



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. Please complete required tasks.

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 Informatics Graduate School (IGS) Team will help.



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How to contact us

If you have any questions before your arrival or after you have started your studies, please visit the IGS¹ or CDT² Support Teams in the Informatics Forum or send an email to the relevant email address.

IGS Contact Details

The Informatics Graduate School (IGS) 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.

Our email address is igs@inf.ed.ac.uk

CDT Contact Details

The Centre for Doctoral Training (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 (NLP): cdt-nlp-info@inf.ed.ac.uk

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

CDT Robotics and Autonomous Systems (RAS): ras-cdt@inf.ed.ac.uk

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

[New students](#)

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

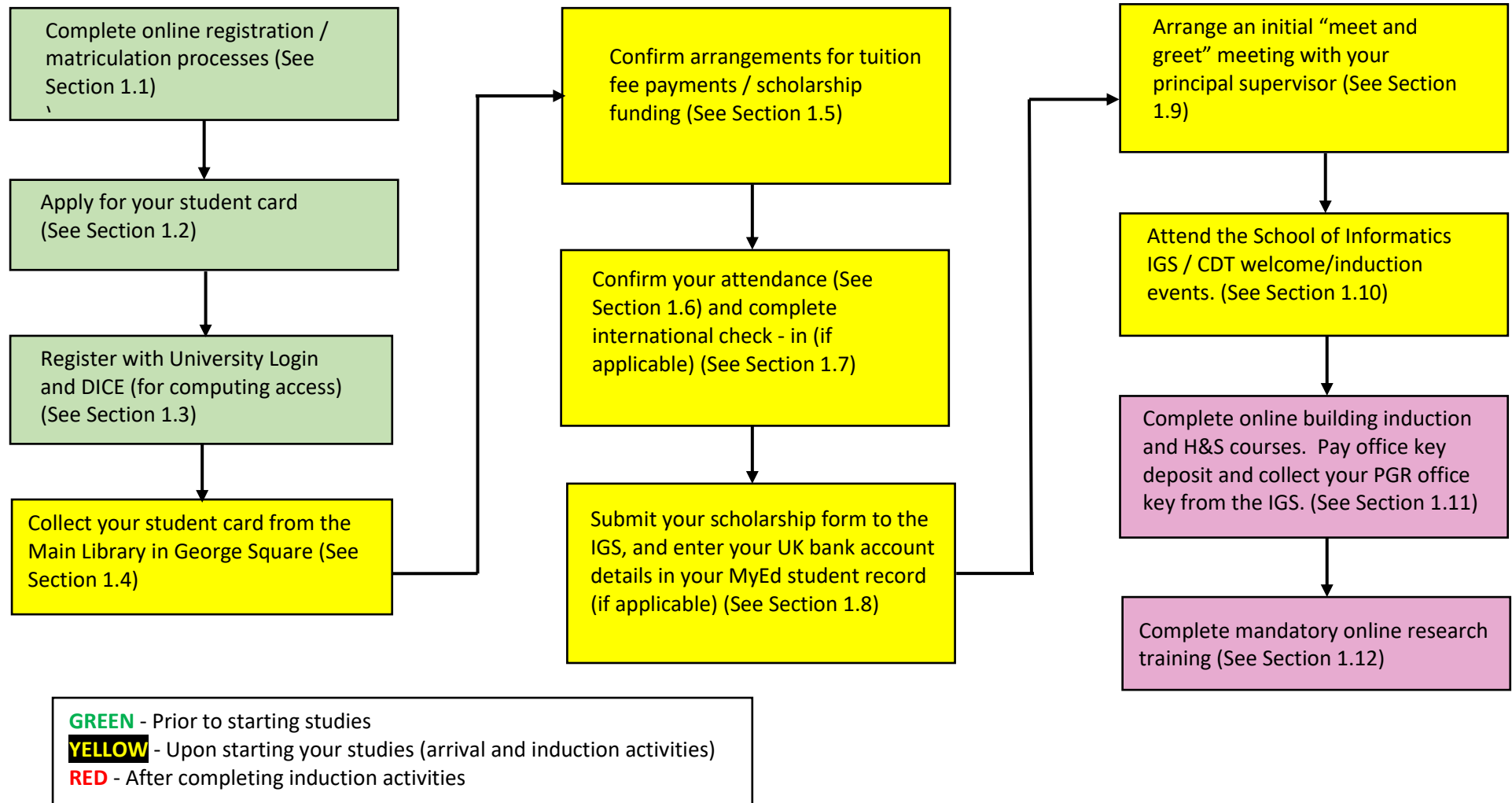
[IGS InfWeb](#)

¹ IGS: Informatics Graduate School

² CDT: Centre for Doctoral Training



Timeline of important administrative and induction tasks





Prior to starting 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 start 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 called “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 (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 University email 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

You 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. You should expect to receive information in relation to how you can request your computing equipment by email from the IGS Team closer to your programme start date.

Computing equipment purchased and owned by the School will only be issued to PGR students who are fully matriculated. Equipment is to be collected from the Informatics Forum.

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.



Upon starting 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](#)

You must complete 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 starting your 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 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. Failure to do so may result in the addition of financial penalties to your account, which you will be personally liable to pay.
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 University.



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 Centre for Doctoral Training (CDT) Administrator **in person**.

You should plan to visit the IGS or CDT office during the first week of your 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 11 Sept 2023	Fri 15 Sept 2023
October	Mon 2 Oct 2023	Fri 6 Oct 2023
January	Mon 8 Jan 2024	Fri 12 Jan 2024
May	Wed 1 May 2024	Tue 7 May 2024

The Informatics Graduate School office is located in the Informatics Forum, Room 3.42, 10 Crichton Street, Edinburgh, EH8 9AB. 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. Please note that the CDT Administrators may have a hybrid working arrangement (i.e. they work both in the office and from home). They will advise the CDT students they are responsible for of which 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.

For detailed guidance on how to complete International Check-In, please refer to the Student Immigration webpage:
[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 on:
[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.

If you wish to open a UK bank, the following information might be useful

[Open a UK bank account](#)

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 on the [Get Ready for Your Studies](#) page. 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 department. Forms submitted with typed signatures will be returned for correction and re-submission, which will delay payment.
- 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 via <https://edin.ac/finance-student-bank-details>. This link will allow you to log into your MyEd account and access the “Add my bank details to my student record” online form.

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"/>

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

Student stipends will only be paid into UK BACS-compliant bank accounts. International students should prioritise opening a UK BACS-compliant bank account as soon as possible.

[Open a UK bank account](#)

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 paying your stipend.



Stipend payment schedules

The first payment will be a block payment of 3x the monthly stipend amount (e.g. £18,622 / 12 x 3 = £4,655.50).

Typical payment schedule for students starting in September 2023

For students starting in September 2023, 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 start on **28 November 2023** (for December 2023).

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 20 October 2023 (see note 1 below)	September 2023 October 2023 November 2023
Monthly in advance	28 November 2023	December 2023
Monthly in advance	28 December 2023	January 2024
Monthly in advance	28 January 2024	February 2024
	etc	etc

Note 1: 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 15 September 2023. 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 starting in September 2023 submit the required information to the IGS Team as soon as they are fully matriculated (and no later than Fri 15 September) then the IGS will be able to request the processing of the initial stipend payment by Fri 22 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 20 October 2023.

Typical payment schedule for students starting in October 2023

For students starting in October 2023, 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 start on **28 December 2023** (for January 2024).

An example of a typical payment schedule is below.

Payment schedule	Payment date....for month(s)
Initial block payment of 3x monthly stipends.	by 10 November 2023 (see note 2 below)	October 2023 November 2023 December 2023
Monthly in advance	28 December 2023	January 2024
Monthly in advance	28 January 2024	February 2024
Monthly in advance	28 February 2024	March 2024
	etc	etc



Note 2: 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 6 October 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 starting in October 2023 submit the required information to the IGS Team as soon as they are fully matriculated (and no later than Fri 6 October) then the IGS will be able to request the processing of the initial stipend payment by Fri 13 October. 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 10 November.

Students starting studies in September 2023

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 mid-October 2023.

Students starting studies in October 2023

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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 matriculation³.

At this meeting, you should confirm the frequency / dates / times 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 & Induction events

The Informatics Graduate School organises a number of welcome and induction sessions 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.

³ This does not apply to the new students of the **CDT Biomedical Artificial Intelligence** programme (who start their first year as MScR students); BMAI students should refer to their CDT Handbook for guidance on academic supervision and support during year 1.



The IGS welcome and induction session for students starting in September and October 2023 will take place as follows:

Date: Wednesday 13 September 2023

Time: 10:00 to 13:00, including lunch

Location: Informatics Forum, Room G.07

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

Further guidance on registration, matriculation and previous induction events can be found on the IGS webpage.

[Arrival and Induction](#)

CDT welcome events

If you are a student beginning studies on one of the School's UKRI CDT programmes in Biomedical Artificial Intelligence (BMAI), Natural Language Processing (NLP) or Robotics and Autonomous Systems (RAS), your CDT Administrator 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 11 September 2023.
- Natural Language Processing (NLP) main welcome / induction event is on Thursday 14 September 2023.
- Robotics and Autonomous Systems (RAS) main welcome / induction event is on Friday 8 September (at Heriot Watt University).

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 your relevant CDT Administrator directly.



After starting your studies

The PGR office space is currently based in the Informatics Forum, Appleton Tower and the Bayes Centre and is managed by the Informatics Graduate School. PGR students in the School of Informatics are allocated PGR workspace facilities on a shared desk basis within these buildings. PGR students who start 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.

PGR students 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 Team to request this. We will do our best to accommodate move requests but please note that as space is at a premium, so 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 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.

Some of the PGR offices require payment of a key deposit; the IGS will confirm your office/desk allocation with you by email closer to your attendance date and advise if you are required to pay a key deposit in advance.



1.12. Complete important online training courses

All new PGR students are required to complete a number of mandatory training courses. These courses must be completed within **one month** of your 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 your University of Edinburgh credentials and use the Course Catalogue to search for “Data Protection training” LEARN guidance
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 your University of Edinburgh credentials and use the Course Catalogue to search for “Data Protection for Research” LEARN guidance
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 your University of Edinburgh credentials and use the Course Catalogue to search for “Information Security Essentials” LEARN guidance
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 “Equality and Diversity Essentials (for Agency Workers and Contractors only)”.	Log in to LEARN with your University of Edinburgh credentials and search the Course Catalogue for the course name LEARN guidance



Unconscious Bias	<p>This module explores what Unconscious Bias (UB) is, what it means, and how it impacts on the people around us in the workplace.</p> <p>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.</p>	<p>Log in to LEARN with your University of Edinburgh credentials and use the Course Catalogue to search for “Unconscious Bias”</p> <p>LEARN guidance</p>
Data Management	<p>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).</p> <p>MANTRA is a free online course for those who manage digital data as part of their research project.</p>	<p>MANTRA</p>
Research Ethics and Integrity	<p>All PhD students must complete the online IAD course. 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.</p>	<p>Log in to LEARN with your University of Edinburgh credentials and use the Course Catalogue to search for “Research Ethics and Integrity”</p> <p>LEARN guidance</p>



1.13. Other useful information - academic

Institute of Academic Development (IAD) and School PGR training courses

The IAD offers 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 2023/24](#)

[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 start studying 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	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 Informatics Graduate School milestones are intended for all PGR students who are registered to do a 3-year PhD, including CDT BMAI students. BMAI 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 BMAI students. Additional academic progress and attainment information relating specifically to the CDT BMAI programme is available in your CDT programme handbook.

Note for CDT Natural Language Processing (NLP) and Robotics and Autonomous Systems (RAS) 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 will be available in your CDT programme handbook.



1.14. Other useful information – the PhD “submission” year

PhD programmes (including PhDs with Integrated Study) have two periods of study (a) the prescribed period of study and (b) the maximum period of study (also referred to as the submission year).

	Year 1	Year 2	Year 3	Year 4	Year 5
Standard PhD	Prescribed	Prescribed	Prescribed	<i>Submission</i>	X
PhD with Integrated Studies	Prescribed	Prescribed	Prescribed	Prescribed	<i>Submission</i>

For each prescribed year of study, a full PGR tuition fee is charged and when a student enters into their submission year, the University charges a (small) matriculation fee. For students funded by the School of Informatics, the tuition fees and the submission year matriculation fees are paid on behalf of the student. Self-funded students are required to pay all fees related to their study.

Continuing study beyond annual tuition fees

Students who are unable to submit thesis before their maximum programme deadline (this will be noted in EUCLID), must formally apply for an extension to their maximum study period. If an extension is approved, the University will charge continuation fees 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.**

[Fees for continuing study](#)

Minor and major corrections

Depending on the outcome of your viva examination, you may also be required to pay matriculation fees associated with PGR examinations. **All students are personally responsible for paying post viva correction fees and they are not covered by any studentship funding.** More details are available below:

[Fees for Corrections Period](#)

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



1.15. Other useful information – student support services

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

<u>Accommodation</u>	<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>
<u>Advice Place</u>	<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
<u>Careers Service</u>	<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>
<u>Chaplaincy</u>	<p>The Chaplaincy is a University provision of pastoral and spiritual support for students and staff of all faiths and none.</p>
<u>Edinburgh Research Office</u>	<p>The ERO work alongside researchers to grow ideas into fundable proposals. They work with research leaders to develop research strategies.</p>
<u>Equality Diversity and Inclusion</u>	<p>The University of Edinburgh is committed to equality of opportunity for all its staff and students, and promotes a culture of inclusivity.</p>
<u>EUSA</u>	<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>
<u>Student Counselling Service</u>	<p>The UoE SCS support the mental health of all students at the University, using short-term counselling and referral to other services.</p>



<u>Disability and Learning Support Service</u>	<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>
<u>Student Immigration Service</u>	<p>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.</p>
<u>University Health Service</u>	<p>University Health Service at the Richard Verney Health Centre</p>