This booklet has been prepared for students embarking upon their second year of Single or Combined Honours Degrees in Politics. It includes information on the aims, structure and requirements of the degree; the general rules governing assessment and examinations; useful information about the many extracurricular activities and facilities available to Politics students, and contact details when seeking advice, support, or further information on postgraduate study and other careers.

International Relations is one of two single honours degrees offered by the Politics and International Relations (PIR) subject group. The subject group is part of the School of Social and Political Science (SSPS).

International Relations can be taken in combination with a number of other subjects. This booklet is aimed at students taking single honours and those taking International Relations and Law or International Relations with Quantitative Methods, as these are the three combined degrees administered by the PIR subject area. These booklets are not intended as replacements for the official publications of the University such as the University Degree Regulations and Programmes of Study.

Comments or queries regarding this handbook should be addressed to the PIR Director of Undergraduate Teaching, Dr Sara Dorman (Room 4.08, tel: 0131 650 4239), email: dugt@ed.ac.uk or the Student Support Officer (SSO), Mrs. Natalie Stroud (Room 1.02, tel: 0131 651 3896; email: Natalie.Stroud@ed.ac.uk) School of Social and Political Science, Chrystal Macmillan Building, 15A George Square.

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: Natalie.Stroud@ed.ac.uk
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WELCOME TO SECOND YEAR INTERNATIONAL RELATIONS

Welcome from Head of Subject
Welcome to second year in Politics & International Relations! Well done to you for successfully completing Year 1 and the flood of new experiences that come with it. This year you’ll build on those learning experiences, expanding your knowledge of core foundations (with further courses on international cooperation/conflict and comparative politics) and learning new skills (data analysis and career preparation). The latter involves hearing from a whole host of former PIR students; they’ll tell you how they used their PIR degrees and will pass on tips for making the most of your time here.

Through the courses, workshops and events above, year 2 students start to feel even more a part of our learning community. As Head of PIR I’m keen to make that community as strong as possible, and your journey as smooth as possible. First, we’ve got lots of support to help you through the year. Your Personal Tutor (academic advisor) you met last year will help you again should you have queries about courses, feedback or other academic questions. For issues linked to special circumstances or personal issues affecting your study we’ve got two of the most friendly, knowledgeable Student Support Officers on campus: Natalie Stroud and Clay Young (CMB 1.02).

Part of what makes the learning community so lively is the array of activities and debates linked to core issues in politics and IR. Inside this handbook you’ll find a list of organisations and societies open to you as a PIR student. We run a series of events throughout the year, including the Transatlantic Seminar Series, as well as one-off public lectures. Attend and ask questions. Or, our vibrant student society (the Edinburgh Political Union) will offer lots of talks, debates and social events. Maybe you took part in a society or event last year, but if not – give it a go. If you did take part, I hope you stay involved or try something new.

To keep track of what is going on in the wider PIR community (including staff and society events) check out our website, facebook page and twitter feed @EdinburghPIR. Or look out for our PIR Undergraduate Newsletter to discover what your fellow students and PIR staff are up to, and what opportunities and tips can help you make the most of your time here.

Finally, please feel free to come visit me if you’ve got ideas or questions. I’m in room 3.06 CMB, or you may find me in the Ground Café (ground floor CMB) which is a study and social space for everyone to use. It would be great to see you there; the café is not a lecture hall of course, but it’s one of the ways we hope to build and strengthen our PIR community.

All good wishes,
Elizabeth

Professor Elizabeth Bomberg
Head of Politics and International Relations  
School of Social and Political Science, Chrystal Macmillan Building 3.06  
University of Edinburgh, Edinburgh EH8 9LD  
Direct tel: + 44 (0)131 650 4248  
e.bomberg@ed.ac.uk; twitter: @eebomberg  

Key contacts for 2nd year

**International Relations Student Support Officer**

If you are an International Relations, International Relations and Law or International Relations with Quantitative methods student your main support contact is:

Natalie Stroud, +44 (0)131 6513896, Natalie.Stroud@ed.ac.uk, Room 1.02

Welcome message from your SSO:

As your Student Support Officer, I am here to help you through your exciting, interesting and sometimes stressful University journey. The student experience is extremely important to us here at the University of Edinburgh, as we aim for a consistent quality of provision, while also helping you to monitor your progress and performance. I am here to offer help and advice on a range of different matters including personal support, special circumstances and many more.

My office is room 1.02 in the Chrystal MacMillan Building and is usually open 9-5pm Monday to Friday. If I am not available, please contact the other SSOs, who will be happy to help.

Feel free to contact me with any queries. We look forward to meeting you soon and hope you have a great start to the semester.

Natalie

**Your Personal Tutor (PT)**

Your PT will be a key point of contact for you this year, able to support you with advice on any academic matter, from course selection, to understanding the feedback you receive on your work, to general advice about studying.

For more on the roles of PT and SSO, see section VII below on advice and support.

IR&Law students can also contact law.sso@ed.ac.uk, the SSO Law team if they have questions pertaining to Law courses and regulations.

**PIR Director of Undergraduate Teaching**

For information regarding rules, regulation, progression and other academic matters, contact DUGT Dr Sara Dorman. Room 4.08 CMB, 0131 650 4239, dugt@ed.ac.uk
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 will not be considered 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

E-mail Protocol and Social Media
E-mail is essential to our work at the University. We all rely on it to get the information we need and to communicate with other members of the University community. Used properly, it makes us more efficient and better at what we do. Since e-mail is so important, PIR has agreed a short protocol on what we consider good practice. It applies to all PIR-Student e-mail correspondence, whether with academic or administrative staff.

PIR aims to:
- respond to e-mails within 3 working days during the teaching semester. All full-time academic members of staff have periods of teaching/marketing/fieldwork when they are away from the office and unable to access email. They also have designated ‘Research Days’ when they are expected to remain email free. All PIR staff must travel to attend conferences, workshops, events, etc. We may therefore only have sporadic access to e-mail while away. On the occasions when PIR staff and faculty are away, students can expect to receive an ‘out-of-office’ reply explaining how and when we can be reached on any urgent matter, and (if appropriate) who can help you in our absence;
- communicate in a tone that connotes respect and professionalism and
- treat student e-mail correspondence to PIR as confidential (and not to be forwarded to other colleagues) if students clearly signal that as a preference.

PIR expects students to:
- check their university e-mail account regularly and also use this email address in all communications with the university;
- respond to e-mails within 3 working days, and sooner than that if we are asking students to supply information;
- check available documentation and relevant web-sites for answers BEFORE sending us an email;
- address e-mails to the appropriate recipient only, and to show diligence in determining who the appropriate member of staff is;
- communicate in e-mail as if writing us a letter.
Using social media

While there are many cautionary tales about the use of social media and the 'digital footprint', there are also many positives to engaging with it. There have been many examples recently of students and graduates using social media to network and, in some cases, find employment. Social media allows easy exchange of information and ideas and can provide a powerful platform for discussion - all of which is within the control of the account owner. Do not be afraid to engage with debate but do remember that what goes on the internet stays on the internet – you need to remember that a future employer may discover things about you that you would prefer to keep private.

We expect you to be courteous in your postings and to not make personal or hurtful comments about other students or staff. You should ensure your comments are lawful, ie are consistent with legislatively protected areas of equality and diversity, and do not constitute a disciplinary offence under the University’s code, which include offensive behaviour (in writing as well as actual) and bringing the University into disrepute.

The University provides helpful advice and workshops relating to managing your digital footprint. You can find out more about this here: http://www.ed.ac.uk/institute-academic-development/about-us/projects/digital-footprint

II DEGREE REQUIREMENTS AND COURSES

Degree Requirements and Compulsory courses

To progress into Honours of the MA International Relations degree, students in their second year must achieve a mark over 50 at first sitting in three compulsory 20 credit courses: International Cooperation in Europe and Beyond (ICEB), Comparative Politics in a Globalised World (CPGW) and Introduction to Political Data Analysis (IPDA). Students must pass Fundamentals 2. Students should take and pass another 60 credits of optional Level 7 or 8 (pre-honours) courses.

Please see the Degree Regulations and Programme Specifications (DRPS) for more detail: http://www.drps.ed.ac.uk/17-18/dpt/utintre.htm

To progress into Honours of the MA International Relations and Law degree, students in their second year must achieve a mark over 50 at first sitting in two compulsory 20 credit Politics courses: International Cooperation in Europe and Beyond (ICEB) and Comparative Politics in a Globalised World (CPGW). Students must also achieve over 50 in two 10 credit compulsory Law courses: Contract and Unjustified Enrichment and Public Law and Individual Rights. Students must take and pass a further 20 credits of Level 8 Law courses and 40 credits of Level 7 and 8 optional courses.

Please see the Degree Regulations and Programme Specifications (DRPS) for more detail: http://www.drps.ed.ac.uk/17-18/dpt/utintrelaw.htm
For progression to Honours of the **MA International Relations with Quantitative Methods**, students in their second year must achieve a mark over 50 in International Cooperation in Europe and Beyond (ICEB) and Comparative Politics in a Globalised World (CPGW). They must take and pass Doing Social Research with Statistics and International Law. They must take and pass Fundamentals 2. They should take and pass a further 40 credits of optional courses.

Please see the Degree Regulations and Programme Specifications (DRPS) for more detail: [http://www.drps.ed.ac.uk/17-18/dpt/utmahinrqm1f.htm](http://www.drps.ed.ac.uk/17-18/dpt/utmahinrqm1f.htm)

Students on combined degrees please note the required course requirements differ according to each degree curricula; students should check their specific degree programme requirements at: [http://www.drps.ed.ac.uk/17-18/dpt/drps_sps.htm](http://www.drps.ed.ac.uk/17-18/dpt/drps_sps.htm)

**Progression to Honours**

If a student passes one of the compulsory PIR courses but fails to achieve 50 or more at the first attempt (i.e. receives a mark in the 40s), they must **appeal** to progress into Honours. If they fail any of their compulsory courses, they must resit in August **and also** appeal to progress into Honours. If they fail a non-compulsory course, they must resit in August and await a decision about progression after results are available.

If students are missing a compulsory course or credits after the resit diet, they can in some circumstances take additional credits (additional to the normal course load of 120 credits) in their third year. Students can carry up to 40 credits into their third year. These decisions would be taken at the August/September Progression meeting, after the August resits.

More information about appealing to progress to honours can be found [here](http://www.drps.ed.ac.uk/17-18/dpt/drps_sps.htm)

**Compulsory Courses in 2nd Year International Relations**

*International Cooperation in Europe and Beyond*

This course explores how and why states interact at the regional and international level. The course considers theoretical perspectives on both international relations and international political economy, before considering in detail the European Union, the World Trade Organisation and the United Nations.

*Comparative Politics in a Globalised World*

This course will provide students with the conceptual knowledge and practical skills to understand comparative politics in a globalized world. It introduces the comparative method, and applies that method to core questions and issues of comparative and international politics. These questions will cover political regimes, state formation and institutions, political and economic development, democracy, order and violence.
Introduction to Political Data Analysis

This Year 2 course will introduce students to political data analysis using domestic and international data. The course will cover core substantive topics in Politics and international relations, typically exploring one major research question from Politics and one major research question from IR. It will explore how to access relevant data and assess the appropriateness of data. It will provide key skills in quantitative data analysis, including descriptive statistics, cross-tab/contingency tables, measures of association, correlation and regression. These techniques will be used to answer different aspects of the same research question. The course will show how using different types of data and different techniques provide different ways to answer the types of questions typically posed by empirical Politics and IR scholars. Throughout, both the strengths and weaknesses of different approaches will be addressed, as will issues such as validity, reliability and missing data. Lectures will be accompanied by weekly tutorials delivered in a computer lab.

Fundamentals 2

This course introduces students to the practice of politics and international relations outside academia. It helps students to understand potential career routes after PIR honours and the ways in which knowledge and skills acquired in PIR degrees relate to careers. The course includes a variety of presentations from applied political scientists as well as guidance on how to communicate effectively with non-academic audiences.

Contract and Unjustified Enrichment [compulsory for IR and Law only]

The course aims to provide students with an introduction to the law of contract and unjustified enrichment in Scotland, set in the wider context of the concepts of obligations and personal rights. The topics examined in the course will include formation, content, validity and breach of contract, and when enrichments by transfer, imposition and taking may be reversed as legally unjustified.

Public Law and Individual Rights [compulsory for IR and Law only]

This course is concerned with the relationship between law, government and the citizen in Scotland, as a distinct part of the United Kingdom. It has these learning objectives:

a. To develop knowledge and understanding of (i) the main systems in place to protect individuals from unlawful governmental activity, and to protect the human rights and civil liberties of individuals, in particular by judicial review of administrative action and under the Human Rights Act 1998 and the Scotland Act 1998; and (ii) the substantive rights of individuals in the context of police powers, freedom of assembly and freedom of expression.

b. To develop students' skills of (i) case and statute analysis; (ii) legal reasoning; (iii) appreciation of law in its philosophical, social and political context; (iv) criticism; (v)
communication, orally and in writing; and (vi) legal research, in part so that the knowledge and understanding gained may be adapted and further developed for future needs.

**Doing Social Research with Statistics [compulsory for IR with Quants only]**

This course is designed to allow students in the with Quantitative Methods degree programmes in SPS to move beyond basic statistical techniques into intermediate-level techniques, which will later enable them to learn advanced techniques. Therefore, it aims to lay the foundations for advanced techniques: Considering the ways in which secondary data is produced; Moving beyond linear regression to models based on log-odds to predict categorical results; data reduction; analysis of variance between groups. A well trained analyst should have acquired skills using a variety of software packages that are commonly used in social research, and as such this course introduces Stata and R, in addition to SPSS. The course is aimed at students who also study Sociology, Social Policy, Politics, and International Relations. As such, it will contain examples and applications relevant for all these disciplines.

**Engagement and attendance monitoring**

The University expects all students to attend all their University classes, lectures and tutorials etc., whether or not these are described as “compulsory” by the School. Students are expected to participate fully in the requirements of all courses, including submitting assignments, contributing to tutorials and workshops or laboratories, attending meetings with Personal Tutors and sitting examinations.

Attendance will be monitored by the School as part of our more general monitoring of student progress. Keeping attendance helps alert staff to any additional pastoral or academic support needs students might require. Staff can then provide advice, guidance or support in a timely and useful manner.

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](http://www.ed.ac.uk/staff-students/students/academic-life/contract)
Choosing courses for 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

We will hold a meeting on course selection just before the email comes out, so you will have a chance to hear more about the courses for next year, and ask any questions you might have. Look out for the email at the end of semester 2.

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/changes_degree_programme

Please note that our standard deadline for degree transfer applications is no later than the 1st of May 2018. Transfers involving Resit results or special circumstances may be submitted after the deadline if necessary.

Experiencing a junior honours year abroad

To apply to study for a 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/global/exchanges/before-you-go/academic-matters

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/academic-services/policies-regulations/regulations/assessment](http://www.ed.ac.uk/academic-services/policies-regulations/regulations/assessment)

For more information see [http://www.sps.ed.ac.uk/undergrad/subject_and_programme_specific_information/pir/honours/studying_abroad](http://www.sps.ed.ac.uk/undergrad/subject_and_programme_specific_information/pir/honours/studying_abroad)

**Invitation to PIR Seminars**

PIR runs research seminar series with presentations by both visiting speakers and in-house staff/postgraduates. These usually take place at 1pm on Wednesdays (though this may vary). The topics covered by the speakers are not necessarily related to those explored in your courses, but they may often be of considerable interest and value to students, who are very welcome to attend. Information about seminars in PIR, SSPS and other departments is posted on our notice boards and on the PIR and SPSS websites. Click [here](http://www.sps.ed.ac.uk/undergrad/subject_and_programme_specific_information/pir/honours/studying_abroad) for further details. We also promote these and other events on our [Facebook page](http://www.facebook.com) and via our twitter account: @EdinburghPIR

The weekly [Transatlantic Seminar](http://www.sps.ed.ac.uk/undergrad/subject_and_programme_specific_information/pir/honours/studying_abroad) takes place most Fridays between 13:00 – 14:30. It is designed to promote informed discussion of current issues and research on American and European relations, economy, and society and (especially) transatlantic relations. All are welcome to attend!

**III 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 your Personal Tutor or with the International Relations Student Support Officer, Natalie Stroud ([Natalie.Stroud@ed.ac.uk](mailto:Natalie.Stroud@ed.ac.uk)).

The full guidance on Special Circumstances can be found at [http://www.ed.ac.uk/academic-services/policies-regulations/student-support](http://www.ed.ac.uk/academic-services/policies-regulations/student-support)

**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](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.

- Course outlines and reading lists shall be made available at least 4 weeks before the start of the course.
- Reading lists shall indicate priority and/or relevance.
- 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.)
- Key technical words and/or formulae shall be provided to students at least 24 hours in advance of the class.
- Students shall be notified by email of changes to arrangements/announcements such as changes to courses/room changes/cancellations.
- Students shall be permitted to audio record lectures, tutorials and supervision sessions using their own equipment for their own personal learning*
- 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 http://www.ed.ac.uk/schools-departments/institute-academic-development/learning-teaching/inclusive/mainstreaming

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 or LPW 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 - j.harries@ed.ac.uk.

IV 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

Course work submissions and penalties
Make sure you read and understand all the information about how to submit course work and what penalties may be applied. You will find all this information in the section below.

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 details of how to submit your course work to ELMA, please see our webpages here. There is a 5 mark incorrect submission penalty, so read the guidance carefully and follow it to avoid receiving this.

Incorrect Submission Penalty
When a piece of coursework is submitted to our Electronic Submission System (ELMA) that does not comply with our submission guidance (wrong format, incorrect document, no cover sheet etc.) a penalty of 5 marks will be applied to students work.

Information about this penalty as well as all other penalties that may be applied to your coursework can be must read at http://www.sps.ed.ac.uk/undergrad/current_students/teaching_and_learning/assessment_and_regulations/coursework_penalties

Late Submission of Assessed Coursework
Managing deadlines is a basic life-skill. Timely submission of all assessed items (coursework, essays, project reports, etc.) is a vitally important responsibility at all stages in your university career. Unexcused lateness can put at risk your prospects of progressing to the next stage of your degree and in your honours years, can damage your final degree grade.

If you miss the submission deadline for any piece of assessed work 5 marks will be deducted for each calendar day that work is late, up to a maximum of seven calendar days (35 marks). Thereafter, a mark of zero will be recorded. There is no grace period for lateness and penalties begin to apply immediately following the deadline. For example, if the deadline is Tuesday at 12 noon, work submitted at any point after 12 noon will be marked as one day late, work submitted at any point after 12 noon on Wednesday will be marked as two days late, and so on.

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

Extensions
If you have good reason for not meeting a coursework deadline, you may request an extension. Before you request an extensions, 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: http://www.sps.ed.ac.uk/undergrad/current_students/teaching_and_learning/assessment_and_regulations/extension_requests

- Extensions are granted for 7 calendar days.
- Extension requests must be submitted no later than 24 hours 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.

**Word count penalties**
The penalty for excessive word length in coursework is one mark deducted for each additional 20 words over the limit. If the limit is 1500 words then anything between 1501 and 1520 words will lose one point, and so on.

Students should check each individual course guide carefully for guidance on what is and what is not included in the word count.

**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 17/18 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

Revision sessions and/or advice on the examinations for each course may sometimes be provided; check with individual course conveners or course guides. Copies of past examination papers are available through the University Library (see this [link](http://www.ed.ac.uk/student-administration/exams/exam-diets)). Normally, examinations are two hours long, and require two questions to be answered (but, again, check with course conveners for exact details). Examination scripts are anonymised and each candidate is identified by their examination number only (which is found on your matriculation card). Examination papers are marked anonymously moderated by at least one other member of staff and the marks agreed internally. Marks and, where appropriate, scripts and coursework are then sent to the External Examiners. The External Examiners check, approve and, sometimes, amend these marks. The same process applies to the marking of dissertations.
Academic misconduct and plagiarism

Material you submit for assessment, such as essays, must be your own work. You can, and should, draw upon published work, ideas from lectures and class discussions, and (if appropriate) even upon discussions with other students, but you must always make clear that you are doing so. Passing off anyone else’s work (including another student’s work or material from the Web or a published author) as your own is plagiarism and will be punished severely. When you upload your work to ELMA you will be asked to check a box to confirm the work is your own. All submissions will be run through ‘Turnitin’, our plagiarism detection software. Turnitin compares every essay to a constantly-updated database which highlights all plagiarised work. Assessed work that contains plagiarised material will be awarded a mark of zero, and serious cases of plagiarism will also be reported to the College Academic Misconduct officer.

All forms of academic misconduct are regarded as an offence and are punishable under the University’s Code of Student Conduct. The University has a network of School and College Academic Misconduct Officers (SAMOS/CAMOS) who are responsible for investigating suspected cases at School or College level, and for determining appropriate penalties. Students should ensure they read and understand the academic misconduct procedures and these can be viewed at

http://www.ed.ac.uk/academic-services/staff/discipline/academic-misconduct

Also see the School’s ‘What is plagiarism and how to avoid it’ page.

V FEEDBACK

Feedback

Politics and IR has had extensive discussions within the subject group, as well as within the School of Social and Political Science (SSPS), about how we can meet our aspirations to deliver the highest quality feedback, assessment and learning environment to our students.

One important step is to ensure that all of our staff and students are fully informed of our procedures. We thus provide below a summary of measures in place.

Feedback takes many forms including:

- detailed feedback sheets for coursework
- written or verbal feedback on tutorial presentations and performance
- general and individualised feedback on exams, including opportunities to view and discuss exam performance
- ongoing opportunities for informal feedback and discussion with teaching staff during Guidance and Feedback hours

Our online information on feedback and assessment has been vastly expanded and centralized. It contains guidance on ‘writing essays’, ‘making the most of feedback’ ‘study involvement and representation’, special circumstances, etc.
The same web-page provides information on the latest developments in assessment and feedback. You can view these pages at: http://www.sps.ed.ac.uk/undergrad/current_students/teaching_and_learning/on_being_a_student/feedback

Return of assessed coursework
Coursework feedback is marked, monitored and returned to students within 15 working days.

Assessed Coursework: Essays (or similar) will be returned electronically through ELMA within 15 working days of their deadlines with a mark and written feedback outlining the strengths and weaknesses of the work and also highlighting how students can improve their next piece of assessment. (Note dissertations or projects, which are significantly longer and are all double-marked, will take longer than 15 days to mark, and return)

All PIR coursework marking is monitored and moderated by a second member of PIR staff to ensure consistency and fairness.

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 will also receive individual feedback on their exam. The relevant Course Secretary will contact you with details of how and when you can view your individual exam feedback.

Assessment of Presentations or Participation in Tutorials
Some PIR courses assess presentations or tutorial participation. They do so in a number of ways (see further individual course guides). PIR follows the general School ‘best practice’ guidelines. Marks will be for assessed performance rather than attendance alone; course convenors assessing tutorial participation will offer basic guidance to students and assessors on the performance assessment criteria used. Feedback on presentations or tutorial participation will be provided at the end of semester via a feedback form which will include comments as well as a mark.

VI EXAM BOARDS, DEGREE CLASSIFICATION AND RELEASE OF RESULTS

Board of Examiners 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.
Prizes
The student who achieves the best overall performance in International Cooperation in Europe and Beyond will receive the Simon Gray Prize.

VII STUDENT REPRESENTATION AND SOCIETIES.

Student representation
Staff members at the University of Edinburgh work closely with student representatives. Edinburgh University Students' Association (EUSA) 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.

Schools share students’ emails with their student 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

Your School Representatives (Convenors) can be found at https://www.eusa.ed.ac.uk/representation/your_school/socialpoliticalsci/

In SPS we take students’ views into account when making decisions on how our courses and programmes are designed and run. Regular meetings are held involving students and course organisers as well as tutors and secretarial staff. 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.

In Years 1 and 2 each tutorial group is asked to identify a representative to attend course meetings, which take place at least once per semester. The role of tutorial representatives is to make sure that students’ views are taken into account in the design, delivery and administration of the course. Time is made available during tutorials for students to discuss any matters of common concern. Tutorial representatives are then asked to identify course representatives, who attend student/staff liaison meetings.

Undergraduate student representatives also attend School meetings, the Board of Studies and the Undergraduate Teaching Committee.

If you would like to be a tutorial rep, or the course rep, you should let your course tutor know during your first tutorial.
Student Societies
Politics and IR has its own student society: the Edinburgh Political Union, details below. There are many other societies which will no doubt be of interest to PIR students, such as the model UN society, the EU society, People and Planet, Amnesty International, the societies linked to various political parties, and so on. If you’ve not already gotten involved in a student society, now might be the time to start! For a full list, see [https://www.eusa.ed.ac.uk/activities/societies/](https://www.eusa.ed.ac.uk/activities/societies/)

Edinburgh Political Union (Formerly the PIR Society)
Want to get more involved in ‘Politics’ or ‘IR’? Got an idea for an article, or just a casual thought you’d like to discuss? The Edinburgh Political Union is one of the oldest student-run societies in Edinburgh - and the perfect way to get involved.

This year we are running a huge number of events, ranging from academic talks, to socials, to panel debates and the annual SSPS Ball. We also publish *Leviathan*, the University of Edinburgh's official, student-run, journal of politics and international relations. Past speakers at our events have included NATO Secretary-General, Anders Fogh Rasmussen, former ambassador to the UN, Lord Hannay of Chiswick, former Prime Minister, Gordon Brown and current Mayor of London, Boris Johnson.

If you’d like more information, or are generally interested please visit our [website](https://www.eusa.ed.ac.uk/activities/societies/), join our [Facebook page](https://www.facebook.com/edinburghpolitics), or drop us an email at edinburghpolitics@gmail.com

*The Edinburgh University Model United Nations Society (EdMUN)*
Politics students might also be interested in the University's Model United Nations Society (EdMUN). Check their [website](https://www.eusa.ed.ac.uk/activities/societies/) to find out more about what they do, where and when they hold meetings and which conferences they attend.

*EU Society*
The EU Society is a great way of engaging further with a variety of EU-related issues as well as meeting people who work for EU institutions in Scotland. Click [here](https://www.eusa.ed.ac.uk/activities/societies/) for the Society’s Facebook page or email eusocietyedinburgh@gmail.com.

**VIII 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 http://www.ed.ac.uk/equality-diversity/innovation-development

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.ed.ac.uk/studying/undergraduate/student-life/academic/tutor

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.

As a year 2 student, you should have at least two further meetings with your Personal Tutor over the course of the year, one of which may take place in a group.

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

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/](https://www.eusa.ed.ac.uk/getinvolved/peer-support/)

PIR has a wonderful peer-assisted learning scheme, PIRPALS, and we hope that you take full advantage of it. They will be running study sessions which will give you the chance to discuss topics from your first year courses, any questions you have about studying more generally. PIRPALS student leaders are a selection of 2nd, 3rd and 4th year PIR students who have been through it all already, so are well prepared to facilitate discussion and help you out where needed. You will be told the time of the sessions in your first few weeks at Edinburgh. PIRPALS is a great way to get to know other students on your course, improve your grades, and gain confidence in your university career – so come along!

[https://www.eusa.ed.ac.uk/organisation/PIRPALS/](https://www.eusa.ed.ac.uk/organisation/PIRPALS/)
As a related initiative, Edinburgh University Students’ Association offers a peer proofreading scheme for non-native English Speakers. It opens in October. Guidelines can be found at https://www.eusa.ed.ac.uk/support_and_advice/the_advice_place/academic/peerproofreading/

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 LearnBetter, 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

Health and Wellbeing
These webpages provide Information that will guide you to self-help and supportive services offered by the University and our associated partners: http://www.ed.ac.uk/students/health

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

IX CAREERS
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.

**X APPEALS**

If you are considering lodging an appeal, it is important that you act promptly. Edinburgh University Students’ Association 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/files/atoms/files/studentappealregulations.pdf

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

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<thead>
<tr>
<th>Year of study</th>
<th>Appeal timescale</th>
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<tbody>
<tr>
<td>Final Year</td>
<td>within 30 working days of the result being issued</td>
</tr>
<tr>
<td>All others</td>
<td>within 10 working days of the result being issued</td>
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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](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](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/enrol at the start of your programme or at the two additional registration sessions each year with no explanation;
- You are repeatedly absent or are absent for an extended period and are excluded from the programme due to non-attendance. This includes missing Tier 4 census points without due reason. The University must maintain a record of your attendance and the Home Office can ask to see this or request information about it at any time;

As a student with a Tier 4 visa sponsored by the University of Edinburgh, the terms of your visa require you to, (amongst others):

- Ensure you have a correct and valid visa for studying at the University of Edinburgh, which, if a Tier 4 visa, requires that it is a visa sponsored by the University of Edinburgh;
- Attend all of your University classes, lectures, tutorials, etc where required. This includes participating in the requirements of your course including submitting assignments, attending meetings with tutors and attending examinations. If you cannot attend due to illness, for example, you must inform your School. This includes attending Tier 4 Census sessions when required throughout the academic session.
- Make sure that your contact details, including your address and contact numbers are up to date in your student record.
- Make satisfactory progress on your chosen programme of study
- Observe the general conditions of a Tier 4 General student visa in the UK, including studying on the programme for which your visa was issued, not overstaying the validity of your visa and complying with the work restrictions of the visa.

Please note that any email relating to your Tier 4 sponsorship, including census dates and times will be sent to your University email address - you should therefore check this regularly.

Further details on the terms and conditions of your Tier 4 visa can be found in the “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