Overview of Student Support Services
(with a little bit of programme admin!)

Dr Lindsey Fox
Informatics Graduate School Manager
Managing your academic expectations

The perfect PhD research plan.....
Managing your academic expectations

The realistic research plan.....

Every PhD journey is unique

Me

PhD journey

Dr Me
Here to help…Inf People

- **PGR Supervisors**
  - Project / academic specific queries, progression points and all academic guidance

- **PGR Personal Tutors (inc. Head of School)**
  - Help and independent advice with supervision challenges, assessment procedures/outcomes, access to research resources, mentoring and pastoral advice

- **IGS Director and Deputy Director**
  - Advice on interruptions, suspensions, extensions, annual reviews, research relationships…CDT Directors and CDT administrators

- **CDT Directors and CDT administrators**

- **IGS administrative staff**
  - Meet the team
  - Administration queries e.g. changes and requests etc
  - Programme regulations clarification
  - Funding information and administration
  - Team members are MHFA trained

I am a Scotland’s Mental Health First Aider
Here to help….Doctoral College

- University of Edinburgh Doctoral College

The Doctoral College supports and enhances the postgraduate research student experience in a number of different ways:

- By bringing together staff from across the University who work with PGR students to work collaboratively and share practice
- By coordinating training, support, events and opportunities for PGRs
- By representing postgraduate research at University–level committees and groups
- By supporting and enhancing PGR student representation structures and voice

We would encourage all new PGRs to attend the Doctoral College Welcome session on **Tue 15 September, 13:00 to 13:45**. Register [here](https://www.ed.ac.uk/students/doctoral-college).

Webpage - [https://www.ed.ac.uk/students/doctoral-college](https://www.ed.ac.uk/students/doctoral-college)
Sharepoint - [https://uoe.sharepoint.com/sites/DoctoralCollege](https://uoe.sharepoint.com/sites/DoctoralCollege)
Twitter - [https://twitter.com/uoe_doc?lang=en](https://twitter.com/uoe_doc?lang=en)
Here to help…Institute of Academic Practice

- **Institute for Academic Practice**
  - The IAD offers a plethora of specialist 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.
  - **Getting started with your research course** - this 1st year PGR course will run for three weeks from Monday 19th October 2020.
  - Study skills and exam preparation (CDTs)
  - **VITAE Planner** to help assess and target your researcher skills development/training
  - **PGR Mid Semester Welcome event.**
    - Wednesday 04-Nov-2020, 10:00 - 11:30am

Overview of IAD Provision – we would encourage you to watch the IAD induction video for PGR’s, which is available here: [https://media.ed.ac.uk/media/1_751aop7s](https://media.ed.ac.uk/media/1_751aop7s)
Here to help…Libraries and Careers Service

### University Libraries

- **DiscoverEd**
  - Search the Library’s collections – books, e-books, subscription content & journals.
  - Sign in to access all online content, manage your searches, loans and requests.
- **Study Space**
- **Inter-library loan service / request a book service**
- **Training and help in reference management - Endnote, Zotero and Mendeley via IAD**
- **Online Learning via LYNDRA.com**
- **Help always available, including Academic Support Librarians**

### Careers service

- **Steve Norman – Careers Consultant for Informatics (appointments available)**
- **Self help, job options, career planning, job vacancies**
- **Talks, events and workshops specific for PGR students, career fairs**
- **https://web.inf.ed.ac.uk/sites/default/files/atoms/files/careers_support_for_phd_students.docx**
Here to help...Student Immigration Service

- **Student Immigration Service**
  [https://www.ed.ac.uk/student-administration/immigration](https://www.ed.ac.uk/student-administration/immigration)
  - Advice and guidance on all things related to student immigration – ATAS, CAS and visa.
  - Only team that can give advice on immigration matters

- **International Check In – polite reminder!**
  [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)
  - New Non-EU/EEA/Swiss students must complete this process once they are in the UK ready to start their on-campus studies
  - Will not be fully matriculated until this process is completed – very important!
Here to help…Health and Wellbeing

- **Health and Wellbeing Service**
  - University NHS GP practice in Bristo Square
  - [https://www.ed.ac.uk/students/health-wellbeing/health-and-wellbeing-centre](https://www.ed.ac.uk/students/health-wellbeing/health-and-wellbeing-centre)

- **The University Counselling Service**
  - Supporting the mental health of students, using short-term counselling (face to face and email)
  - Drop in sessions and life long learning
  - Referral to other services
  - Self help links and links to online apps
    - Big White Wall
    - Free access to the Feeling Good App
    - Silver cloud (online mental health treatments/CBT)
  - Crisis support

- **University Disability Service**
  - Needs assessments and schedule of adjustments

The Wellbeing Centre houses the Student Counselling and Disability Services, the University Medical Centre and the University Pharmacy.

The building offers 36 one-to-one consultation rooms and a wellbeing lounge.

The Centre will also play host to various wellbeing pop-ups throughout the year.

Twitter: @UoEDWellbeing
Here to help….Other Support Services

- **University Sports Centre and Student Clubs**
  
  [https://www.ed.ac.uk/sport-exercise](https://www.ed.ac.uk/sport-exercise)

- **Chaplaincy**
  
  [https://www.ed.ac.uk/chaplaincy](https://www.ed.ac.uk/chaplaincy)

- **School of Informatics Events**
  - PGR social events (table tennis, craft club, football, yoga….lots on offer!)
  - Sol annual events (annual Jamboree, Ceilidh, distinguished lectures)
  - Institute networks and academic events
  - COVID impacted 😊

- **Student School Liaison Committee**
  - Quarterly meetings with DD-IGS
  - Each Institute and CDT is represented by a PGR rep
  - Please give them feedback!
Here to help….EUSA

- **The Advice Place (EUSA)**
  - **PG specific welcome events** – PG yoga, PG coffee club, PG Coffee Crawl etc
  - The Advice Place is home to **Edinburgh University Students' Association's** professional advice team offering students free, impartial and confidential information on everything and anything that our members need to know.
  - They provide advice to students on everything from getting grades appealed, dealing with landlord issues, to managing personal issues and much more.
Useful Programme Information = PhD Milestones

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

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

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Month 1</th>
<th>First Supervisor Meeting: identify career aspirations and training needs</th>
<th>September</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Month 4</td>
<td>Submit Outline Proposal and Literature Review</td>
<td>December</td>
</tr>
<tr>
<td></td>
<td>Month 9</td>
<td>Submit the First Year Review Document</td>
<td>May</td>
</tr>
<tr>
<td></td>
<td>Month 10</td>
<td>Formal First Year Review</td>
<td>June</td>
</tr>
<tr>
<td></td>
<td>Month 12</td>
<td>Supervisor completes the formal first year review report</td>
<td>August</td>
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- **Recommended (PhD) year 1 training sessions**
  
  All first year PhD students should take the IAD course
  
  - "How to do an Informatics PhD", which is held in November and February each year; and
  
  - "Preparing for 1st year review" course, which is held in March.

  [link](http://web.inf.ed.ac.uk/infweb/studentservices/igs/phd/training-development/recommended-training)

- **Annual reviews in years 2 and 3 → important progression points**

  *Note for CDT students on PhDs with IS – please check your CDT Handbooks for details as milestones will be slightly different for PhD with IS.*
Useful Programme Information - Rules and Regulations

- **Code of Practice for Supervisors and Research Students**
  - [https://www.ed.ac.uk/files/atoms/files/copsupervisorsresearchstudents.pdf](https://www.ed.ac.uk/files/atoms/files/copsupervisorsresearchstudents.pdf)

- **Postgraduate Research Degree Regulations (2020/21)**
  - Assessment regulations [https://www.ed.ac.uk/files/atoms/files/pgr_assessmentregulations.pdf](https://www.ed.ac.uk/files/atoms/files/pgr_assessmentregulations.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.
Programme Admin – Matriculating and getting paid!

- You must have a status of “fully matriculated” before we can pay you your stipends
  - Registration (all)
  - Confirmation of attendance (all)
  - International check in (if applicable)

- We can only pay into UK BACS compliant bank accounts
  - UK bank account advice (some are facilitating virtual account opening during COVID)
    https://www.ed.ac.uk/students/new-students/ready-university/top-6-tasks/fees-finances/banking
  - If you are a student commencing remotely and have set up a Transferwise account – you must validate this account before it can receive a transfer of GBP.

- Important finance admin tasks!
  - For detailed information, see the IGS Getting Started guidance (Section 1.8)
  - Submit your bank mandate form and your starters checklist ASAP
  - Remember to input your UK bank account details into EUCLID (link below!)
  - We can’t arrange your initial stipend payment until all three of this tasks have been done!

https://edin.ac/finance-student-bank-details
Building access, desks and collecting equipment

- **Building accesses – Informatics Forum and Bayes**
  - The Informatics Forum and Bayes Centre remain closed to all non-essential workers, this includes PGR students.
  - Only students with essential access requirements will be permitted to work from the Informatics Forum or Bayes Centre.
  - If you feel you cannot work from home please contact our facilities@inf.ed.ac.uk team for advice.
  - Keep up to date via the “Roadmap for re-opening of the School of Informatics” webpage https://web.inf.ed.ac.uk/infweb/informatics-covid-19-updates/re-opening-school-informatics

- **Computing Equipment**
  - All new PhD students will be assigned a personal laptop for use throughout your programme. *(NB: This does not apply to CDT students who will be provided information on computer equipment via your CDT induction).*
  - Collection of School laptops will be arranged by IGS. You will be contacted by the IGS team with further details.
  - The School’s Computing Support team have created a LEARN course for all new students to help you familiarise yourself with using Informatics equipment and systems (information on how to access this will be sent to you separately).
Important COVID related information

- **The Good Citizen Guide**
  [https://www.ed.ac.uk/students/academic-life/conduct/good-citizen-guide](https://www.ed.ac.uk/students/academic-life/conduct/good-citizen-guide)

*Stay safe, protect others, save lives* - At the current time, we expect you to:

- wear a face covering in shops, on public transport including railway and bus stations, airports and in certain other indoor public places including libraries
- avoid crowded places as much as possible
- clean hands and surfaces regularly
- stay 2m away from other people who are not in your household
- not meet with more than 3 households at a time (up to 6 people in total), in your home, or in a pub or restaurant
- not take part in outdoor gatherings of more than 15 people, from a maximum of 5 households
- self-isolate and book a test if you have Covid-19 symptoms.

- **University’s new Covid Support Service**
  [https://www.ed.ac.uk/students/living-in-edinburgh/covid-support-service](https://www.ed.ac.uk/students/living-in-edinburgh/covid-support-service)
  - Information, advice and support for those in self-isolation (not in University accommodation)
Finally! – Graduate School web pages

- Rich source of up-to-date info
- IGS and CDT people
  - Academic staff and their roles
  - Administrative and support staff
- Links to:
  - Introductory information
  - Year timelines
  - Annual reporting guidelines
  - Examination process
  - Programme change forms (LoA, AIS etc)
  - Training & development
  - Fees & funding
  - Student support
  - Social events

- Remember, we only communicate via your University email address...so check it often!

http://web.inf.ed.ac.uk/infweb/student-services/igs