**PhD with Integrated Study**

**Programme Handbook  
2020/21**

This handbook was compiled by the programme team in accordance with the College of Medicine and Veterinary Medicine postgraduate taught (PGT) and postgraduate research (PGR) guidelines. Please note that every effort has been made to ensure that the information contained in this booklet was correct at the time of publishing.

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If you require this document or any of the internal University of Edinburgh online resources mentioned in this document in an alternative format please contact:

Precision Medicine Programme Team  
 Usher Institute, University of Edinburgh, Nine Edinburgh  
 BioQuarter, 9 Little France Road, Edinburgh EH16 4UX  
 Email: [precision.medicine@ed.ac.uk](mailto:precision.medicine@ed.ac.uk)

## 1 Introduction and Welcome

Welcome to the University of Edinburgh! We are delighted that you have chosen to join the Precision Medicine Doctoral Training Programme's PhD with Integrated Study.

The Precision Medicine Doctoral Training Programme (DTP) offers PhD with Integrated Study studentships funded by the Medical Research Council (MRC), The University of Edinburgh and The University of Glasgow. Hosted by the University of Edinburgh in collaboration with the University of Glasgow and the Karolinska Institute, this prestigious programme provides PhD research training alongside taught courses over four years of study and welcomed its first cohort of students in September 2016.

This DTP focuses on training PhD students in key MRC skills priorities in quantitative skills (mathematics, statistics, computation, and developing digital excellence) as applied to a variety of data sources (from 'omics' to health records), and interdisciplinary skills including imaging and stratified medicine.

Under the umbrella of the College of Medicine and Veterinary Medicine (CMVM) and delivered through the Usher Institute (Deanery of Molecular, Genetic & Population Health Sciences), this Programme offers a selection of courses from Institutes and Schools across the University, and at the University of Glasgow, in a wide range of subject areas in the priority areas listed above, alongside PhD research study. A professional team of experts will support your progress through your courses and research study.

## 2 The Handbook

This handbook collects the essential information about University regulations, programme structure, assessments, etc. that you will need during your studies. Please take the time to read the handbook and keep it for future reference. The handbook is updated at least once a year so be sure to follow the Handbook link in the programme webpage to ensure you have the most up-to-date version.

Every student must comply with the detailed requirements of the curriculum for the degree as set out in:

- the appropriate Degree Programme Table
- the programme handbook
- the courses of study, the order in which courses are attended
- the items of assessment for the programme which are published in the University Degree Regulations and Programmes of Study.

The University Degree Regulations and Programmes of Study set out University-wide and programmes specific regulations: <http://www.drps.ed.ac.uk/20-21/>

Degree Regulations and Programmes of Study Postgraduate Degree Programme Regulations 2020/21: <http://www.drps.ed.ac.uk/20-21/regulations/PGDRPS2020-21.pdf>

## Precision Medicine Doctoral Training Programme 2020/21

The Taught Assessment Regulations and Postgraduate Assessment Regulations for Research Degrees set minimum requirements and standards for students and staff, expressing in practical form the academic goals and policies of the University.

The Taught Assessment Regulations should be reviewed for the taught element of the PhD with Integrated Study and are available here:

[https://www.ed.ac.uk/files/atoms/files/2020\\_taught.pdf](https://www.ed.ac.uk/files/atoms/files/2020_taught.pdf)

The Postgraduate Assessment Regulations for Research Degrees should be reviewed for the research element of the PhD with Integrated study and are available here: [https://www.ed.ac.uk/files/atoms/files/2020\\_postgraduateresearch.pdf](https://www.ed.ac.uk/files/atoms/files/2020_postgraduateresearch.pdf)

Code of Practice for Supervisors and Research Students:

<https://www.ed.ac.uk/files/atoms/files/copsupervisorsresearchstudents.pdf>

### **DISCLAIMER**

This handbook does not supersede the University Regulations.

The information provided in this handbook is intended to help you avoid unnecessary problems. It is each student's responsibility to familiarise themselves with the contents of this handbook, the Postgraduate Taught and Research Assessment regulations, and the Code of Practice for Supervisors and Research Students (links provided above).

## **3 Programme Structure**

### **3.1 PhD with Integrated Study**

The University aims to foster a vibrant, successful and interactive research community that generates ideas and discoveries, creates new fields of knowledge and makes a difference to the societal, cultural, environmental, health and wealth development of Scottish, UK and global communities.

Research students have a major role to play in these aims. To this end, the University seeks to provide research students with an exceptional and distinctive experience that prepares them to make significant contributions to knowledge during and beyond their period of candidature at the University.

The Precision Medicine Doctoral Training Programme is jointly overseen by the University of Edinburgh and the University of Glasgow and is supported by a funding award from the Medical Research Council (MRC) Doctoral Training Programme in Precision Medicine, a collaboration between the Usher Institute (Deanery of Molecular, Genetic & Population Health Sciences), the College of Medicine and Veterinary Medicine (CMVM), the College of Medical, Veterinary & Life Sciences at Glasgow University and the Karolinska Institute. The University of Edinburgh is the lead institution.

This PhD with Integrated Study programme consists of standard PhD research study as outlined in the Postgraduate Assessment Regulations for Research Degrees:

[https://www.ed.ac.uk/files/atoms/files/2020\\_postgraduateresearch.pdf](https://www.ed.ac.uk/files/atoms/files/2020_postgraduateresearch.pdf)

The PhD research study runs alongside a taught element which is delivered in accordance to the Taught Assessment Regulations:

[https://www.ed.ac.uk/files/atoms/files/2020\\_taught.pdf](https://www.ed.ac.uk/files/atoms/files/2020_taught.pdf)

## Precision Medicine Doctoral Training Programme 2020/21

The two variants of this programme based on the student's prior experience are:

- i) A 3.5-year PhD for students who already have a Masters degree in a relevant subject (such students will be given 90 Recognition of Prior Learning (RPL) credits at time of entry and study duration shortened to 3.5yrs). This model integrates research (600 credit project) with additional taught courses equivalent to 30 credits.
- ii) A 4-year PhD for students entering the programme with a BSc (Hons). This model integrates research (600 credit project) with assessed taught postgraduate training (120 credits).

The duration of your programme will be confirmed at the start of your studies, based on the completion of your Training Needs Analysis (see Section 3.1.1 below).

As students on this programme, you will be encouraged to select courses from three different specialisms: Quantitative Skills, Data, and Life Sciences. The courses that comprise specialisms have a mix of on-campus and online delivery. You and your supervisors will have flexibility on taught module timing (120 credits throughout the first 3 years) and content specialisms aligned with MRC skill priorities.

This degree programme comprises a total of 720 credits, of which at least 540 are at SCQF level 12 (thus equivalent to the PhD) and at least 690 at SCQF level 11 or above (thus ensuring that taught components are consistent with the requirements for Masters).

The prescribed period for the programme is either 3.5 years or 4 years depending on your prior experience. Guidance from the MRC (the funding body for this programme) indicates that target submission is by the end of your prescribed period, either 3.5 years (for students with Recognition of Prior Learning) or 4 years. However, MRC do allow a 6 month unfunded writing up period if required.

This structured programme of study integrates research with assessed taught postgraduate training in a range of skills and subject focused modules, up to a maximum of 120 credits.

As illustrated below, if you are a student on the 4-year programme, you will take 120 credits of taught courses over 3 years of study, across all 3 Specialisms. If you are a student on the 3.5-year programme, you will take 30 credits (preferably in year 1) spanning 2 Specialisms in addition to the 90 RPL credits given at time of entry.

	Phase 1; months 1-3		Phase 2; months 4-12	Phase 3; months 13-36	Phase 4; months 37-48
<b>3.5yr PhD</b>	Induction	Specialism 1	Specialism 2		
<b>4yr PhD</b>		Specialism 1	Specialism 2	Specialism 3	
<b>All</b>	Transferable skills; Presentation, Research Ethics, Public Engagement, Innovation & Entrepreneurship				

The outcome of the assessment of the taught component may be used in determining progression on the programme, or eligibility for an exit award at Masters/Diploma/Certificate level, providing that you as a student have attained the requirements for the award as set out in the University regulations. For the award of PhD with Integrated Study, the research component must meet the assessment criteria for a PhD in the current University regulations.

### **3.1.1 Training Needs Analysis**

To ensure individual training needs for the formal taught element of the programme are met and to determine the length of each student's PhD with Integrated Study programme (3.5 or 4 years), you will be asked to complete a Training Needs Analysis form, which will review your individual experience and competency levels to date in the areas of Quantitative Skills, Data, and Life Sciences. Additional training needs including opportunities for professional development and transferrable skills training will be reviewed throughout your programme and will be available separately.

### **3.1.2 Recognition of Prior Learning**

If you have completed a relevant Masters programme prior to joining the Precision Medicine Doctoral Training Programme, you will likely be assigned Recognition of Prior Learning (RPL) credits totaling 90 credits. This means you will only be required to complete 30 credits, which should be taken over two specialisms. This will be confirmed upon review of your completed Training Needs Analysis.

Students with a previous BSc only (rather than an MSc qualification) will be encouraged to take courses that span all three specialisms throughout this programme.

## **3.2 Choosing Courses**

As part of the Training Needs Analysis outlined above, you will be asked to review your competencies in each subject area by reviewing the learning outcomes of each course. You should discuss your course selection with your supervisory team at the earliest opportunity. The Training Needs Analysis, where course selections are made, will be reviewed and approved by both your Primary Supervisor and the DTP Programme Director. Course selections will be reviewed each year by the Programme Administrative Officer upon completion of your annual review, ahead of enrolling you on courses for years 2 and 3 of the programme. Note that courses may not be offered each year, depending on uptake. You will have the opportunity to review your course selection for future years. For further information on course selection, see:

<http://www.ed.ac.uk/usher/precision-medicine/information-for-students/programme-requirements/taught-element/course-selection>

## **3.3 Degree Programme Tables**

The Degree Programme Tables show the progression through the taught element of the programme

University of Edinburgh Lead Students:

<http://www.drps.ed.ac.uk/20-21/dpt/prphdispme2f.htm>

University of Glasgow Lead Students:

<http://www.drps.ed.ac.uk/20-21/dpt/prphdpreme2f.htm>

Please bear in mind that the courses offered may differ from year to year, depending on availability. This means that you need to be strategic about which courses you take, and when.

### 3.4 Academic year 2020/21

The Calendar of the University Academic Year can be found at:  
<https://www.ed.ac.uk/semester-dates/202021>

For forward planning on year and semester dates, please see:  
<https://www.ed.ac.uk/semester-dates/202122>

## 4 Contacts and Student Support

### 4.1 Administrative advice

Guidance and support during the programme of study is available from a number of different sources. Your **Supervisors** should be your first point of contact for matters relating to academic and pastoral support. They are available to advise you about your choice of courses, to support you as you plan your programme of study, support you through the thesis process, and to help you to address personal problems affecting your academic work. It is your responsibility to inform your Supervisor immediately of any problems that are interfering with your coursework or progress.

The **Programme Director** is available to answer questions in relation to the programme as a whole, or issues you may have that you prefer not to discuss with your Supervisor.

Your **Thesis Committee Chair** acts as both a monitor of progression and also of pastoral support. They are available to offer support and advice from both an academic and pastoral point of view.

**Postgraduate Advisors** provide pastoral support to students and are based at School or Deanery level. To find out who your Postgraduate Advisor is please contact your local unit or ask one of the DTP Programme PG Administrative Officers.

Contact the **DTP Programme PG Administrative Officers** for general day-to-day advice about any administrative aspects of the Programme.

If in doubt, approach any of the above – from the Programme Director, the DTP Programme PG Administrative Officers, or the College Office – and we will try to answer your question or pass you on to the person who can.

**Supervisors** are responsible for monitoring your progress and reporting annually. They should ensure that they are aware of milestones as outlined for this programme (see section 8.6 below) and will submit reports each year as required.

Supervisors should be honest with their feedback to students and raise any concerns with the Programme Director as soon as possible.

### 4.2 Programme team

Programme Director

#### **Dr Susan M Farrington**

Cancer Research UK Edinburgh Centre  
MRC Institute of Genetics & Molecular Medicine  
Western General Hospital  
Crew Road South, Edinburgh EH4 2XR



## Precision Medicine Doctoral Training Programme 2020/21

Telephone: +44 (0) 131 651 8632  
Email: [susan.farrington@ed.ac.uk](mailto:susan.farrington@ed.ac.uk)

DTP Programme Postgraduate (PG) Administrative Officers

### **Susan Mitchell**

The University of Edinburgh  
Nine Edinburgh BioQuarter  
9 Little France Road  
Edinburgh EH16 4UX

Email: [precision.medicine@ed.ac.uk](mailto:precision.medicine@ed.ac.uk)

### **Kate Hardman**

The University of Edinburgh  
Nine Edinburgh BioQuarter  
9 Little France Road  
Edinburgh EH16 4UX

Email: [precision.medicine@ed.ac.uk](mailto:precision.medicine@ed.ac.uk)

In case of emergency, students should dial 2222. This number is only available from the University internal telephone system. Students in Residences or those calling from a mobile should dial (0131) 650 2257.

## **4.3 College contacts**

College of Medicine and Veterinary Medicine  
**Graduate School: College Hub**  
The University of Edinburgh  
The Chancellor's Building  
49 Little France Crescent  
Edinburgh EH16 4SB

Hours: 09:00 to 17:00, Monday to Friday

Email: [mvmpeg@d.ac.uk](mailto:mvmpeg@d.ac.uk)

Website: <http://www.ed.ac.uk/medicine-vet-medicine>

### **Director of Postgraduate Taught**

Dr Sarah Henderson

Email: [Sarah.Henderson@ed.ac.uk](mailto:Sarah.Henderson@ed.ac.uk)

### **Director of Postgraduate Research**

Professor Robert Semple

Email: [rsemple@exseed.ed.ac.uk](mailto:rsemple@exseed.ed.ac.uk)

## **4.4 IT Help and support**

If the problem is a very specific, course-related one, raise it first with your Course Organiser. If it is a general, broader issue, use the following routes to get the support you need:

The IS Helpline provides a first point of contact for enquiries relating to library, computing services and online learning. More details of the IS Helpline service are available on the IS website:

<http://www.ed.ac.uk/schools-departments/information-services/help-consultancy/help-services/contact-helpline>

The IS helpline may be contacted in the following ways:

**Phone:** +44 (0)131 651 5151

**Email:** [IS.Helpline@ed.ac.uk](mailto:IS.Helpline@ed.ac.uk)

If you are contacting the helpline by email, please *use your University of Edinburgh email account*. This will ensure your enquiry is prioritised.

### Coronavirus (Covid-19)

The University of Edinburgh has been closely monitoring the Coronavirus (Covid-19) outbreak and liaising with government and NHS agencies to get their latest advice on public health guidance. For next year we are planning a hybrid approach – a blend of on campus teaching and digital elements that allows you to continue with your programme. Over the next academic year we expect social distancing rules will change and you may have many questions about how this will impact your University experience. Rest assured that the University will continue to adapt to the changing situation and provide up to date advice and support including information on health, self- isolation, travel and University Services can be found on the [webpage](#). [FAQ's](#) on assessment and exams, study and workplacements, visa's and accommodation are also frequently updated. We are committed to ensuring that you have a rich educational experience that is safe and protected to ensure that you continue to get the most from the University and City.

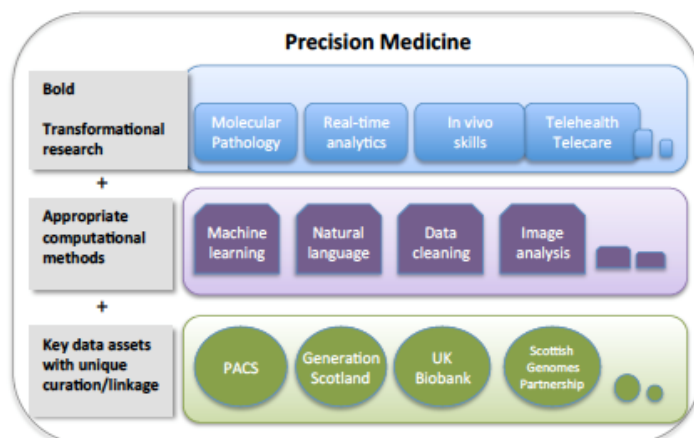
## 5 Programme aims and outcomes

Precision medicine is a transformational approach that integrates an individual's data to characterise risk, molecular mechanism and resilience and thus target prevention and treatment. While advances in precision medicine have been made in a small number of disease contexts, these are absent for most. The opportunity is to generate evidence from advanced data on myriad clinical samples (blood, cells, biopsies, faeces [microbiome], urine) and meld these with the individual genomics, e-record, imaging and other data-rich '-omic' parameters to enable discovery and tailored therapies.

This programme aims to train the next generation of research leaders (as outlined in the figure below) with the vital inter-disciplinary skillsets to unravel disease mechanism and devise new therapies through three distinctive attributes:

- (i) a focus on bold research;
- (ii) use of appropriate computational methods;
- (iii) application to unique and varied data assets.

It will also provide expert training in informatics-based approaches and biomedical technologies enabling graduates to design, perform and derive new knowledge from personalised medicine.



As students on this programme you will acquire and develop new quantitative and interdisciplinary skills, while integrating optimally with MRC-funded researchers across MRC Centres and Units in Edinburgh and Glasgow and internationally via the Karolinska Institute.

## 6 Assessment and Feedback

Every student must comply with the detailed requirements of the curriculum for the degree as set out in:

- the appropriate Degree Programme Table
- the programme handbook
- the courses of study, the order in which courses are attended
- the items of assessment for the programme which are published in the University Degree Regulations and Programmes of Study.

The University Degree Regulations and Programmes of Study set out University-wide and programme specific regulations: <http://www.drps.ed.ac.uk/20-21/>

Degree Regulations and Programmes of Study Postgraduate Degree Programme Regulations 2020/21: <http://www.drps.ed.ac.uk/20-21/regulations/PGDRPS2020-21.pdf>

The Taught Assessment Regulations and Postgraduate Assessment Regulations for Research Degrees set minimum requirements and standards for students and staff, expressing in practical form the academic goals and policies of the University.

The Taught Assessment Regulations should be reviewed for the taught element of the PhD with Integrated Study and are available here:

[https://www.ed.ac.uk/files/atoms/files/2020\\_taught.pdf](https://www.ed.ac.uk/files/atoms/files/2020_taught.pdf)

The Postgraduate Assessment Regulations for Research Degrees should be reviewed for the research element of the PhD with Integrated study and are available here: [https://www.ed.ac.uk/files/atoms/files/2020\\_postgraduateresearch.pdf](https://www.ed.ac.uk/files/atoms/files/2020_postgraduateresearch.pdf)

## 6.1 Methods and media

The taught element of this programme is delivered using a combination of on-campus and online distance learning (ODL) courses offered by both the University of Edinburgh and the University of Glasgow. You should take travel plans into account when selecting your courses and note if they are delivered on-campus or online. Courses could include a mix of on-campus or online tutorials, multimedia interactive learning materials, peer-to-peer discussion and independent study. Due to the wide-ranging courses and contributing disciplines (from the Humanities, Sciences and Medicine) within this programme, course delivery methods may be unique to each course and differ from one another.

The courses are assessed by a diverse range of methods that often take the form of formative work that provides you with on-going feedback and summative assessment, which is submitted for credit. Each course will have different methods of assessment and the weight of each assessment may vary from course to course. More information on the various methods of assessment will be provided in individual course handbooks. To enable you to manage your time effectively, details of the assignment deadlines for each course will be available when you first access the course content.

Assessments may include:

- online assignments (e.g., online group presentations, etc.)
- written assignments or tasks to be submitted throughout the course
- formal examinations

With each assignment, you will be provided with instructions detailing exactly what is expected from you, what the assessment criteria is, and how your submitted work will be marked.

Students must comply with any assessment requirements specific to their degree programme and the University's taught assessment regulations for the current academic session:

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

## 6.2 Academic misconduct and plagiarism

It is an offence for any student to make use of unfair means in any University assessment, to assist a student to make use of such unfair means, to do anything prejudicial to the good conduct of the assessment, or to impersonate another student or allow another person to impersonate him or her in an assessment. Any student found to have cheated or attempted to cheat in an assessment may be deemed to have failed that assessment and disciplinary action may be taken.

For information on how the University defines academic misconduct, including plagiarism, and how it deals with suspected cases:

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

For further guidance on the application of the regulation see the Taught Assessment Regulations (Regulation 30 Academic Misconduct):

[https://www.ed.ac.uk/files/atoms/files/2020\\_taught.pdf](https://www.ed.ac.uk/files/atoms/files/2020_taught.pdf)

and the Postgraduate Assessment Regulations for Research Degrees (Regulation 26 Academic Misconduct):

[https://www.ed.ac.uk/files/atoms/files/2020\\_postgraduateresearch.pdf](https://www.ed.ac.uk/files/atoms/files/2020_postgraduateresearch.pdf)

Plagiarism is a form of academic misconduct and is viewed by the University as a serious disciplinary offence. Plagiarism is the presentation of another person's work as the student's own, without proper acknowledgement of the source, with or without the creator's permission, intentionally or unintentionally.

You can avoid plagiarism by ensuring that any work submitted for assessment is your own. If your work includes quotations, theories, ideas, data or any other material, which are the work of another person or persons, you should make sure that you have taken all reasonable steps to acknowledge the source.

The University of Edinburgh uses Turnitin, plagiarism detection software, to carry out an electronic comparison of students' work against electronic sources including another students' work. Turnitin makes no decisions as to whether a student has plagiarised; it simply highlights sections of text, which are duplicated in other sources.

For further information on Turnitin: <https://www.ed.ac.uk/information-services/learning-technology/assessment/assignments/turnitin/advice-students>

### **6.3 Assignment submission**

It is your responsibility to meet your assessment deadlines. The dates given for submission are strictly applied and extensions will only be given in exceptional circumstances.

If something happens that means you are unable to submit the assignment by the stated deadline (e.g. health or personal issues), you must get in touch with the course organiser before the assignment deadline to request an extension or to request special circumstances (read more about special circumstances in Section 8.9). Your request will be considered by the course organiser who will decide whether to grant you an extension or refer your request to the Special Circumstances Committee.

### **6.4 Penalties for late submission**

Students need to submit assessed work and examinations by the published deadline and to hand in their examination scripts before leaving the examination venue. Where the student provides a good reason for late submission, schools may consider accepting late submission of up to seven calendar days without exacting a penalty.

If work is submitted late we would advise that you follow the application guidance under the Taught Assessment Regulations (Regulation 28 Late Submission):

[https://www.ed.ac.uk/files/atoms/files/2020\\_taught.pdf](https://www.ed.ac.uk/files/atoms/files/2020_taught.pdf)

### **6.5 Penalties for failure to submit**

Failure to submit a piece of assessed work will result in 0% being awarded which would have serious consequences for your overall degree. It is, therefore, in your interest to submit work, even if very late. As indicated above, penalties for late submission will be applied

## 6.6 Feedback

Generally, feedback on formative and summative in-course assessed work will be provided within fifteen working days of submission, or in time to be of use in subsequent assessments within the course, whichever is sooner. However, some forms of summative in-course assessed work will not be returned within fifteen working days and course handbooks or websites will provide details when, where and how feedback is offered for the course concerned.

## 6.7 Retaining and Sharing Student Work

The University's student records retention schedule states that material which contributes to the final assessment of the degree, including Dissertations, should be retained in the School for a minimum 40 days after the Board of Examiners meeting which decides the overall classification or award of the degree, after which it will be destroyed. You will then be the only holder of the Dissertation.

However, if your dissertation and other course work has value for teaching or its contribution to knowledge, schools or subject groups may decide to retain it in house or transfer it to the Library. We will remove your name from this work so that only the School can identify you as the author of the work through your UUN.

If your course work contains an assessment in the form of a video recording of you, then we will not be able to remove the identifiers and anonymise. This would then be retained and shown to future students if you give your consent, if not, it will be deleted.

In the case of group work, unless all members of the group give their consent, we will not retain and use the piece of work.

Course work that is non-confidential and obtains marks of 65% and above is, with the student's consent, retained by the School for 10 years and made available online to other students.

Please refer to Taught Assessment Regulation 49 'Retention and destruction of material'

[https://www.ed.ac.uk/files/atoms/files/2020\\_taught.pdf](https://www.ed.ac.uk/files/atoms/files/2020_taught.pdf)

<https://www.ed.ac.uk/records-management/guidance/records/retention/student-records>

## 6.8 Extended Common Marking Scheme

For the taught element of this programme, each course has its own specific criteria by which assignments will be assessed – you will find these in the course guides. All criteria are developed, however, with reference to the principles of the University's Postgraduate Common Marking Scheme, which is given here for your information:

Mark (%)	Grade	Description
90-100	A1	An excellent performance, satisfactory for a distinction
80-89	A2	An excellent performance, satisfactory for a distinction
70-79	A3	An excellent performance, satisfactory for a distinction

60-69	B	A very good performance
50-59	C	A good performance, satisfactory for a master's degree
40-49	D	A satisfactory performance for the diploma, but inadequate for a masters degree
30-39	E	Marginal Fail
20-29	F	Clear Fail
10-19	G	Bad Fail
0-9	H	Bad Fail

<https://www.ed.ac.uk/timetabling-examinations/exams/regulations/common-marking-scheme>

## 6.9 Borderlines

### Regulation 44 Borderlines

Boards of Examiners must consider students whose marks are borderline for progression, award, or classification purposes. Boards of Examiners can also consider students whose marks are borderline for passing a course, where special circumstances apply. Borderline marks are defined as marks from two percentage points below the class or grade boundary up to the boundary itself, e.g. 58.00% to 59.99% for an undergraduate 2.1 classification or 38% to 39% for a pass in a course. Boards of Examiners and Progression Boards must use the University borderline definition and must not set and use a different definition.

## 6.10 Progression and Award

Progression through this integrated PhD programme requires completion of formal taught and research milestones elements.

### 6.10.1 Progression Requirements

To monitor your overall progress throughout your programme, you will have a Thesis Committee consisting of your supervisors and one or more members who are independent of the supervisory team. A member of the DTP Academic Committee will chair each Committee.

As students on this programme, in addition to successful completion of your taught courses, you are also responsible for meeting the following Research Milestones:

#### Year 1

**(i) 10 week plan** - write a short report (1000-1500 words). This report will be assessed by your Thesis Committee Chair.

**(ii) 1<sup>st</sup> Year Review** - you will have a progression review that will consist of three elements:

- a) a written report ~5000 words prepared by you in consultation with your supervisors.
- b) an interview with your thesis committee which will include a brief (~20 minute) presentation by you
- c) a written report by the thesis committee

#### Year 2

**(i) Induction Presentation** - you are required to present your work to the new cohort during Induction activities in September.

**(ii) Poster Presentation** – you are required to present a poster of your work at a cohort event.

**(iii) 2<sup>nd</sup> Year Review** - you will have a progression review that will consist of three elements:

- a) an Abstract and Thesis Plan prepared by you in consultation with your supervisors.
- b) an interview with your Thesis Committee which will include a brief (~20 minute) presentation by you.
- c) a written report by the Thesis Committee.

### **Year 3**

**(i) Presentation** – you are required to give a 15 minute presentation at a cohort event.

**(ii) 3<sup>rd</sup> Year Review** - you will have a progression review that will consist of three elements:

- a) a written report ~2000 words prepared by you in consultation with your supervisors.
- b) an interview with your Thesis Committee which will include a brief (~20 minute) presentation by you.
- c) a written report by the Thesis Committee.

### **Year 4 (of 6 or 12m duration depending on programme)**

#### **3.5yr Degree;**

**(i) Thesis Submission** - you will submit a thesis and undergo a viva.

#### **4yr Degree;**

**(i) 4<sup>th</sup> Year Review** – you will have a meeting with your Thesis Committee to review progress on your Thesis Plan.

**(ii) Thesis Submission** - you will submit a thesis and undergo a viva.

### **6.10.2 Thesis Submission**

The Thesis Submission process is available on the College Postgraduate Research Wiki:

<https://www.wiki.ed.ac.uk/display/CMVMPGR/Doctorate+Thesis+Submission>

### **6.10.3 Progression Monitoring**

Progression through this PhD with Integrated Study programme requires completion of formal taught and research elements. Taught courses will be examined by the organisational unit to which course ownership is attributed and is subject to review by the local Board of Examiners. The DTP PG Administrative Officers will collate all DTP student exam marks, in addition to monitoring research programme requirements for each student.

A Joint Precision Medicine Doctoral Training Programme (PM-DTP) Progression Board with both UoE and UoG representation will meet annually and review student and cohort progress.



### **Year 1 Progression**

Information that feeds into the end of Year 1 Progression Board decision will be:

- Grades for the Year 1 courses that each student has taken
- The 1<sup>st</sup> year review, supervisor(s) feedback and Thesis committee written report.

### **Year 2 Progression**

Information that feeds into the end of Year 2 Progression Board decision will be:

- Grades for the Year 2 courses that each student has taken
- The 2<sup>nd</sup> year review, supervisor(s) feedback and Thesis committee written report.

### **Year 3 Progression**

Information that feeds into the end of Year 3 Progression Board decision will be:

- Grades for the Year 3 courses that the student has taken.
- The 3<sup>rd</sup> year review, supervisor(s) feedback and Thesis committee written report.

Progression is monitored throughout the programme so that a tailored plan of remedial action can be determined if required. This would be done by the Thesis Committee, in consultation (where appropriate) with the PM-DTP Progression Board.

Students who are found to be making unsuitable progress at progression review points may be asked to consider submission for an exit award at the institution of their Lead Supervisor.

#### **6.10.4 Taught Course Failure**

##### **4 Year Programme Students**

There are no resit opportunities for postgraduate students. Should a student fail a taught course, they may be eligible for Credits Awarded on Aggregate for the failed course as per Taught Assessment Regulation 56:

[https://www.ed.ac.uk/files/atoms/files/2020\\_taught.pdf](https://www.ed.ac.uk/files/atoms/files/2020_taught.pdf)

When all the marks for the taught components of the programme (120 credits) are available, if the student has achieved PASS marks in at least 80 credits and has an overall average of 40% or more over the full 120 credits, then they will be awarded credits on aggregate for the failed courses.

The award of Credits on Aggregate can only be confirmed once the full 120 credits of taught components have been completed.

##### **3.5 Year Programme Students**

There are no resit opportunities for postgraduate students. Should a student fail a taught course, they will need to take additional credits the following year. Permission to do so is granted by the PM-DTP Progression Board.

## Precision Medicine Doctoral Training Programme 2020/21

Students on the 3.5 Year Programme are not eligible to receive Credits Awarded on Aggregate.

### 6.11 Graduation

#### 6.11.1 Determination of final award

To be eligible for award of the “PhD in Precision Medicine” from the University of Edinburgh, students must have completed the required 720 credits of advanced level courses and have attended the required skills training and DTP activities, in addition to having their PhD dissertation approved according to the University of Edinburgh’s Degree Regulations.

#### 6.11.2 Exit awards

In the unlikely event that a student does not progress to complete the PhD programme, but passes credits from the taught element of the programme, a number of exit routes have been identified.

#### 4 Year Programme Students

##### **General Postgraduate Certificate**

If the student successfully completes 60 credits of study they shall be eligible for the award of a General Postgraduate Certificate in Precision Medicine. In order to be awarded the certificate students must:

- a) pass at least 40 credits with a mark of at least 40%; and
- b) attain an average of at least 40% for the 60 credits of study examined for the certificate

##### **General Postgraduate Diploma**

If the student successfully completes 120 credits of study they shall be eligible for the award of a General Postgraduate Diploma in Precision Medicine. In order to be awarded the diploma students must:

- a) pass at least 80 credits with a mark of at least 40%; and attain an average of
- b) at least 40% for the 120 credits of study examined for the diploma

##### **Master of Science by Research**

As stated in 8.6.3 Progression Monitoring, students who are found to be making unsuitable progress may be asked to consider submission for a Master of Science by Research.

#### 3.5 Year Programme Students

##### **Master of Science by Research**

As stated in 8.6.3 Progression Monitoring, students who are found to be making unsuitable progress may be asked to consider submission for a Master of Science by Research.

### **6.11.3 Graduation Ceremony**

Once your final award has been confirmed, you will receive a letter from the Postgraduate Office informing you of the date of the graduation ceremony and inviting you to attend in person. You will be sent an 'in person' graduation registration form. This form must be completed and received by Student Administration at least 21 clear days before the date of graduation, if you wish to attend the ceremony in Edinburgh. Awards of degrees *in absentia* can also be made.

For more on graduation see:

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

### **6.12 Interruptions and extensions**

Where circumstances warrant it, the Programme Director can apply for these on behalf of students. Please speak to your Supervisor or the Programme Director as soon as possible if you think you may need either an interruption or an extension.

#### **6.12.1 Interruption of studies**

[DRPS Regulation 33](#) states that "A student may apply for an Authorised Interruption of Study, and it may be authorised by the College if there is a good reason for approving the interruption. Students may be required to provide evidence to support their applications. Interruptions of study will not be applied retrospectively. Any one period of authorised interruption of study will not exceed one year, unless authorised by the College. The total permitted period of Authorised Interruption of Study is the same for full-time and part-time continuous students and will not exceed 100% of the prescribed period of full-time study."

All applications for an Interruption of Study (IoS) are subject to the approval of the Dean of Postgraduate Research and are only granted for stated reasons for specified (not open-ended) periods. Periods of IoS do not count towards a student's total permitted period of study (i.e. they effectively "stop the clock" on the registration period). No fees are payable during any full year in which an authorised interruption of study has been continuous.

Students in receipt of a studentship or scholarship should note that an interruption of study may have implications in relation to receipt of funding (i.e. payments may be suspended during a period of interruption). An IoS is applicable where a student is unable to work on his or her studies for a significant period of time due to circumstances that are largely beyond his or her own control. These circumstances can include:

- Medical and health problems
- Personal and family problems or bereavement
- Problems experienced because of failure of University equipment or lack of access to equipment
- Problems experienced because of deficiencies in the provision of supervision or facilities
- Undertaking distinct time-limited specialised training or employment that would be beneficial to the student's project or generic skills training

If there are medical problems, medical certificates will be required.

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Interruptions are not appropriate where a student is able to work on his or her studies but is not progressing at the expected rate where the reasons are foreseeable or to allow a student to undertake long-term periods of paid employment.

Interruptions are not available to permit a student to take extended annual leave/holiday leave or to effectively extend the period available to a student to complete his or her studies.

An application for IoS should be made in advance where possible or as soon as practicable after the problem has emerged or been discussed. **A retrospective interruption of study cannot be applied.** Students with Tier 4 visas seeking IoS for 2 months or more should first seek advice from the University's International Office, as Tier 4 students are not permitted to stay in the UK beyond a period of 2 months if on an Interruption of Studies.

Should you wish to apply for interruption of study you should speak with your supervisor and the DTP programme team as soon as practicable.

### **6.12.2 Extension of studies**

DRPS Regulation 34 <http://www.drps.ed.ac.uk/20-21/regulations/PGDRPS2020-21.pdf> states that "In exceptional circumstances, a student may apply through the supervisor or School postgraduate director to the College for an extension and it may be authorised by the College if there is good reason. Colleges may authorise individual extensions of up to 12 months. The total maximum period of permitted extensions is 24 months.

Reasons for an extension might include circumstances where progress has been hampered by unforeseen difficulties with facilities or equipment or in obtaining or analysing data and hence completion of the studies has been delayed. A request for an extension cannot be based solely on the need for more time to complete. It is a student's responsibility to make the case for extension as soon as the need for an extension becomes apparent, and before expiry of the student's normal maximum period of registration.

Second or further applications for extension for a student will be subject to greater scrutiny and a higher level of supportive documentation is required. Students are required to pay an annual matriculation fee until the date of submission. For fee information, see: <http://www.ed.ac.uk/student-funding/tuition-fees/postgraduate>

### **6.13 Special circumstances**

It is a student's responsibility to report any special circumstances to the Extensions and Special Circumstances service using the online system as soon as possible and not more than a week after the student's final assessment for the semester. For further guidance on how to apply and what types of documents to provide as evidence students should refer to the Special Circumstances webpages.

Please note, this policy only applies to the **taught components** undertaken by research postgraduate students.

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

While there is no desire to invade your privacy, a Board of Examiners must be satisfied that mitigating circumstances have indeed been significant.

## 6.14 Withdrawal and exclusion

Any student may withdraw permanently from his/her programme of study at any point in the year. Students may be excluded for unsatisfactory academic progress. The College follows the procedure for Withdrawal and Exclusion from Studies. Further guidance and information about the appeals procedure can be found at: [http://www.ed.ac.uk/files/atoms/files/withdrawal\\_exclusion\\_from\\_study.pdf](http://www.ed.ac.uk/files/atoms/files/withdrawal_exclusion_from_study.pdf)

Of course, we hope that you will have a happy and productive time while you are studying with us. Occasionally, however, problems can arise. Generally, the earlier a problem is identified and raised the more quickly and easily it can be dealt with. Informal approaches to staff may often be the most effective way of resolving difficulties. You may wish to speak to your Supervisor or the Programme Director if you are having a problem with the programme.

Additional, formal channels do exist, to be used in situations of difficulty or conflict. If you find yourself in this situation and wish for confidential or independent advice, contact the EUSA Advice Place on +44 (0)131 650 9225 – also see The Advice Place web site at: <http://www.eusa.ed.ac.uk/advice>

## 6.15 Appeals

An appeal is a request for a decision to be reviewed in relation to: marks, progression, degree classification, degree award, decisions of Student Discipline Officers or the Student Discipline Committee, decision of Fitness to Practice Panels, and exclusion decisions. If you are considering lodging an appeal, it is important that you act **promptly**. It is important to 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.

It is recommended that you seek advice on the appeals process from The Advice Place.

**Further guidance and information about the appeals procedure can be found at** <http://www.ed.ac.uk/academic-services/students/appeals>

# 7 Attendance Requirements

## 7.1 Students on a Tier 4 Visa

### International Check-In

The [International Check-In](#) is an in person registration event for new international students. It is necessary to attend the International Check-In to complete the University of Edinburgh matriculation process.

Please refer to the [International Check-In website](#) to ensure you have the correct document to bring, as well as frequently asked questions.

As a Tier 4 student, the University of Edinburgh is the sponsor of your UK visa. The University has a number of legal duties to manage our sponsorship of your visa. These include:

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- monitoring your attendance on your programme and
- reporting to the Home Office where you suspend or withdraw from your studies, complete them early, fail to register or are repeatedly absent to the point of being excluded from studies.

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/Deanery.

Please note that any email relating to your Tier 4 sponsorship 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 on the [Immigration website](#).

The service also has an online enquiry form and an online appointment booking service, accessible [here](#).

### 7.2 Students on a Tier 4 Visa

Leave of absence is required for compulsory and optional activities related to the programme of study that are not undertaken on campus in Edinburgh. Students must have the formal approval of the College for any leave of absence to study away from Edinburgh that is 30 calendar days' duration or longer. Study location changes of less than 30 calendar days must be agreed with the Supervisor. Where the activity is a compulsory part of the programme of study and is organised by the School or College, permission may be given by the College and Schools must maintain records of all leaves of absence.

**NOTE:** It is usual to approve requests for leave of absence. A major concern is that requests often arrive after the student has started the period of leave.

## 8 Learning and Teaching Approach

### 8.1 Student engagement

As a postgraduate student, you are expected to be self-directed and motivated. You are responsible for organising your time and making sure you meet assessment deadlines and any other requirements. If you are studying courses delivered as Online Distance Learning this is particularly important and you are expected to study approximately 7-10 hours per week for a 20-credit course.

Students should expect different teaching methods and approaches based on their chosen courses, which may cross disciplines or even Universities (as courses are offered from both the University of Edinburgh and University of Glasgow). Expected learning outcomes and expectations for each course (including any required seminars, practical sessions or online discussion boards) are outlined in the course catalogue entry for each course.

## 8.2 Student feedback

As a University, it is very important to us to receive feedback on your experience at the University of Edinburgh. Student feedback and evaluation is a valued input to programme review and development within this programme and at the University of Edinburgh generally. We realise you have many demands on your time so we try to keep surveys to a minimum; however, we would encourage you to take a few minutes to complete any surveys that you receive.

<http://www.ed.ac.uk/academic-services/quality/student-engagement>

You will be asked to complete online evaluation forms on each course. The feedback we get from these helps us manage the programme and we very much appreciate the time you give in completing them. Informal feedback on the programme or individual courses is welcome at any time.

By taking the opportunity to provide feedback on your experience, you are not only influencing the period of your own studies, but that of future students and the future development of the University.

The University uses a number of methods to gather feedback from students. These are:

- Course monitoring questionnaires
- Degree programme monitoring questionnaires
- Student staff liaison committees (SSLCs)
- Surveys

### 8.2.1 Course and programme monitoring

All current undergraduate and taught postgraduate courses obtain annual feedback from students. This information is considered in a number of areas, including the Student Staff Liaison Committee and the School Teaching Committee. These committees make annual reports to the college committee responsible for quality assurance. The college committees report in turn to Senate Quality Assurance Committee.

Annual course monitoring feedback is also used in reviews by professional, statutory and regulatory body visits or accreditation exercises.

### 8.2.2 Student surveys

All the data we gather is used to shape future decision about the full spectrum of areas that make up the student experience. We analyse the results from the surveys and make recommendations for change based on the findings. Some of the findings may prompt further research so we can gain more of an understanding of how students feel about particular issues.

<https://www.ed.ac.uk/students/academic-life/student-voice/student-surveys>

#### Postgraduate Research Experience Survey (PRES)

The Postgraduate Research Experience Survey runs in the Spring every two years and is a UK-wide survey that collects the views of current postgraduate researchers. The survey asks about your experience of supervision, the research environment and your development as a researcher.

The survey is open in late spring every two years and is completed online. If you are eligible to complete the survey, you will receive an email with a link to the survey and will be able to complete the survey through MyEd.

<https://www.ed.ac.uk/students/academic-life/student-voice/student-surveys/postgraduate-research-experience>

#### Programme reviews

In addition to annual course evaluation and School reviews, the University conducts internal reviews of all degree programmes at least once every six years. Some programmes may also be reviewed or accredited by external bodies. Student feedback is a vital and highly valued aspect of all such reviews.

<http://www.ed.ac.uk/academic-services/quality-unit/quality-assurance/internal-review>

#### 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. Student representatives ('Reps') listen to you to identify areas for improvement, suggest solutions, and ensure that your views inform strategic decisions within the University, building a stronger academic community and improving your student life. All Schools are expected to facilitate communication between student representatives and the students they represent. Schools should either share with student representatives the University student email address of the students they represent (following guidelines in the guidance: <http://www.ed.ac.uk/files/atoms/files/guidanceschoolcommsrep.pdf>) or facilitate alternative ways for representatives to contact all classmates e.g. via m-list.

#### Student representation

[Student representation for Online learners](#)

[Student Voice Policy](#)

### **8.2.3 College Postgraduate Learning and Teaching Committee and Postgraduate Researcher Experience Committee**

Student Representatives sit on the College Postgraduate Learning and Teaching and Research Experience Committees. They are able to raise concerns and issues, which they may feel may be relevant to these Committees. The Committees provide liaison between postgraduate students and the structures of the College.

## **8.3 Complaints**

The complaint procedure is designed to ensure that complaints are properly investigated and are given careful and fair consideration.

If you are considering making a complaint to the University, you should first:

- Try to sort out the problem with those who are directly involved. Generally, complaints are resolved more easily and effectively at an early stage and by those who have a direct influence on the situation. We call this "Frontline Resolution".
- Have a look at the information and guidance accessible via the link below which explains the complaint procedure.
- If you are a student, speak to an Adviser at the Edinburgh University Students' Association (EUSA) Advice Place. EUSA Advisers have a great deal of relevant experience and knowledge of the University procedures.  
[http://www.eusa.ed.ac.uk/support\\_and\\_advice/the\\_advice\\_place/](http://www.eusa.ed.ac.uk/support_and_advice/the_advice_place/)  
<https://www.ed.ac.uk/university-secretary-group/complaint-handling-procedure>



## 8.4 Dignity and Respect

The University has a strong and long-standing commitment to equality, diversity and inclusion and to promoting a positive culture which celebrates difference, challenges prejudice and ensures fairness. Our staff and students are our greatest assets and all members of the University community should expect to be able to excel, and to be respected and valued for their unique perspectives and contributions.

Integrity, collegiality and inclusivity are central to the University's values. In accordance with these values the University is committed to providing an environment in which all members of the University community treat each other with dignity and respect, and where bullying, harassment and discrimination are known to be unacceptable. The Dignity and Respect Policy sets out the expectations placed on all members of the University.

A network of Dignity and Respect Advisors is available for both staff and students to talk to – for information, advice, or support (if, for example, you are being harassed or bullied, or are experiencing any other unacceptable behaviour). Respect at Edinburgh contains all relevant information <https://www.ed.ac.uk/equality-diversity/respect>

[http://www.docs.csq.ed.ac.uk/HumanResources/Policies/Dignity\\_and\\_Respect-Policy.pdf](http://www.docs.csq.ed.ac.uk/HumanResources/Policies/Dignity_and_Respect-Policy.pdf)

## 8.5 Student Conduct

The Code of Student Conduct sets out expectations for student behaviour and the procedures the University uses to resolve matters when students' behaviour is unacceptable. The University expects all students to conduct themselves in an appropriate manner in their day-to-day activities, including in their dealings with other students, staff, and external organisations. The University aims to deal with allegations of misconduct in a fair and consistent manner, following the procedures set out in the Code of Student Conduct

<http://www.ed.ac.uk/academic-services/staff/discipline/code-discipline>

## 8.6 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. The Students' Association offers Peer Learning and Peer Support opportunities for undergraduates and PGTs at Edinburgh (in the near future, this will be extended to PGRs). Peer Learning schemes are facilitated by student volunteers, who run structured study sessions to help attendees become familiar with their disciplines, consolidate their knowledge, improve their grades and make friends. Peer Support Schemes (e.g. academic families and mentoring) are also led by student mentors, who offer pastoral and wellbeing support to students.

## 9 Useful information and services available to students

### 9.1 New Student Guide

The [New Students website](#) is aimed at all new students (UK/EU and international) and provides guidance on a range of necessary actions such as obtaining a visa, securing accommodation and completing the process of registration, as well as useful advice on money, health, orientation events and student support.

### 9.2 Technology and Libraries

Our computer support services, training opportunities and library resources will help you make the most of your study time.

<http://www.ed.ac.uk/schools-departments/information-services/students/useful-info>

<https://www.ed.ac.uk/students/academic-life/study-support/technology-and-libraries>

Learning opportunities to develop your information and IT skills are available through the IS website. These materials include online self-teach learning and workbook resources for personal development and to help you work and study more effectively.

<https://www.ed.ac.uk/information-services/help-consultancy/is-skills>

### 9.3 Getting help

The IS Helpline provides a first point of contact for enquiries relating to library, computing services and online learning. The helpline is available around the clock with 24/7 cover. More details of the IS Helpline service is available on the IS website:

[www.ed.ac.uk/is/helpline](http://www.ed.ac.uk/is/helpline)

Please contact using your University email account to ensure your enquiry is prioritised.

[is.helpline@ed.ac.uk](mailto:is.helpline@ed.ac.uk)

### 9.4 E-mail

When you join the University you will get a University of Edinburgh email account and address which will be used for a variety of essential communications. You must access this and manage this account regularly as important information from the University will be sent to this address. It is your responsibility to check this, and failure to do so will not be an acceptable excuse or grounds for appeal.

If you already have a web-based email account and think you are unlikely to check your University email account, it is your responsibility to set up a forward on your University email.

#### 9.4.1 [How do I forward my email to another account?](#)

Login to Office 365 on the web, then select Settings (in the top right corner), and then choose 'Mail' under 'Your app settings' on the bottom of the right hand side menu. Choose 'forwarding' from the 'Accounts' menu on the left hand side, and then follow the instructions on the page.

<http://www.docs.is.ed.ac.uk/docs/Subjects/Email/Office365/FromTheWiki/O365Forwarding.pdf>

## 9.5 Change of details

From your initial registration as an Edinburgh student to receipt of your final award, you can use the student self-service to view course and programme information and update your personal details. It allows you to:

- Check your registration and matriculation status
- Edit personal and contact information
- View course details and results
- View your final award and Higher Education Achievement report (HEAR)
- View any applications for further study at Edinburgh

The user guide for student self-service is available at:

<https://www.ed.ac.uk/student-systems/support-guidance/students/student-self-service>

## 9.6 My Online Resources

Online resources designed around you and your specific needs. MyEd is the University of Edinburgh's web portal. Access to MyEd web portal is possible on smart phones, laptops and desktop computers.

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

## 9.7 Support Services and Welfare

### 9.7.1 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.

### **Your Wellbeing**

The Student's [Health and Wellbeing website](#) provides information on health services, sport and exercise, mental wellbeing and support in a crisis.

During your time in Edinburgh, there may be occasions when you need to see a health care specialist such as a doctor, pharmacist, dentist or optician. A range of health and supporting services are provided by the University and throughout Edinburgh to help you feel your best. <http://www.health-service.ed.ac.uk/>

### **Adapting Well**

Information and resources are provided [here](#) to help you adapt well and get the best from your University experience.

### **9.7.2 The Chaplaincy**

The Chaplaincy is a safe and welcoming space for people of all faiths and none. All are welcome.

[Chaplaincy Website](#)

#### **Chaplain and the Chaplaincy Team**

phone: +44 (0)131 650 2595

email: [chaplaincy@ed.ac.uk](mailto:chaplaincy@ed.ac.uk)

### **9.7.3 Student Counselling Service**

The Counselling service offers counselling to help students work through their difficulty, understand themselves better and find ways of managing their situation.

You can find further information on how to access the Service and what counselling can offer at: <http://www.ed.ac.uk/student-counselling>

#### **Email Counselling**

If you are not studying on campus, you can use our self-help resources and we can offer you counselling by email. We are dedicated to supporting all our students even if you are not campus based.

### **9.7.4 Student Disability Service**

The Student Disability Service is a service which supports disabled students. Our main focus is providing advice and support.

We support students with dyslexia, mental health issues and students on the autistic spectrum, as well as those who have physical and sensory impairments.

We also work with the rest of the University to improve access in the widest sense.

#### **Student Disability Service**

3rd Floor, Main Library, George Square,

Edinburgh, EH8 9LJ

Tel: 0131 650 6828

Email: [disability.service@ed.ac.uk](mailto:disability.service@ed.ac.uk)

#### **Disability Support**

Contact Disability Support about additional funding, disability legislation and policy, building access and additional arrangements for exams.

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

### **9.7.5 Support for Study**

The University of Edinburgh welcomes a diverse student body and aims to support all students throughout their studies. This includes students who have temporary or long-term physical or mental health conditions which may have an adverse impact on their ability to study.

The University takes seriously its duty of care to all members of the University community. This policy and procedures are to be followed by staff where the behaviour of a student is giving cause for concern, and where it is believed this may be caused by a mental health problem. The [Support for Study Policy](#) applies to all students and to all aspects of University life.

### **9.7.6 Health and Safety**

#### **The University Health and Safety Policy**

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 procedure 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 Advisor. Further guidance on health and safety matters can be found on the Health and Safety website at <http://www.ed.ac.uk/health-safety/> including contact details for all professional staff within the corporate Health and Safety department.

For College of Medicine and Veterinary Medicine specific health and safety information, please refer to <http://www.ed.ac.uk/medicine-vet-medicine/staff-and-current-students/cmvm-health-and-safety>

### **9.7.7 Sport and Exercise**

The University of Edinburgh's superb sport and exercise facilities are ranked among the very best in the UK. Catering to a diverse range of users from occasional exercisers to international athletes our state-of-the-art gym and sport offer will allow you to stay active, have fun, try new things and feel your best.

Whether you are looking to work-out or play indoor sport in the heart of Edinburgh at [Pleasance Sport Centre & Gym](#), take part in outdoor sport at [Peffermill Playing Fields](#), take in the scenery and outdoor activities at [Firbush Outdoor Centre](#), try our [gym at the University's Easter Bush Campus](#), use one of our specialist [Swimming](#) or [Climbing](#) facilities or need treatment at [FASIC Sport & Exercise Medicine Clinic](#), there really is something for everyone here at [Sport & Exercise](#). So, come Play. Train. Perform!

There is also a range of exercising at home [guides and videos](#).

### **9.7.8 Study Skills and Personal Development**



#### **Institute for Academic Development**

The Institute for Academic Development (IAD) provides a number of workshops and resources for University of Edinburgh postgraduate taught students (online learners

and on-campus students), to help you gain the skills, knowledge, and confidence needed for studying at postgraduate level.

### **On-Campus and Online Workshops**

The IAD offers a range of on-campus and online workshops/events and one-to-one study skills sessions.

Examples of on-campus and online workshops are highlighted below and a comprehensive list and booking details can be found on the IAD website, MyEd or on the blog.

- Critical: reading, essay planning and writing
- Getting started with your scientific writing: who's afraid of the big blank page
- Time management
- Project planning
- Dissertation planning and writing
- Introduction to the online library for online learners
- Getting started with Endnote (bibliographic tool)
- Preparing for exams
- Managing your digital footprint (online presence)

### **Resources**

There are various resources available on the IAD website, including:

- Preparing for your studies
- Studying at postgraduate level
- Developing your English
- Literature searching
- Managing research workloads
- Writing a postgraduate level
- Assignments: planning and drafting
- Critical thinking
- Digital media
- Guides and codes

### **Institute for Academic for Academic Development**

Website: [www.ed.ac.uk/iad/postgraduates](http://www.ed.ac.uk/iad/postgraduates)

Email: [iad.phd@ed.ac.uk](mailto:iad.phd@ed.ac.uk)

Digital Footprint: [www.ed.ac.uk/iad/digitalfootprint](http://www.ed.ac.uk/iad/digitalfootprint)

### **Study Support**

Workshops, courses, and online resources focussed on the challenges of studying at postgraduate level, covering topics such as working with research data, literature searching, critical thinking, dissertation planning and writing, and managing your reading: <https://www.ed.ac.uk/students/academic-life/study-support>

### **Study Skills Consultations**

The IAD offers half hour one-to-one study skills sessions with a Study Development Advisor. These are confidential and can help you to learn and study more effectively by developing effective study strategies and enhancing current study skills. More information can be found [here](#).

### **Examinations**

A searchable timetable of forthcoming exams, examination adjustment deadlines, details of current and forthcoming exam diets.

### **Curriculum, assessment and exams**

Information on Choosing courses, where to find assessment and exams information, getting advice on academic matters, and information about academic appeals and Special Circumstances processes.

### **eProfessionalism**

An eProfessionalism guide and case study are available on the [digital footprint website](#).

## **9.7.9 Edinburgh University Students' Association**

### **Student Representation**

Decisions are taken by the University or government, which hugely impact on your student experience and it is important that you are represented so that those decisions benefit you. University of Edinburgh students are automatically members of Edinburgh University Students' Association and can vote – and stand - in student elections, and get involved in everything we do. Your Students' Association campaigns to improve the Edinburgh student experience, and represents your views to the University to make sure that the student voice is heard.

Please refer to section 8.2.2 in this handbook for more information on student representation.

Find out more about the different representative roles and how you can make your voice heard at [eusa.ed.ac.uk/representation](https://eusa.ed.ac.uk/representation).

### **Societies**

Societies offer you the chance to develop your interests, network, and meet like-minded people, and at the University of Edinburgh there are over 280 student-led Societies to choose from!

To find a Society for you, visit [eusa.ed.ac.uk/findasociety](https://eusa.ed.ac.uk/findasociety)

### **Tandem**

Launched in Edinburgh in 2007, Tandem is a popular language exchange programme run by the Global Students team in the Students' Association. All students are welcome! Tandem is designed to help you meet people and learn languages in a fun, relaxed, social environment without tutors, exams or lectures. Join us for regular Language Cafés, Speed Lingua evenings, and themed events throughout the year, or find a language partner for your very own language exchange.

For more details about Tandem and other Global Students initiatives, check out [eusa.ed.ac.uk/global](https://www.eusa.ed.ac.uk/global)  
<https://www.eusa.ed.ac.uk/activities/global/languages/tandem/>

### **Peer Learning & Support**

## Precision Medicine Doctoral Training Programme 2020/21

The Students' Association's Peer Learning and Support Department develops and co-ordinates peer learning and support opportunities available at the University of Edinburgh. Peer Learning and Support schemes aim to create peer-led, safe, confidential and informal spaces for students to get academic and social support. All schemes are driven by the needs of the students and run locally by staff and students with our support.

To learn more about Peer Learning and Support schemes, or how to set up your own scheme, visit [eusa.ed.ac.uk/peersupport](https://eusa.ed.ac.uk/peersupport).

### **Peer Proofreading**

Powered by student volunteers, the Students' Association's Peer Proofreading scheme can check your assignments for any problems with spelling, grammar, and the general clarity of your written English. This scheme is specifically for non-native English speaking students and you can find out more at [eusa.ed.ac.uk/proofreading](https://eusa.ed.ac.uk/proofreading)

### **The Advice Place**

[The Advice Place](#) is home to Edinburgh University Students' Association's professional advice team offering students free, impartial and confidential information on everything and anything that our members need to know. Come and see us in person at Potterrow or King's Buildings House or ask a question on the online form (via the above link) and we'll get back to you as soon as possible.

How to contact The Advice Place:

Phone - 0131 650 9225/ 0800 206 2341 or text on 07537 402004

Email - [advice@eusa.ed.ac.uk](mailto:advice@eusa.ed.ac.uk) ; [academic.advice@eusa.ed.ac.uk](mailto:academic.advice@eusa.ed.ac.uk)  
@theadviceplace on twitter and facebook

### **9.7.10 [Careers and Opportunities](#)**

<http://www.ed.ac.uk/students/careers>

The Careers Service provides Information and advice for postgraduate students including taught and research masters and PhD students on career options, job search and application strategies and other support from the Careers Service.

The Postgraduate section of their website can be found here:

<http://www.ed.ac.uk/careers/postgrad>

You can contact the Careers Service at:

phone: +44 (0)131 650 4670

email: [careers@ed.ac.uk](mailto:careers@ed.ac.uk)

<http://twitter.com/uofedcareers>

<http://www.facebook.com/EdinburghCareersService>

### **9.7.11 [English Language Education \(ELE\)](#)**

English Language Education provides a range of general, academic and specialist English courses, for students, professionals and groups.

Further information about ELE services can be found on the ELE website:

<http://www.ed.ac.uk/schools-departments/english-language-teaching>



## Precision Medicine Doctoral Training Programme 2020/21

Telephone: 44 (0) 131 650 6200

Email: [eleinfo@ed.ac.uk](mailto:eleinfo@ed.ac.uk)

### 9.7.12 [Money, Fees and Finance](#)

#### **Paying Fees 2020/21**

Full guidance is provided [here](#).

#### **Payment Options**

The payment options are:

- self-funded students can pay in full or by instalment
- external funded students – the sponsor will pay in full
- a combination of the above

Students paying by [instalment](#) must follow the same rules and timetable as for direct debit instalments:

For UK based students instalment payment is by direct debit only from a UK bank. Non-UK based students can also pay by instalment; on-line, bank-to-bank transfer or by phone.

#### [Income Section contact details](#)

Telephone: 44 (0) 131 651 5151

Email: [finance.helpline@ed.ac.uk](mailto:finance.helpline@ed.ac.uk)

#### **Scholarships and Student Funding**

Student funding information can be found here, including information for current students who have already commenced their programme of study.

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

### 9.7.13 [Development and Alumni](#)

Our role is to work with the academic community to engage alumni, friends, companies and trusts in the life of the University.

We are responsible for sustaining a lifelong relationship with our worldwide alumni community of over 250,000 graduates and raising funds to support students and the University's research and teaching activities. More information can be found [here](#).

### 9.7.14 [Edinburgh Global](#)

The [Edinburgh Global](#) website provides a student advisory service to international students, as well as initiatives such as Go Abroad and Summer School, and Edinburgh Global.

#### [International Students](#)

As a truly global university, we offer a range of specialist services designed to make your move to Edinburgh as smooth as possible.

Further information for Tier 4 visa holders can be found in section 7 above regarding attendance requirements.

### 9.7.15 Student Administration

Student Administration are responsible for providing services to all students throughout their time at the University of Edinburgh and for supporting Colleges and Schools and other student services in delivering a high quality student experience.

### 9.7.16 University Support Services A-Z

The A – Z of Student Support Services webpage provides a comprehensive list of services, including some of the support services already included in this handbook.

## 10 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 their 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.

<https://www.ed.ac.uk/data-protection/data-protection-guidance/personal-data-processed-students>