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 for 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

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**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

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**Forms**

Supervisors/PGR staff forms:
• Change of Programme Form

Students’ Forms:
• PGR Student Withdrawal Form
  • Withdrawal_Form_Student
  2016.docx
  • 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