1. Informatics Graduate School PGR “Getting Started” Guidance

1. Informatics Graduate School PGR “Getting Started” Guidance ........................................ 1
   IGS Contact Details ........................................................................................................... 2
   Note to students who have been approved by the School to commence studies remotely ... 2
   Timeline of administrative tasks ...................................................................................... 3
   Prior to commencing studies .......................................................................................... 4
   1.1 Complete online registration/matriculation ................................................................. 4
   1.2 Apply for your University student card ....................................................................... 4
   1.3 Register for Ease and DICE access ............................................................................. 4
       Note on collection of School issued computing equipment ........................................... 4
   On commencing studies .................................................................................................... 5
   1.4 Obtain / collect your student card ................................................................................ 5
   1.5 Payment of fees / confirmation of funding provision ................................................... 5
   1.6 Confirmation of attendance .......................................................................................... 5
   1.7 Complete international student check-in (if applicable) ............................................... 6
   1.8 Submit your UK bank account details / receiving your monthly stipend ..................... 7
   1.9 Attend School of Informatics welcome events ............................................................. 8
       Informatics Graduate School welcome and induction session ................................... 8
       University PGR welcome session ............................................................................... 9
       After commencing studies .......................................................................................... 9
   1.10 Collect your PGR office key ....................................................................................... 9
   1.11 Complete important online training courses ............................................................... 10
       Data Protection .............................................................................................................. 10
       Data Management ......................................................................................................... 10
       Research Ethics and Integrity ....................................................................................... 10
       Equality, diversity and unconscious bias ....................................................................... 10
   1.12 Other useful information ............................................................................................ 11
       Institute for Academic Development – PGR training courses .................................... 11
       Student Disability ......................................................................................................... 11
       IGS Desk Management Policy ..................................................................................... 11
       PGR Codes of Practice and Regulations ....................................................................... 12
       PhD Timelines .............................................................................................................. 12
       Additional Programme Fees – thesis submission / write up period ............................. 13
IGS Contact Details

Please note that, due to the Coronavirus (Covid-19) outbreak, both IGS and CDT services are currently being provided remotely and will continue to be delivered in this way until access to the Informatics Forum is permitted and the Scottish Government guidance allows for the provision of on campus, administrative support services.

If you have any questions prior to your arrival or once you have commenced studies please email us at igs@inf.ed.ac.uk and a member of the team will assist you. If you would like to speak with us face to face, please feel free to contact us via our email and we can arrange a meeting via Microsoft Teams.

When the IGS admin team are able to provide on campus assistance, the Informatics Graduate School office is located in the Informatics Forum, Room 3.42, 10 Crichton Street, Edinburgh, EH8 9AB. IGS student drop-in hours are Monday to Friday, 9.30am – 12:30pm and 2pm – 4pm.

**Note to students who have been approved by the School to commence studies remotely**

New PGR students who have received approval to commence studies remotely in the first instance (i.e. not as a campus based student) are still required to complete the registration/matriculation processes as described in this guidance, with the exception of:

1.4 – Obtain / collect student card - students commencing remotely may only be able to collect their student card once on campus. Please check University guidance for any updates on this matter. [https://www.ed.ac.uk/students/new-students/getting-started-resources/top-6-tasks/student-card](https://www.ed.ac.uk/students/new-students/getting-started-resources/top-6-tasks/student-card)

1.10 – Collect PGR office key - as this will be only relevant once students are on campus.
Timeline of administrative tasks

Prior to commencing studies

Complete online registration / matriculation (See Section 1.1)

Apply for your student card (See Section 1.2)

Register with EASE and DICE (for computer access) (See Section 1.3)

On commencing your studies

Obtain / collect your student card (See Section 1.4)

Confirm arrangements for payment of fees / scholarship funding (See Section 1.5)

Confirm your attendance (See Section 1.6) and complete international check in (if applicable) (See Section 1.7)

Submit your UK bank account information to the IGS to receive your monthly stipend (if applicable) (See Section 1.8)

Attend the School of Informatics IGS / CDT welcome/induction events (See Section 1.9)

Pay office key deposit and collect your PGR office key. (See Section 1.10)

Complete online training (See Section 1.11)

After commencing studies (pending confirmation of accessibility to PGR offices under COVID conditions)
Prior to commencing studies

1.1 Complete online registration/matriculation

Every student needs to complete the registration and matriculation process in order to be a fully-matriculated student. You should have been sent a link to appropriate guidance about the online registration / matriculation process approx. 4 weeks before you are due to commence your studies. If you have not already completed the online registration, please aim to do this before you arrive on campus.

Guidance on registering your University login and MyEd account, as well as completing the matriculation process is available here:
www.ed.ac.uk/students/new-students/getting-started-resources/top-6-tasks/get-connected
www.ed.ac.uk/students/new-students/getting-started-resources/top-6-tasks/matriculation

1.2 Apply for your University student card

Details on how to apply for your University student card are available here:
www.ed.ac.uk/students/new-students/getting-started-resources/top-6-tasks/student-card
www.ed.ac.uk/information-services/help-consultancy/card/getting-first-card/first-student-card

1.3 Register for Ease and DICE access

The University operates a reduced sign on service – EASE – which provides access to various secure applications and resources at the University. You need to register with EASE using your student number (or UUN) as your username here:
https://www.ed.ac.uk/information-services/computing/computing-infrastructure/authentication-authorisation/ease

Once you have registered, you should have an email containing registration details for your DICE account (the School of Informatics computing system) in your student mail inbox. You will be able to register for your DICE account here: http://pp.inf.ed.ac.uk. If you have issues registering with EASE and/or DICE please contact Computing Support at: http://computing.help.inf.ed.ac.uk/

Note on collection of School issued computing equipment

Students should be aware that due to COVID-19, there may be some delays in the arrival and issue of School computing equipment. We would recommend that all new PGR students have access to a standard personal laptop or desktop (which can run Windows or Linux, or a Mac running OS/X) to support engagement and progress with studies until School issued equipment can be collected from the computing support team in the Informatics Forum.

If you are a new student that has been given approval to commence studies on a remote basis, you must have access to a standard personal laptop or desktop (which can run Windows or Linux, or a Mac running OS/X) to support engagement and progress with your studies until the time you arrive on campus.

The logistics of the provision of computing equipment for new PGR students is currently being arranged by the Informatics Computing Support team. Currently, computing equipment purchased and owned by the School will only be issued to PGR students who are able to collect their equipment in person. More detailed information regarding collection of equipment will follow from the Computing Support Team in due course.
On commencing studies

1.4 Obtain / collect your student card

The normal process of obtaining your student card is to collect it from the Main Library at George Square once you are on campus, although note that this may not be possible due to the ongoing COVID-19 situation.

We advise that you keep up to date on how and where to obtain your student card by checking the University webpage here: https://www.ed.ac.uk/students/new-students/getting-started-resources/top-6-tasks/student-card

1.5 Payment of fees / confirmation of funding provision

All students need to arrange payment of their tuition fees, whether self-funded or via a sponsor, grant or loan. More information is available here: https://www.ed.ac.uk/students/new-students/getting-started-resources/top-6-tasks/pay-your-fees

Indicatively, student academic fees must be paid or evidence of financial support must be provided by within two weeks of commencing studies.

Due to the COVID-19 situation, it is not currently possible to attend the Student Information Point in person. All students should, therefore, confirm their funding arrangements by emailing their PGR offer letter to the Fees and Student Support team - Fees@ed.ac.uk. Remember to quote your UUN, full name and attach your PGR offer letter (you can print this from your EUCLID admissions portal).

If you are self-funded, there are different options available to you and you can find more information here: www.ed.ac.uk/fees/self-funded

If you are externally funded, the process of paying your fees will depend on the type of external funding you receive. You can find out more information here: www.ed.ac.uk/finance/students/fees/external-funded

If you have been awarded a scholarship which is administered by the School of Informatics, then the fees related to your academic programme of study will be paid directly to the University by the relevant internal department.

If you are a funded student and the University/School is paying your tuition fees, and you mistakenly receive an invoice for tuition fees which is addressed to you personally, please do not ignore this invoice. You must contact the Informatics Graduate School immediately so that we can resolve the error for you. Failure to do so may result in financial penalties being added to your account and for which you will be personally liable to pay.

1.6 Confirmation of attendance

Once you have commenced your studies, you need to have your attendance confirmed in EUCLID. Normally this would require you to visit the IGS office in person, however, due to COVID-19 and until further notice, we will be administering Confirmation of Attendance remotely.
Your principal supervisor will confirm your attendance following your first initial supervisory meeting, which should take place within one week from the programme start date as stated in your offer letter.

We recommend you contact your principal supervisor in advance of your formal start date to schedule your initial supervisory meeting during the specified period of time. **Please remind your supervisors to confirm your attendance in EUCLID.** Once you have attended your initial supervisory meeting, please confirm this directly with the IGS by emailing igs@inf.ed.ac.uk.

**Having your attendance confirmed is very important, particularly if you are to receive a stipend payment from the University (see Section 1.8).**

1.7 Complete international student check-in (if applicable)

**International check-in** is (normally) an in-person registration event for all international (non-EU/EEA/Swiss) students present in the UK. In order to complete the matriculation process, all international students must complete International Check In with the **Student Immigration Team.**

Due to COVID-19, the Student Immigration Service is currently administering the International Check In process remotely. Please refer to their webpage here for detailed guidance on how to complete international check in: [https://www.ed.ac.uk/student-administration/immigration/while-you-are-here/international-check-in](https://www.ed.ac.uk/student-administration/immigration/while-you-are-here/international-check-in)

To successfully complete International Check-in, you must upload the following documents and ensure you fill in the required details in your MyEd portal:

- Your current passport
- The visa or entry stamp issued to you for study at the University of Edinburgh
- Your boarding pass or e-ticket showing the date of your entry to the UK (if you did not receive an entry stamp from a Border Agent at the airport)

Please note, you do not need to have received your Biometric Residence Permit to complete International Check In, but you will have to upload a copy of the front and back of your BRP and complete the relevant details once you have received it.

You can upload copies of these documents by going to MyEd, clicking on ‘Student Details’, clicking on ‘Launch Student Self Service’ and choosing the ‘Immigration Details’ tab.

If you need further information please contact studentimmigration@ed.ac.uk
### 1.8 Submit your UK bank account details / receiving your monthly stipend

If you have a funded offer which is being administered by the School of Informatics and which includes payment of a monthly stipend to support your living costs, then you must provide the IGS with your **UK bank account details** into which your stipend will be paid. Unfortunately, the School can only pay stipends into UK BACS compliant bank accounts and therefore GBP stipend payments cannot be made into any international bank account.

**Funded students who have been approved to commence studies remotely (and are outside of the UK and do not already have a UK bank account)** will need to set up a borderless account into which the University can pay GBP. Please visit the Transferwise website here: [https://transferwise.com/](https://transferwise.com/). We advise students who need to do this to open their account before arrival/commencing studies.

As early as possible and within one week of the programme start date, funded students who have a UK bank account should do the following:

a) **Complete a bank mandate form and Starter Checklist and submit both forms to the IGS by email to IGS@inf.ed.ac.uk.** We strongly recommend that you email the UK bank mandate form from your new University student email account as this is the safest and most secure way of sending us this information; and

b) **Submit UK bank details into their EUCLID student record by clicking the following link [https://edin.ac/finance-student-bank-details](https://edin.ac/finance-student-bank-details).** This will allow you to login to your MyEd account and access the “Add my bank details to my student record” online form. We need your UK bank account details submitted in this format to process the initial stipend payment. Please note that students must have a status of **fully matriculated** before this form can be accessed and submitted.

The IGS cannot pay stipends to students who are not fully matriculated. Therefore, it is imperative that funded students who are to receive stipend payments from the University ensure they complete the matriculation processes as soon as possible and submit their UK bank details without delay. A reminder on how to matriculate is here: [https://www.ed.ac.uk/students/new-students/getting-started-resources/top-6-tasks/matriculation](https://www.ed.ac.uk/students/new-students/getting-started-resources/top-6-tasks/matriculation)

Delays in completing matriculation and/or submitting UK bank account details will likely result in delays in receiving the first initial payment of the stipend.
What is the payment schedule for stipends?

The first payment that will be paid will be a block payment of 3 x monthly stipend amounts (e.g. £15,285 / 12 x 3 = £3,821.25). For students commencing in Oct 2020, for example, this first payment covers stipend payments for October, November and December. After the initial block payment, regular monthly payments (which are paid in advance, not arrears) will commence on 28 December 2020. An example of a typical payment schedule is below.

<table>
<thead>
<tr>
<th>Payment schedule</th>
<th>Payment date....</th>
<th>....for month(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial block payment of 3 x</td>
<td>By 13 November</td>
<td>October 2020</td>
</tr>
<tr>
<td>monthly stipends.</td>
<td>2020*</td>
<td>November 2020</td>
</tr>
<tr>
<td></td>
<td></td>
<td>December 2020</td>
</tr>
<tr>
<td>Monthly in advance</td>
<td>28 Dec 2020</td>
<td>January 2021</td>
</tr>
<tr>
<td>Monthly in advance</td>
<td>28 Jan 2021</td>
<td>February 2021</td>
</tr>
<tr>
<td>etc</td>
<td>etc</td>
<td>etc</td>
</tr>
</tbody>
</table>

*Note that this payment date is calculated on the basis that UK bank account details and Starter checklist is submitted to the IGS no later than a period of one week from the start date that is stated in your offer letter and the payment takes up to 20 working days to complete/arrival in bank accounts.

When will stipend payments arrive in UK bank accounts?

Example: If students commencing in 01 Oct 2020 submit their UK bank account details via EUCLID as soon as they are fully matriculated (and no later than Fri 9 October) then the IGS will be able to make the initial payment request for the block stipend payment by Fri 16 October. In this instance, we would expect that the first payment would be received within 20 working days and, therefore, by Friday 13 November.

In many cases, the first block stipend payment will arrive a lot quicker than the 20 working days processing time, but for the purposes of managing expectations and finances, funded students who will receive their stipends from the University should plan on the basis the timescale noted above.

1.9 Attend School of Informatics welcome events

Informatics Graduate School welcome and induction session

The Informatics Graduate School organises welcome and induction sessions in September and February every year. This is an opportunity for new PGR students to meet the Directors of IGS and the IGS support team, as well as other new PGR students joining the School. This year the September session took place in Tue 15th Sept 2020 and was delivered as an online session via Blackboard Collaborate.

PGR students commencing studies between October and December are invited to attend the next available IGS Induction session in February 2021 (date to be confirmed). We will soon get in touch in January with more information about our next Welcome and Induction session.

Further information related to “Arrival & Induction” and previous induction events can be found on the IGS webpage here: http://web.inf.ed.ac.uk/infweb/student-services/igs/new-students/arrival-induction
University PGR welcome session

The Institute for Academic Development also hold PGR mid-semester welcome / induction event in November and we would encourage all new PGRs to attend this. During the session, you will be provided with an overview of key expectations, training and support and opportunity to meet with other PhD students.

• how to manage your Research
• the support that is available to you at the University
• Library Services
• Edinburgh University Students Association

More information and a link to book your place can be found here: https://www.ed.ac.uk/institute-academic-development/postgraduate/doctonal/courses/o-z-course-list#proxy_PGR%20Mid-Semester%20Welcome%20Event

After commencing studies

1.10 Collect your PGR office key

PGR students in the School of Informatics are issued with their own desk in a shared PGR office within the Informatics Forum. Due to COVID-19, the School is currently following Scottish Government guidance in respect to building access and the use of offices by non-essential workers.

Updates and FAQs relating to facilities management in the School of Informatics is available here: https://web.inf.ed.ac.uk/infweb/informatics-covid-19-updates/frequently-asked-questions/facilities-and-new-operational-procedures

At the time of sending this guidance, the IGS is waiting for instructions on when we might be permitted to issue desks and office keys to new PGR students. New students should, therefore, be prepared and equipped to engage with their studies from home in the first instance.

It is highly likely that once access to PGR offices is permitted, access will be based on a sharing rota as agreed with fellow office sharers. Students should therefore expect to work from home in some capacity whilst the COVID pandemic is ongoing.

At the appropriate time, new PGR students will be invited to visit the IGS to be issued with their office key, for which a £20 deposit¹ must be paid in advance. Note that not all our PGR offices require payment of a key deposit; the IGS will confirm your office/desk allocation with you and advise if you are required to pay a key deposit in advance.

If you are required to pay a key deposit, it would be helpful if this is paid before visiting the IGS office. Key deposits can be paid online via ePay link below. Once the deposit has been paid, print off the payment receipt and bring it along to the IGS when you are permitted to collect your key.

¹ This deposit will be returned to you when you return your key at the end of your desk entitlement. You are responsible for ensuring that you look after your office key. Should you lose this, your deposit will not be returned as we will use this to cover the cost of the replacement key.
1.11 Complete important online training courses

**Data Protection**

During your research you may be handling large quantities of data, and you must therefore understand how to comply with UK legislation, and particularly the **General Data Protection Regulations (GDPR)**. The GDPR aims to better protect privacy and data and manage the use of such data. It also includes penalties for non-compliance. All PGR students must comply with Data Protection / GDPR legislation and therefore must complete the following two online training courses within one month of their programme start date.

- Data Protection Training
- Data Protection Training in Research (*Browse as DP Training Research*)

Log in to Learn with EASE using your University of Edinburgh credentials and use the Self-Enrol tab to enrol on these courses. You can find more information on how to get started with Learn here: [https://www.ed.ac.uk/information-services/learning-technology/virtual-environments/learn/student/getting-started-student](https://www.ed.ac.uk/information-services/learning-technology/virtual-environments/learn/student/getting-started-student)

**Data Management**

All PhD students are encouraged to attend the IAD course in Good Practice in Research Data Management and complete the online IAD training in Data Management (MANTRA). MANTRA is a free online course for those who manage digital data as part of their research project and is available here: [https://mantra.edina.ac.uk/](https://mantra.edina.ac.uk/)

**Research Ethics and Integrity**

All PhD students should complete the online IAD course: **Research Ethics and Integrity – An introduction**. This online course is designed to help postgraduate research students understand the core principles of research ethics and integrity. It is aimed at all research students and explains these basic principles to help you to understand any subject or project-specific advice or policies.

More information is available here: [https://www.ed.ac.uk/institute-academic-development/postgraduate/doctoral/courses/online-courses/research-ethics](https://www.ed.ac.uk/institute-academic-development/postgraduate/doctoral/courses/online-courses/research-ethics)

**Equality, diversity and unconscious bias**

The University has a strong and long-standing commitment to equality, diversity and inclusion. We promote a positive culture which celebrates difference, challenges prejudice, and ensures fairness.

The School of Informatics is a vibrant and diverse community and we require all PGR students to complete the online **Unconscious Bias** training course at the start of their studies.

Log in to Learn with EASE using your University of Edinburgh credentials and use the Self-Enrol tab to enrol on the Unconscious Bias course.
1.12 Other useful information

Institute for Academic Development – PGR training courses

The IAD offers a plethora of PGR transferable skills and career management training events, resources and support for researchers completing a doctorate. The 2020/21 IAD Postgraduate Researcher brochure is now available. You can download a copy here: https://indd.adobe.com/view/2a7deeb0-afeb-49bf-af3f-29d68027b5fe

Student Disability

If you have a health condition or disability which may affect your studies or life at University, we recommend that you contact the Student Disability Service and arrange to speak with an Advisor. You should contact the Student Disability Service even if you have already notified the University of a disability before your arrival. More information is available here: https://www.ed.ac.uk/student-disability-service

IGS Desk Management Policy

PGR students in the School of Informatics are allocated their own desk during the prescribed period of study, plus a maximum of 12 months to write up or until the point of submission, whichever comes first. The PGR office space is currently based in the Informatics Forum and the Bayes Centre and is managed by the Informatics Graduate School.

IGS manages PGR Office space strictly in accordance with the IGS Desk Management Policy. Full details of the desk allocation policy can be found on the IGS webpages and all students are expected to familiarise themselves with this policy. http://web.inf.ed.ac.uk/infweb/admin/policies/student-desk-allocation-policy

The PGR offices are shared offices and you are expected treat both your office space and sharing peers with respect. Desks and surrounding office spaces must be kept clean, tidy and organised at all times so as not to negatively impact on neighbouring colleagues. This is vitally important given the current COVID-19 situation.

New students should be aware that when access to PGR offices is permitted, it is highly likely that the use of these offices will be operating under significantly reduced capacities and access permitted on a pre-scheduled basis. Any non-compliance with COVID-19 occupancy guidance will be identified and challenged. Repeated breaches may be treated as disciplinary matters with sanctions that may include exclusion from the buildings.

PGRs must remain at their allocated desk and only the IGS has authority to permit desk moves. PGR students / supervisors / research staff are not permitted to authorise PGR desk allocations, relocations or swaps. If you wish to move desks, either within your current office or to another office entirely, you must contact the IGS to request this; desks that appear free might in fact be allocated to another student. We will do our best to accommodate move requests but please note that as space is at a premium, and under COVID-19 conditions, it is unlikely that we will be able to accommodate desk swaps.

Your desk entitlement will end as set out above and we will contact you in advance of this. When you are preparing to leave your office, please ensure that you remove all personal belongings.
pedestal key should be left inside the pedestal for use by the next student and you should come to the Graduate School Office to return your key and arrange a refund of your key deposit (as appropriate).

**PGR Codes of Practice and Regulations**

The University publishes a Code of Practice for Supervisors and Research Students containing information on many important topics including:

- roles and responsibilities of the student, the supervisors and the School
- formal aspects of the progress of research students
- writing up, submission of thesis and examination
- resolving problems
- appeals
- plagiarism and cheating
- other useful information

The University’s Code of Practice for Supervisors and Research Students for 2020/21 is here: [https://www.ed.ac.uk/files/atoms/files/copsupervisorsresearchstudents.pdf](https://www.ed.ac.uk/files/atoms/files/copsupervisorsresearchstudents.pdf)

During your PGR programme, you are governed by the [Research Degree Programme Regulations](https://www.ed.ac.uk/files/atoms/files/copsupervisorsresearchstudents.pdf) and will be examined under the guidance of the [PGR Examination Regulations](https://www.ed.ac.uk/files/atoms/files/2020_postgraduateresearch.pdf). When you complete the matriculation process, you are agreeing to be governed by these regulations, therefore, it is recommended that you read these documents to understand what is expected of you during the course of your PGR programme.


PGR Examination Regulations are here: [https://www.ed.ac.uk/files/atoms/files/2020_postgraduateresearch.pdf](https://www.ed.ac.uk/files/atoms/files/2020_postgraduateresearch.pdf)

CDT students will also be provided with a [CDT Programme Handbook](https://www.ed.ac.uk/files/atoms/files/2020_postgraduateresearch.pdf), which will document any conditions related to academic progression and continuation of funding. These will be provided to students by the CDT Coordinators/Administrators.

**PhD Timelines**

There are several key milestones that PhD students are expected to meet throughout years 1, 2, 3 and the submission year to ensure sufficient progress, and these are outlined in this document. Further information for each year can be found on the IGS website. Please do read through these pages carefully for the full details of each milestone.

[http://web.inf.ed.ac.uk/infweb/student-services/igs/phd/year-timelines](http://web.inf.ed.ac.uk/infweb/student-services/igs/phd/year-timelines)

Months stated in the column 'Sept Start' are indicative for full-time students who commence study in September. Students with other start dates should adjust these timings accordingly.

Each first year PhD student is on probation during their first year, and progressing to full PhD status depends on the supervisor's evaluation in the first year annual report; this report takes into account
the panel’s evaluation of the student’s thesis proposal; there is a section in that report for providing a written record of the feedback the panel gave to the student.

The research institute, and in particular the student’s supervisor, is responsible for ensuring that PhD students submit their thesis proposal and that it is presented and reviewed by the panel within the required time frame.

All first year students should take the IAD course “How to do an Informatics PhD”, which is held in November and February each year, and the “Preparing for 1st year review” course, which is held in March. You can find more information at http://web.inf.ed.ac.uk/infweb/student-services/igs/phd/training-development/recommended-training

**PhD Timeline (for standard 3 year PhD programmes)**

<table>
<thead>
<tr>
<th>Year</th>
<th>When</th>
<th>What</th>
<th>Sept Start</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Year 1</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Month 1</td>
<td></td>
<td>First Supervisor Meeting: identify career aspirations and training needs</td>
<td>September</td>
</tr>
<tr>
<td>Month 4</td>
<td></td>
<td>Submit Outline Proposal and Literature Review</td>
<td>December</td>
</tr>
<tr>
<td>Month 9</td>
<td></td>
<td>Submit the First Year Review Document</td>
<td>May</td>
</tr>
<tr>
<td>Month 10</td>
<td></td>
<td>Formal First Year Review</td>
<td>June</td>
</tr>
<tr>
<td>Month 12</td>
<td></td>
<td>Supervisor completes the formal first year review report</td>
<td>August</td>
</tr>
<tr>
<td><strong>Year 2</strong></td>
<td>Month 1</td>
<td>Supervisor Meeting - Review career aspirations and training needs</td>
<td>September</td>
</tr>
<tr>
<td></td>
<td>Month 4</td>
<td>Progress Review Meeting with Supervisor</td>
<td>December</td>
</tr>
<tr>
<td></td>
<td>Month 9</td>
<td>Submit a progress report and, optionally, a poster</td>
<td>May</td>
</tr>
<tr>
<td></td>
<td>Month 10</td>
<td>Formal Second Year Review</td>
<td>June</td>
</tr>
<tr>
<td></td>
<td>Month 12</td>
<td>Completion of Formal Annual Report</td>
<td>August</td>
</tr>
<tr>
<td><strong>Year 3</strong></td>
<td>Month 1</td>
<td>Completion Strategy Review Meeting</td>
<td>September</td>
</tr>
<tr>
<td></td>
<td>Month 4</td>
<td>Complete Thesis Outline</td>
<td>December</td>
</tr>
<tr>
<td></td>
<td>Month 5</td>
<td>Present Work at Seminar</td>
<td>January</td>
</tr>
<tr>
<td></td>
<td>Month 9</td>
<td>Submit Draft Thesis Outline</td>
<td>May</td>
</tr>
<tr>
<td></td>
<td>Month 10</td>
<td>Formal 3rd Year Review</td>
<td>June</td>
</tr>
<tr>
<td></td>
<td>Month 12</td>
<td>Supervisor completes formal annual report</td>
<td>August</td>
</tr>
</tbody>
</table>

| Submission Year (or writing up year) | Month 1 | Completion Strategy Review Meeting                                  | September  |
|                                       | Month 4 | Thesis Progress Review Meeting with Supervisor                      | December   |
|                                       | Month 10 | Submit Draft thesis and Progress Report                           | June       |
|                                       | Month 11 | Formal Submission Year Review                                         | July       |
|                                       | Month 12 | Supervisor completes formal annual report                          | August     |

**Note for part-time research students**

For part-time students, milestones in first year and subsequent years are delayed according to the extent of part-time studies. For instance, for a student with prescribed period of 60 months rather than the usual full-time prescribed period of 36 months, the first year thesis proposal is due in month 9*60/36 = 15. An exception is that formal reports from the supervisor are due at 12-month intervals for part-time students, just as for full-time students.

**Additional Programme Fees – thesis submission / write up period**

Though your submission or writing up year may seem far away, it is important that you are aware of the fees you will be obligated to pay if you need to register during that year.
The prescribed period of study for the standard PhD programme is 3 years (regardless of how long the stipend payments are funded for) and for CDT programmes the prescribed period of study is 4 years. Prescribed study years incur a full tuition fee and payment of tuition fees depends on your funding package which is outlined in your EUCLID offer. The maximum period of study for the standard PhD programme and CDT programmes is 4 years and 5 years, respectively. The final year is the “submission period” or “writing up” year.

All PhD students are expected to submit their thesis for examination at the end of their prescribed period of study but in the event that this doesn’t happen, you must matriculate onto the “write up” year to continue being registered as a student. And at this point you will be required to pay a University matriculation charge. The matriculation charge is payable personally by all PhD students and is not covered by any studentship funding. Once you confirm your attendance with the Graduate School you will be invoiced directly by the University via your student account in EUCLID. If you do not confirm your attendance each year, you risk being withdrawn from your degree programme.

If you go beyond the maximum period through approval of an extension to your maximum study period, the University will charge continuation fees for that year, pro rata for every authorised month of extension until submission of the thesis. All students are personally responsible for paying continuation fees and they are not covered by any studentship funding.

Depending on the outcome of your viva examination, you may also be required to pay matriculation fees associated with PGR examinations. More details are available here: https://www.ed.ac.uk/ tuition-fees/policy/postgraduate-research/minor-major-corrections/2020-2021

All fees are subject to annual review by the University so we advise all PGR students to review the University’s PGR tuition fee policies here: https://www.ed.ac.uk/tuition-fees/policy/postgraduate-research and ensure they are up to date with the costs of matriculation and continuation fees.