



Informatics Graduate School

PGR “Getting Started” Guidance



Please read this documentation carefully, as it contains lots of important information to get you set up and started with your PGR degree programme. Follow the instructions, where required. If you have any questions, or require this document in a different format, please email igs@inf.ed.ac.uk and a member of the IGS will help.



Informatics Graduate School PGR “Getting Started” Guidance

Informatics Graduate School PGR “Getting Started” Guidance	2
How to contact us	3
IGS Contact Details.....	3
CDT Contact Details.....	3
Timeline of important administrative and induction tasks.....	4
Prior to commencing studies	5
1.1 Complete online registration/matriculation.....	5
1.2 Apply for your University student card.....	5
1.3 Register for University Login and DICE access	5
Note on collection of School issued computing equipment.....	5
On commencing studies.....	6
1.4 Obtain / collect your student card	6
1.5 Payment of fees / confirmation of funding provision.....	6
1.6 Confirmation of attendance and meeting your supervisor	7
1.7 Complete international student check-in (if applicable)	7
1.8 Submit your scholarship form to the IGS and add bank account details to MyEd	8
Stipend payment schedules	9
When will stipend payments arrive in UK bank accounts?.....	9
1.9 Arrange a meeting with your supervisor	10
1.10 Attend IGS and CDT Welcome and Induction Events	10
Centre for Doctoral Training welcome events.....	10
After commencing studies	11
1.11 Building inductions, H&S requirements and gaining building access	11
1.12 Complete important online training courses.....	12
1.13 Other useful information - academic.....	14
Institute of Academic Development (IAD) and School PGR training courses	14
UoE Digital Skills training sessions	14
PGR Codes of Practice and programme regulations.....	14
PhD timelines – key progress check points.....	15
Additional Programme Fees – thesis submission / write up period	17
1.14 Other useful information – student support services.....	18



At the time of writing, all COVID restrictions have been lifted in Scotland. You can find updates and more information here:

[Coronavirus \(Covid-19\) updates for staff and students](#)

How to contact us

If you have any questions prior to your arrival or once you have commenced studies, please visit the IGS or CDT Support Teams in the Informatics Forum, or send an email to the relevant email address.

IGS Contact Details

The Informatics Graduate School office is located in the Informatics Forum, Room 3.42, 10 Crichton Street, Edinburgh, EH8 9AB.

Normal IGS student drop-in hours are Monday to Friday, 9.30am – 12:30pm and 2pm – 4pm.

CDT Contact Details

The CDT Admin office is located in the Informatics Forum, Room 3.43, 10 Crichton Street, Edinburgh, EH8 9AB.

If you are a CDT student, you can contact your CDT coordinators/administrator by email at:

CDT Natural Language Processing: cdt-nlp-info@inf.ed.ac.uk

CDT Biomedical Artificial Intelligence: biomedai-cdt@inf.ed.ac.uk

Robotics and Autonomous Systems (RAS) CDT: i.hanlon@ed.ac.uk

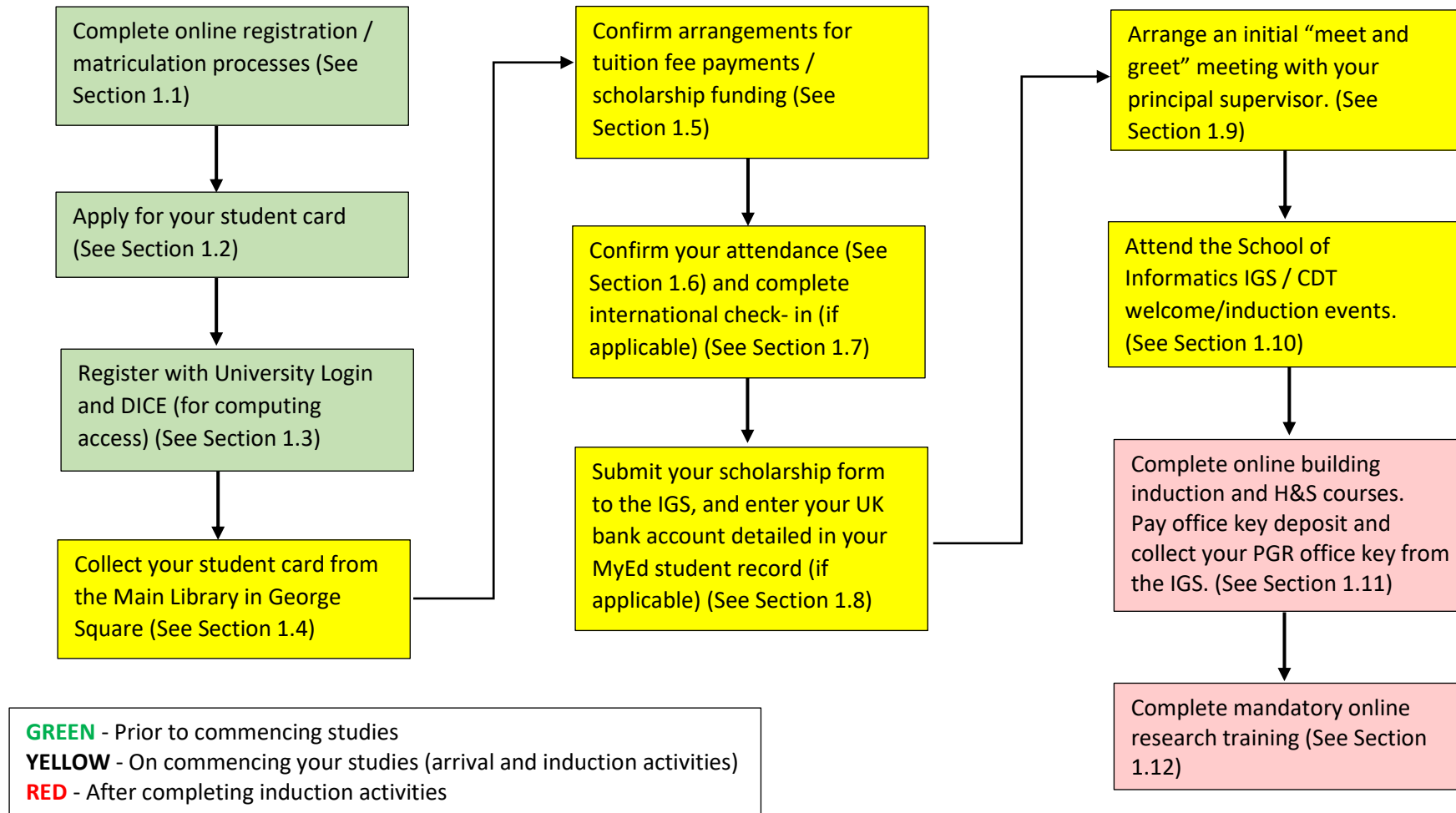
Essential information and resources, such as arrival to Edinburgh, accommodation, opening a UK bank account, support services etc. to help all incoming student to prepare for their new student lives at Edinburgh is available here:

[New students](#)

You can also find important information for New students in the Informatics Graduate School webpages here:

[IGS InfWeb](#)

Timeline of important administrative and induction tasks





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 approximately 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:

[Matriculation](#)

1.2 Apply for your University student card

Details on how to apply for your University student card are available here:

[Student Card](#)

[Additional info](#)

1.3 Register for University Login and DICE access

The University operates University Login (formerly “EASE”), a reduced-sign-on service, which provides access to various secure applications and resources at the University. You need to register with University Login using your student number (or UUN) as your username here:

[Your University Login](#)

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](#). If you have issues registering with University Login and/or DICE please contact [Computing Support](#).

Note on collection of School issued computing equipment

Students should be aware that there might 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.

Computing equipment purchased and owned by the School will only be issued to PGR students who are fully matriculated and able to collect their equipment from the Informatics Forum in person.

On commencement of studies, you should send an email to igs@inf.ed.ac.uk to confirm your computing requirements and arrange a collection appointment*.

All School issued computing equipment is the property of the School and must be returned to the Computing Support team at the end of your studies/registration.

** Note for CDT students: Information regarding computing provision and collection of equipment for students registered on CDT programmes will be sent to you by your relevant CDT Administrator.*

On commencing studies

1.4 Obtain / collect your student card

Student cards can be collected and printed at the EdHelp desk. The helpdesk is located at the Main Library at George Square.

[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 below:

[Student Academic Fees](#)

[Pay your fees](#)

All students must complete and submit the Financial Registration Form and submit it to the University Fees team. Failure to complete this task may result in you being incorrectly invoiced for tuition fees.

[Financial Registration Form](#)

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

Category	Funding status	Who is responsible for making sure fees are paid
Self-funded	Self-funded students pay their own tuition fees and receive no internal or external scholarship support.	You, the student
Internally funded	If you have been awarded a PhD scholarship, which is administered by the School of Informatics, then the tuition fees related to your academic programme of study will be paid directly to the University by the relevant School department.	Us, the School. <i>If the University/School is paying your tuition fees, and you mistakenly receive an invoice for tuition fees via your Finance area of MyEd, 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. <u>Failure to do so may result in the addition of financial penalties to your account, for which you will be personally liable to pay.</u></i>
Externally funded	If you are externally funded, the process of paying your fees will depend on the type of external funding you receive.	Your external sponsor, if they pay your fees direct to the University. or You, the student, if your sponsor passes on the funds to you for payment to the UoE.

1.6 Confirmation of attendance and meeting your supervisor

Once you have completed online registration and collected your student card from the Main Library at George Square, you need to **confirm your attendance** by visiting the Informatics Graduate School (IGS) or your CDT Administrator **in person**.

All new students should plan to visit the IGS or CDT office during the first week of their programme. Please note that we will not be able to confirm your attendance prior to the attendance date stated in your offer letter.

Start month	Attendance date	Confirm attendance by
September	Mon 12 Sept 2022	Fri 16 Sept 2022
October	Mon 3 Oct 2022	Fri 7 Oct 2022
January	Mon 9 Jan 2023	Fri 13 Jan 2023
May	Mon 1 May 2023	Fri 5 May 2023

The Informatics Graduate School is located in the Informatics Forum, Room 3.42.

- Student drop-in hours are Monday to Friday, 9.30am – 12:30pm and 2pm – 4pm.

The CDT Office is located in the Informatics Forum, Room 3.43, 10 Crichton Street, Edinburgh, EH8 9AB.

- Note that the CDT Administrators may have a hybrid working arrangement (i.e. they work from both the office and from home). They will advise their CDT students of the days they work in the CDT office.

If you have any issues with confirming your attendance, please email IGS@inf.ed.ac.uk or your CDT Administrator.

1.7 Complete international student check-in (if applicable)

The University of Edinburgh has a legal obligation to make sure that all non-UK/Irish passport holders have suitable immigration permission to study in the UK. In order to complete the matriculation process, all non-UK/Irish passport holders must complete International Check-In with the Student Immigration Team.

Please refer to the Student Immigration webpage for detailed guidance on how to complete International Check-In:

[International Check-In](#)

Please also check under *Extra Step for non-UK/Irish nationals: When you start- Attend International Check-In* for more information on International Check-In and BRP collection:

[Matriculation](#)

If you need further information regarding International Check in, please contact the [Student Immigration Service](#).



1.8 Submit your scholarship form to the IGS and add bank account details to MyEd

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.

[Open a UK bank account](#)

Please be advised that the University is currently implementing a new People & Money Finance System, which is expected to “go live” from 1 September 2022. At the time of writing, the University Central Finance team is still finalising the new processes and guidance relating to the payment of PGR student stipends.

What we can advise at this time, is that PGR students who are to receive a stipend from the School of Informatics, and who have access to a UK bank account, will need to complete the **“Non-taxable Studentship/Scholarships Form”** and **submit it to the IGS Finance Administrator**. A link to this form is included in the Welcome to the School of Informatics – Getting started guidance email and can also be found under the Getting Started tab [here](#). Forms are also available at the IGS office.

Please submit the form by email to the igs@inf.ed.ac.uk or deliver it in person to INF 3.42.

- The form **MUST** contain a “wet signature” i.e. signatures that are hand-written; typed electronic signatures will not be accepted by the Finance Ops department. Forms submitted with typed signatures will be returned for correction and re-submission.
- If you are emailing the form, we strongly advise that you email it from your new University email address, as this is the safest and most secure way of sending us this information.

Please submit your UK bank details into your MyED Student Record by clicking the following link <https://edin.ac/finance-student-bank-details>. This will allow you to login to your MyEd account and

Finance - Add or Amend My Email Address or Bank Details on My Student Record

Email address: *	<input type="text"/>
UK Bank name: *	<input type="text"/>
UK Branch address: *	<input type="text"/>
Sort code (6 digits only): *	<input type="text"/>
Account number (8 digits only): *	<input type="text"/>

access the “*Add my bank details to my student record*” online form.

You must have a status of **fully matriculated** before this form can be accessed and submitted.

Student stipends can and will only be paid into UK BACS compliant bank accounts. Stipend payments cannot be made into any international bank accounts. On arrival in Edinburgh, International students should prioritise opening a UK bank account as soon as possible.

Stipends cannot be paid to PGR students who are not fully matriculated. It is imperative funded students who are to receive stipend payments from the University ensure they complete the matriculation process as soon as possible and submit their UK bank details without delay (refer back to Section 1.1). Delays in completing matriculation and/or submitting UK bank account details will result in delays in the processing of stipend payments.

Stipend payment schedules

The first payment that will be paid will be a block payment of 3 x monthly stipend amounts (e.g. £16,062 / 12 x 3 = £4,015.50). For students commencing in September 2022, for example, this first payment covers stipend payments for September, October and November.

After the initial block payment, regular monthly payments (which are paid **in advance**, not arrears) will commence on **28 November 2022** (for Dec 2022).

An example of a typical payment schedule is below.

Payment schedule	Payment date....for month(s)
Initial block payment of 3 x monthly stipends.	By 22 October 2022 (see note below)	September 2022 October 2022 November 2022
Monthly in advance	28 November 2022	December 2022
Monthly in advance	28 December 2022	January 2023
Monthly in advance	28 January 2023	February 2023
	etc	etc

Note that the initial expected payment date is calculated on the basis that the IGS is provided with the “Non-taxable Studentship/Scholarships Form” and UK bank account details no later than Fri 16 September and the processing of the first payment by the Finance Operations (Accounts Payable) team can take up to 20 working days to complete.

When will stipend payments arrive in UK bank accounts?

Example: If students commencing in September 2022 submit the required information to the IGS as soon as they are fully matriculated (and no later than Fri 16 September) then the IGS will be able to request the processing of the initial stipend payment by Fri 23 September. In this instance, we would expect the first payment to be paid into the student’s bank account within 20 working days and, therefore, by Friday 21 October.

Students commencing studies on 12 September 2022

For the purposes of managing expectations and finances, funded students who are to receive a monthly stipend from the University should plan on the basis that their first stipend payment may not arrive until late October 2022.

Students commencing studies on 3 October 2022

For the purposes of managing expectations and finances, funded students who are to receive a monthly stipend from the University should plan on the basis that their first stipend payment may not arrive until late November 2022.

1.9 Arrange a meeting with your supervisor

We recommend you contact your principal supervisor as soon as possible and schedule an initial supervisory meeting with them. Ideally, this initial meeting should take place within your first week of matriculation.

At this meeting, you should confirm the frequency / dates / time of future meetings. At the start of your studies, it is likely that you will need to meet with your supervisor very frequently (e.g. once a week) but as you settle in and progress forward with your research, the frequency of meetings is likely to reduce.

We recommend all PGR students aim to meet with their primary supervisor at least once a month throughout the duration of their studies. This is particularly important for international PGR students sponsored on a student route visa, as your supervisor must formally confirm your engagement and satisfactory progression with the IGS on a monthly basis.

1.10 Attend IGS and CDT Welcome and Induction Events

The IGS welcome and induction session will take place as follows:

Date: Tuesday 4 October 2022

Time: 11:00 to 15:00 (with lunch break)

Location: Informatics Forum, Room G.07

Attendance at the PGR induction session is expected by all new PGR students.

As well as receiving lots of useful and relevant information related to the School and your programme of PG study, the IGS induction is an opportunity to meet the Graduate School Directors, Postgraduate Research Personal Tutors and the IGS admin team and other new PGR students joining the School.

Further guidance on Welcome Week, registration, matriculation and other useful information can be found on the IGS webpage.

[Arrival and Induction](#)

Centre for Doctoral Training welcome events

If you are a student commencing studies on one of the School's UKRI CDT programmes in Biomedical Artificial Intelligence (BMAI) or Natural Language Processing (NLP), your CDT Coordinator will be in contact with you directly about specific CDT welcome/induction events for your cohort.

- Biomedical Artificial Intelligence (BMAI) main welcome / induction event is Monday 12 September 2022.
- Natural Language Processing (NLP) main welcome / induction event is on Thursday 15 September 2022.

The CDT Teams have organised a number of induction and information sessions / events; please refer to the CDT specific information for the full schedule. If you have any questions, please contact the relevant CDT Administrator directly.

CDT Natural Language Processing: cdt-nlp-info@inf.ed.ac.uk

CDT Biomedical Artificial Intelligence: biomedai-cdt@inf.ed.ac.uk

Robotics and Autonomous Systems (RAS) CDT: i.hanlon@ed.ac.uk

After commencing studies

The PGR office space is currently based in the Informatics Forum, Wilkie Building and the Bayes Centre and is managed by the Informatics Graduate School. PGR students in the School of Informatics are allocated PGR work space facilities on a shared provision basis within this estate. PGR students who commence their studies with the School of Informatics will be able to use shared desk facilities for their prescribed period of study, plus a maximum of 12 months to write up or until the point of submission, whichever comes first.

Please familiarise yourself with the [IGS Student desk allocation policy](#).

A standard of expected behaviours for each research student working in the shared PGR offices is set in the [PGR Office Etiquette Charter](#). Students will be required to read this Charter and confirm their understanding of the expected behaviours before being provided with an office key.

Desks and surrounding office spaces must be kept clean, tidy and organised at all times so as not to negatively impact on neighbouring colleagues and to facilitate a successful sharing experience by all those that need to use the facilities.

When preparing to leave the shared office at the end of the day, please ensure that you remove all personal belongings from the shared desk and either take them home, or store them in an allocated storage locker.

PGRs must remain at their allocated office as only the IGS has authority to permit office moves. PGR students / supervisors / research staff are not permitted to authorise PGR office allocations, relocations or swaps. If you wish to move from your current allocated office, you must contact the IGS to request this. We will do our best to accommodate move requests but please note that as space is at a premium, it is unlikely that we will be able to accommodate swaps unless this is supported by an Occupational Health assessment or is required as part of a formal Schedule of Adjustment.

1.11 Building inductions, H&S requirements and gaining building access

New students must complete relevant building inductions and H&S training in order to be granted access to the relevant Informatics buildings. Detailed information on Building Inductions and Accesses will be communicated to all new students during the IGS welcome and induction session and by email.

Building access and the use of offices and facilities is set in accordance with specific operational procedures. Only staff and students who have completed the necessary building induction processes and have been given authorised access to the Informatics buildings can enter without an appointment.

Once the IGS is notified that a student has completed the Building Inductions and required H&S training, they will be invited to the IGS office to be issued with an office key. *(NB: 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).*

For students who need an office key, a £20 deposit must be paid in advance. 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.

[Key deposit payment](#)

1.12 Complete important online training courses

All new PGR students are required to complete a number of mandatory training courses. These courses are to be completed within one month of the programme start date.

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.	Log in to Learn with EASE using your University of Edinburgh credentials and use the Self-Enrol tab to enrol on this course. LEARN
Data Protection for Research	This short course will provide you with the ability to apply the GDPR to research activities, write information leaflets or statements for research participants, determine the appropriate legal basis for your research and complete the Data Protection Impact Assessment part of an ethics approval application.	Log in to Learn with EASE using your University of Edinburgh credentials and use the Self-Enrol tab to enrol on this course. LEARN
Information Security Essentials	The course (which is mandatory for users, as stated in the Information Security Policy) is divided into five modules, each covering a different area of Information Security at the University. It covers: 1: Protecting information 2: Physical and procedural security 3: Working remotely and in the cloud 4: Common threats and how to counter them 5: Why research is different	Log in to Learn with EASE using your University of Edinburgh credentials and use the Self-Enrol tab to enrol on this course. LEARN
Equality and Diversity Essentials	The University has a strong and long-standing commitment to EDI. We promote a positive culture which celebrates difference, challenges prejudice, and ensures fairness. (NB: The course students should enrol on is called <i>"Equality and Diversity Essentials (for Agency Workers and Contractors only)"</i>).	Log in to Learn with EASE using your University of Edinburgh credentials and use the Self-Enrol tab to enrol on this course. LEARN
Unconscious Bias	This module explores what Unconscious Bias (UB) is, what it means, and how it impacts on the people around us in the workplace.	Log in to Learn with EASE using your University of Edinburgh credentials and use

	By the end of this course you will be able to explain what bias is and where it comes from; how it impacts on the people around us in the workplace; and what you can do to minimise the negative consequences.	the Self-Enrol tab to enrol on this course. LEARN
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.	MANTRA
Research Ethics and Integrity	All PhD students must 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's aimed at all research students and explains these basic principles to help you to understand any subject or project-specific advice or policies.	Log in to Learn with EASE using your University of Edinburgh credentials and use the Self-Enrol tab to enrol on this course. LEARN

1.13 Other useful information - academic

Institute of Academic Development (IAD) and School 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. These run throughout the full academic year and all PGR students are encouraged to sign up to all/any relevant IAD courses throughout the duration of their studies.

[Institute of Academic Development](#)

[IAD Postgraduate Researcher Brochures](#)

All Informatics PGR students are expected to attend the courses listed below.

All first years are expected to attend:

- Managing your PhD and your supervisor
- How to do an Informatics PhD
- Preparing for 1st Year Review

All second years are expected to attend:

- Presenting made easy
- How to write an Informatics research paper

All third year students are expected to attend:

- Informatics PhD thesis workshop
- Preparing for your viva: School of Informatics

Dates and times will be advertised via the IGS PGR training webpage.

[Recommended training](#)

UoE Digital Skills training sessions

The Digital Skills and Training team provides University level support to develop the digital and information literacy, desktop and IT productivity skills of University staff and students to help them work, research and study more effectively and to support continuing professional development.

[Digital Skills and Training](#)

PGR students are encouraged to participate in any of the Digital Skills training sessions offered by UoE Information Services. Training sessions are usually advertised and available to book via the Events section of MyEd. Sessions include (but not limited to):

- Realising the Benefits of Good Research Data Management
- Writing a data management plan for your research
- Working with personal and sensitive data
- Archiving your research data

PGR Codes of Practice and programme 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

Please take the time to read the [Code of Practice for Supervisors and Research Students](#) fully as it contains lots of useful information about your PGR studies. We recommend you keep a copy of this document on your desktop so you can readily refer to it when necessary.

During your PGR programme, you are governed by the **Research Degree Programme Regulations** and will be examined under the guidance of the **PGR Examination Regulations**. 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.

Please take the time to read the degree programme and assessment regulations.
[Postgraduate Degree Programme Regulations 2022/23](#)
[PG Research Degree Assessment Regulations](#)

Other important policies all PGR students should read and be familiar with include:

[Student Code of Conduct](#)

[Dignity and Respect Policy](#)

[Complaints procedures](#)

PhD timelines – key progress check points

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.

[Year Timelines](#)

PhD Timeline (for standard 3 year, full time PhD programmes)

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

Year	When	What	October start date	January start date	May start date
Year 1	Month 1	First Supervisor Meeting: identify career aspirations and training needs	October	January	May
	Month 4	Submit Outline Proposal and Literature Review	January	April	August
	Month 9	Submit the First Year Review Document	June	September	January

	Month 10	Formal First Year Review	July	October	February
	Month 12	Supervisor completes the formal first year review report	September	December	April
Year 2	Month 1	Supervisor Meeting - Review career aspirations and training needs	October	January	May
	Month 4	Progress Review Meeting with Supervisor	January	April	August
	Month 9	Submit a progress report and, optionally, a poster	June	September	January
	Month 10	Formal Second Year Review	July	October	February
	Month 12	Completion of Formal Annual Report	September	December	April
Year 3	Month 1	Completion Strategy Review Meeting	October	January	May
	Month 4	Complete Thesis Outline	January	April	August
	Month 5	Present Work at Seminar	February	May	September
	Month 9	Submit Draft Thesis and Progress Report	June	September	January
	Month 10	Formal 3rd Year Review	July	October	February
	Month 12	Supervisor completes formal annual report	September	December	April
Submission Year (or writing up year)	Month 1	Completion Strategy Review Meeting	October	January	May
	Month 4	Thesis Progress Review Meeting with Supervisor	January	April	August
	Month 10	Submit Draft thesis and Progress Report	July	September	January
	Month 11	Formal Submission Year Review	August	October	February
	Month 12	Supervisor completes formal annual report	September	December	April

Each PhD student is on probation during their first year of study. Progressing to full PhD status depends on the supervisor's evaluation in the first year annual report.

The first year annual review 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.

Students who do not successfully pass their first year Annual Review may be excluded from their programme of study under the [Withdrawal and Exclusion from Studies Policy](#).

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 $9 \times 60 / 36 = 15$. 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.

Note for CDT Biomedical Artificial Intelligence (BMAI) students

Information relating to the MScR element of the programme is available in the [Degree Programme Table](#). The Graduate School milestones are intended for all PGR students who are registered to do a 3 year PhD, including CDT BioMedicalAI students. BioMedicalAI students who progress to the "+3" PhD

stage of their 1+3 CDT programme are expected to follow the standard PhD milestones process, supported by the relevant research institute. The information above about standard PhD timelines is therefore relevant to CDT BioMedicalAI students. Additional academic progress and attainment information relating specifically to the CDT BioMedicalAI programme is available in your CDT programme handbook.

Note for CDT Natural Language Processing (NLP) students

Students registered on the CDT in NLP complete a 4-year PhD with Integrated Studies programme. During the first three years of this programme, students must complete 180 credits worth of taught courses, 150 of which must be at SCQF Level 11 or higher. Relating information is available in the [Degree Programme Table](#). Additional academic progress and attainment information relating specifically to the CDT NLP programme will be available in your CDT programme handbook.

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 write up year matriculation charge is payable personally by all PhD students and is not covered by any studentship funding.** Once you confirm your attendance for the last year of study, 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 below:

[Matriculation Fees](#)

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](#)** and ensure they are up to date with the costs of matriculation and continuation fees.

1.14 Other useful information – student support services

[A-Z of student support services](#)

Accommodation	<p>Accommodation, Catering and Events provides catered and self-catered residential accommodation for over 9,000 students, including community and welfare support through its Residence Life service.</p> <p>If you need assistance with securing student accommodation, the ACE team are available to help and advise. They can also give advice on securing accommodation in the private sector.</p>
Advice Place	<p>A team of professionally trained advisors ready to support you during your time at Edinburgh. Can advise on issues related to:</p> <ul style="list-style-type: none"> • Academic study • Accommodation / flat sharing • Complaints and conduct • Harassment, safety and crime • Money • Wellbeing
Careers Service	<p>The team offer careers information, education, advice and guidance through a range of online provision and in person activities. PGR students are welcome and encouraged to liaise with the Careers Services when support is required.</p>
Chaplaincy	<p>The Chaplaincy is a University provision of pastoral and spiritual support for students and staff of all faiths and none.</p>
Edinburgh Research Office	<p>The ERO work alongside researchers to grow ideas into fundable proposals. They work with research leaders to develop research strategies.</p>
Equality Diversity and Inclusion	<p>The University of Edinburgh is committed to equality of opportunity for all its staff and students, and promotes a culture of inclusivity.</p>
EUSA	<p>Edinburgh University Students' Association exists to represent and support a community of over 42,000 students at the University of Edinburgh. They are an organisation run for and by students whose ambition is to be a high performing students' union, valued by its members, and delivering outstanding support and services for a vibrant, well-rounded time at university.</p>
Student Counselling Service	<p>The UoE SCS support the mental health of all students at the University, using short-term counselling and referral to other services.</p>
Disability and Learning Support Service	<p>If you have a health condition or disability, which may affect your studies or life at University, we recommend that you contact the Disability and Learning Support Service and arrange to speak with an Advisor.</p>



	<p>You should contact the Disability and Learning Support Service even if you have already notified the University of a disability before your arrival. Schedule of Adjustments are made available at the School level and are overseen by PGR supervisors and the Coordinator of Adjustments for taught elements (ITO) and research elements (IGS) of PGR programmes.</p> <p>The IGS Coordinator of Adjustments is Patrick Hudson, Senior IGS Coordinator.</p>
Student Immigration Service	A team of professionally trained Student Immigration Advisors who are on hand to help you with any and all queries related to your student visa and immigration responsibilities.
University Health Service	University Health Service at the Richard Verney Health Centre