Regulations, Guidance & Forms

Roles and Responsibilities in the Schools and the College Office

College Office and School Responsibilities

Regulations and Guidance

Admissions

- Recognition of Prior Learning - EUCLID
- Admissions Policies and Procedures

Degree Programme Regulations

- Postgraduate Degree Programme Regulations
- Degree Regulations and Programmes of Study from 2004/5

Code of Practice

- Code of Practice for Supervisors and Research Students

Assessment

- Postgraduate Assessment Regulations for Research Degrees
- Key changes to Assessment Regulations 2015-16
- Special Circumstances - Guidance for Staff and Students
- PhD oral examination by Videolink (e.g. SKYPE)
- Student Checklist for Research Degree Examination

Quality Assurance

Quality Assurance Reporting Postgraduate Research Provision

- QA Models and Reports for PGR

Interruptions/Extensions:

- Guidance on granting interruption of study and extension to study for postgraduate students

Student Policies - all students

- Student Maternity and Family Leave Policy 2013
- Code of Student Conduct

International Students on Tier 4 Visas & Non Attendance Monitoring
Tier 4 Managed Migration Wiki for Staff

- Tier 4 Policy on attendance Monitoring and Engagement (New)
- Tier 4 Attendance and Monitoring College Handbook (New)

Tier 4 Attendance and Engagement School plans (New)

- School of Biological Sciences
- School of Chemistry
- School of Engineering
- School of Informatics
- School of Mathematics
- School of Physics and Astronomy
- Edinburgh Parallel Computing Centre (EPCC)

Withdrawals and Exclusions

- Procedure for Withdrawal and Exclusion from Studies
- Referral to College for Exclusion (New)

Academic Appeals:

- Academic Appeals - Information for students

Thesis Format & Binding: (please also see guidance on Plagiarism below)

- Thesis format and binding information

Forms & Templates

Visiting Students:

- Visiting and Non-Graduating Student Policy

Tutoring & Demonstrating:

- Code of Practice on Tutoring and Demonstrating

Research Students Transfers:

- Research Student Admission Transfers - Please see Degree Regulations and Programme of Study

Plagiarism & Research Misconduct

- Guidance on Plagiarism
- Research Misconduct Policy
- Procedure

Forms

Supervisors/PGR staff forms:
• Change of Programme Form

Students’ Forms:
• PGR Student Withdrawal Form
• Withdrawal_Form_Student
• Notice of Intention to Submit Forms

Examiner Forms:
• PhD & MPhil:
  • External Examiner Forms
• MSc by Research:
  • MSc by Research Report
• External examiners fee/expenses:
  • Appointment of External Examiners
  • Expenses Claim Form

External Examiner Appointments
• Permitted paid engagement letter
  (external examiner template for non-EU and EEA)

External Examiner Forms

NB: These are standard University templates for information only and these may differ slightly from those sent directly to examiners. Examiners who wish to have another copy of paperwork for a particular student should contact the College PGR Section as we can resend the forms with pre-printed student information already completed.

Honorary NHS Contracts:

Students who require access to NHS patient data for the purposes of their research, will require an NHS Honourary contract. Please complete the Research Passport Application Form and return it to the College Postgraduate Office, Weir Building, King’s Buildings.

• Research Passport Application Form

Disabled Student Allowances

• Disabled Student Allowance Claim Form
• Disabled Students Allowance Claim Form Notes for Completion
• Disabled Students Allowance Guidance Notes