THE UNIVERSITY *of* EDINBURGH
School of GeoSciences

Postgraduate Research Student Handbook

2019-20

Postal Address

Postgraduate Research Office
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School of GeoSciences
Grant Institute
Room 342
James Hutton Road
Edinburgh EH9 3FE

General Contact Details

Tel: 0131 650 6038
Email: pgrsupport.geos@ed.ac.uk
Web: Access via LEARN page (learn.ed.ac.uk)

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1. THE SCHOOL OF GEOSCIENCES

Welcome from the GeoSciences Director of Postgraduate Research

"This is a very important time for you and for your skills and career development. In addition to the excitement of your research studies, you are encouraged to make the most of the training and networking opportunities available in our large and diverse School and University with its global connections. Postgraduate research students are highly valued in the School as the lifeblood of our research activity and community. Postgraduate Research in GeoSciences, which I am proud to lead is here, to enable and support GeoSciences postgraduate research students in addition to the close relationship and support you have with your supervisors. If there is anything that PGR can help with or improve please let us know through the PGR student representatives in each School Building or directly to the PGR team (pgrsupport.geos@ed.ac.uk)."

- Dr Marc Metzger

About the School of GeoSciences

The School of GeoSciences is the largest of its type in the UK and combines size and choice with the highest quality. It brings together disciplines and interests in the earth's interior; surface, marine and atmospheric processes; society, space & environment; ecology and natural resources. The School integrates the disciplines of geography, geology and geophysics, meteorology, environmental chemistry, and ecology and resource management, and this interdisciplinarity is reflected in its Research Institutes and Centres. The School has three sites:

- Crew Building at King's Buildings.
- Grant Institute of Earth Science located at King's Buildings.
- Institute of Geography located at Drummond Street in the central area of the University.

Three Research Institutes:

- Earth & Planetary Science
- Geography & the Lived Environment
- Global Change

And is associated with the following internal and external schools, centres and institutions:

- British Geological Survey (www.bgs.ac.uk/)
- Centre for Ecology & Hydrology (www.ceh.ac.uk/)
- Centre for Science at Extreme Conditions (www.csec.ed.ac.uk/)
- Edinburgh Materials & Microanalysis Centre (www.geos.ed.ac.uk/facilities/EMMAC/)
- Forestry Commission Northern Research Station (https://www.forestresearch.gov.uk/)
- National Museums Scotland (www.nms.ac.uk)
- NERC Centre for Terrestrial Carbon Dynamics NERC Centre of Observation of Air-Sea Interactions and Fluxes (http://www.casix.nerc.ac.uk/)
- NERC Data Assimilation Research Centre (http://www.met.reading.ac.uk/~darc/
- Royal Botanic Garden Edinburgh (http://www.rbge.org.uk/)
- Royal Observatory Edinburgh (www.roe.ac.uk/)
- Scottish Association for Marine Science (http://www.sams.ac.uk/)
- Scotland's Rural College (www.sruc.ac.uk/)
- Scottish Centre for Carbon Capture & Storage Research (SCCS) (http://www.sccs.org.uk/)
- Scottish Universities Environmental Research Centre (https://www.gla.ac.uk/research/az/suerc/)
- The James Hutton Institute (www.hutton.ac.uk)

The School has three main administrative organisations: Postgraduate Research, the Teaching Organisation and the Research Organisation. Postgraduate Research (PGR) is responsible for ensuring effective delivery of the School's research postgraduate recruitment, training and progress.

The Institutes house wide-ranging research and teaching facilities and provide staff with local teaching discipline identity, links with national and international learned societies, and a base from which to develop cross-disciplinary research. The discussions, seminars and cross-disciplinary expertise are designed to provide an outward-looking platform for research fellows and postgraduate students.

1.1 The School of GeoSciences Postgraduate Research

The Postgraduate Research (PGR) team aims to ensure effective delivery of all research postgraduate recruitment, training and progression, as an integral underpinning of all research activities in the School of GeoSciences.

1.2 PGR Structure and Functions

PGR is assigned a budget and is supported by the PGR team. The staff support PhD, MSc by Research administration, PGR committees, statistical collation, publicity, recruitment, production of web-based material, and day-to-day PGR activities.

1.3 Decision-Making Mechanisms

1.3.1 Postgraduate Research Policy Committee (PGRPC)

The PGRPC is the forum in GeoSciences for discussion, decision-making, advice, and broadcast of strategies and policies in relation to the activities of PGR. Much of the remit of PGR is achieved through meetings of the PGRPC, which advises the DoPGR who reports to SPARC.

MEMBERS OF PGRPC

○ Director of PGR (Chair)	Marc Metzger
○ Head of PGR (Training & Progress)	Isla Myers-Smith
○ Head of PGR (Social Science Recruitment)	Eric Laurier
○ Head of PGR (Physical Sciences Recruitment)	Simon Jung
○ Head of PGR (Tutoring & Demonstrating)	Marisa Wilson
○ Head of Student Services-	Susan Orr

The PGR Team Leader acts as Committee Secretary.

PGRPC normally meets twice per semester. The key activities of PGRPC are:

- To advise DoPGR on PGR strategy and policy.
- To discuss resource implications associated with changes in PGR student numbers.
- To assist and participate in the implementation of PGR studentship recruitment and award procedures.
- To assist and participate in the implementation of progress review for PGR students.
- To assist and participate in the implementation of PGR training and events throughout the year

1.3.2 PGR Student Committee

Postgraduate students are formally represented within School management structures in the PGR Student Committee which feeds into PGRPC. The members are:

- The Director of PGR (Chair)
- The Head of PGR Training & Progress
- The Head of Tutoring & Demonstrating
- PGR student representatives from each building
- PGR student representative from SRUC
- PGR representatives from School Health & Safety and Ethics Committees
- PGR student representative from GradSchool
- The Head of Student Services

The PGR Team Leader acts as Committee Secretary. This group will meet at least once in each semester.

Responsibilities of PGR student representatives on the GeoSciences PGR Committee are:

- To gather representative feedback (positive and negative) on topics that are important to PGR students in GeoSciences (e.g. training and career development, feedback, assessment, learning resources, IT and other facilities, PGR support, tutoring and demonstrating).
- To attend the GeoSciences PGR Student Committee.
- To follow up on any action points from the PGR Student Committee and report back to PGR peers.
- To inform PGR Support or Director of PGR in GeoSciences if important issues are raised in between Committee meetings.

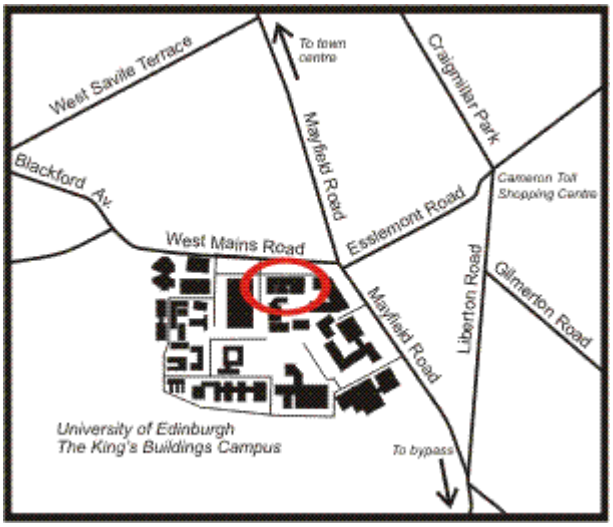
1.4 PGR Office – Where to find us?

Room 342, Grant Institute at The King's Buildings Campus, James Hutton Road, Edinburgh EH9 3FE

If you need to contact us at any time please use this email pgrsupport.geos@ed.ac.uk and we will respond to your query.

Directions to the Grant Institute

The Grant Institute is located just off West Mains Road, in the University of Edinburgh's King's Buildings Campus. The building is circled in red on the map below. Lothian bus services 24, 38, 41, 42 and 67 stop nearby.



Other Useful Contacts

Department	***Email***	***Telephone***
IT Support	ithelp@geos.ed.ac.uk	+44 (0)131 651 5151
IT Support – Drummond IT Support – Grant Institute IT Support – Crew Building		Ext: 50 2541 Ext: 51 3511 Ext: 51 7292
Tutoring and Demonstrating	TD.geos@ed.ac.uk	Ext: 50 5422
Health and Safety – John Watt	John.Watt@ed.ac.uk	+44 (0) 131 650 44906
Buildings, Facilities and Technical Services	geos.technical-support@ed.ac.uk	
Security		Dial 2222 from any university phone or (9) 999 and ask for fire, police or ambulance services

1.5 Responsibilities of Students and Supervisors

Successful PhD studentships rely on a productive collaboration between the PhD student and her/his supervisory team. Close contact between supervisors and students is essential. The frequency of meetings will depend on the subject area, and the stage of the student's training. It is important that there is a clear understanding from the start how the student and her/his supervisors will collaborate, and what expectations are from each other. There is no single model of successful supervision. This should therefore be a matter for open discussion at the start of the PhD, and should be revisited from time to time.

This section outlines the main expectations and responsibilities for students and supervisors, based on the University's code of practice and the School policy.

Student responsibilities – It is a privilege to study for a PhD, and students are expect to work hard and professionally, be a good colleague, make use of opportunities, and seek advice when needed.

Specifically, there is the expectation that PhD students will:

1. Uphold the standards of professional behaviour expected of all University members.
2. Conform to the conditions of their funding and the regulations of the University.
3. Take charge of and dedicate themselves to their own development and completion of their degree.
4. Attend compulsory research training offered by the school in year 1 (Research Planning & Management in the GeoSciences / Research Design in Human Geography), and the School PGR conference in all years.
5. Make the best efforts to achieve agreed goals and timetable.
6. Acknowledge their sources of funding and the work of others in all publications and presentations.
7. Show respect to all University members, whether students, academic staff, administration or support.
8. Respect the Intellectual Property that belongs to others.
9. Keep supervisor and University informed of absences and issues that affect the student's ability to progress.
10. Keep the University and supervisor informed about contact details.
11. Let the University know of issues that affect the safety, well-being and performance of other University members.

Supervisor responsibilities – Supervision is a serious commitment that can be a very rewarding experience. Students will rely heavily on the guidance and support provided by their supervisors to successfully complete their PhD. This places a significant responsibility on the supervisor, and students should expect appropriate support and commit sufficient time to their students.

Specifically, there is there is the expectation that supervisors will:

1. Uphold the standards of professional behaviour expected of all University members.
2. Provide advice that is in the best interests of the student and his or her training, ability to progress and career development.
3. Encourage students to develop transferable skills and ensure that the student has all agreed resources needed for their training.
4. Respect the student as a part of the University community.
5. Respect the Intellectual Property that belongs to the student.
6. Meet regularly with the student, usually at least once a month.
7. Keep the student informed of absences and issues that affect the ability to provide support.
8. Provide prompt feedback on the student's work, usually within 2 weeks.
9. Complete student progress reports, attend the confirmation panel and the School PGR conference.
10. Nominate an Advisor for the student within the first 2 months.
11. Attend supervision training at least once every 5 years.
12. Keep the University informed about issues that affect the student.

1.6 Associated Institutions (AI)

PGR students registered in GeoSciences and supervised with Associated Institutions are expected to use the PGR procedures for training and progress review to ensure comparable approaches and training. Associated Institutions include: British Geological Survey (BGS), Centre for Ecology & Hydrology (CEH), Forestry Commission Northern Research Station (FCNRS), Royal Botanic Garden Edinburgh (RBGE), Scotland's Rural College (SRUC) and the Scottish Association for Marine Science (SAMS). The full list of associated institutions is listed on page 5.

1.7 GradSchool

There is a student-led GradSchool which organises social events, lectures, and conferences for GeoSciences research students.
(http://www.ed.ac.uk/geosciences/intranet/student-support/postgraduate-research-support/gradschool).

USEFUL RESOURCES

College of Science & Engineering Academic Affairs SharePoint site:
https://uoe.sharepoint.com/sites/CSCE/AcademicAffairs/SitePages/Home.aspx

School of GeoSciences PGR Student Information Hub:
Accessed via Learn (EASE Login required)

Code of Practice for Supervisors and Research Students:
http://www.ed.ac.uk/files/atoms/files/copsupervisorsresearchstudents.pdf

Postgraduate Assessment Regulations for Research Degrees:
http://www.drps.ed.ac.uk/19-20/regulations/PGDRPS2019-20.pdf

Institute for Academic Development (IAD)
http://www.ed.ac.uk/schools-departments/institute-academic-development

Careers Services
http://www.ed.ac.uk/schools-departments/careers

Finance and claim forms
https://www.ed.ac.uk/geosciences/intranet/finance

2. ARRIVAL PROCEDURES

2.1 REPORTING ARRIVAL

All new students will be asked to make an appointment to meet with PGR support staff to confirm their attendance and collect their school induction pack. During this meeting you will be given your desk allocation and information about how your stipend will be paid to you if you received funding through the university, please contact pgrsupport.geos@ed.ac.uk to arrange a suitable time.

PGR Support Team

- PGR Team Leader- Sophie Ramette (Tel: 50 5854, sophie.ramette@ed.ac.uk)
- E3/E4 DTP Manager- Stephanie Robin (Tel: 50 5849,stephanie.robin@ed.ac.uk)
- PGR Administrative Assistant- Carole Hain (Tel: 50 6038, carole.hain@ed.ac.uk)

2.2 CONTACT WITH SUPERVISOR

Please make contact with your supervisor as soon as possible after arrival (see http://www.ed.ac.uk/geosciences/people for contact addresses and numbers).

Your first meeting with your supervisor should be an informal chat covering a range of topics such as-

- Superficial discussion of the thesis research
- More about you
- Their approach to supervising you and their expectations of you
- Timeline for the PhD
- Information about research group meetings, seminars and conferences
- Induction, training and tutoring & demonstrating
- What do you want from the PhD? What are your career aspirations?
- GradSchool- the student-led society in GeoSciences
- Resources for the research- research costs, facilities, useful people, health & safety
- The PGR Student handbook

2.3 ACCOMMODATION

If you are having difficulty in finding accommodation, please contact the Accommodation Services (www.accom.ed.ac.uk/); 0131 667 1971: accommodation@ed.ac.uk) even if you are not seeking University accommodation as they can provide a list of approved private rentals. Details of flats and flat-sharing opportunities may also be found on the postgraduate notice boards in all the School buildings.

2.4 BANKING

If you are arriving from overseas, we would advise you to open a local bank account as soon as possible. There are no banking branches on the King's Buildings campus but there is an automated cash-point in the KB House (Student Union) complex which dispenses cash notes on insertion of a bank card and keying in of a password once a bank account has been opened.

More information about opening a UK bank account can be found here- https://www.ed.ac.uk/students/new-students/finances/banking

2.5 REGISTERING WITH A GP

When you arrive in the UK, you should arrange access to healthcare. You should register with a doctor and find out about accessing healthcare through the National Health Service (NHS). For more information about registering with a doctor, please see the details here- https://www.ed.ac.uk/global/student-advisory-service/welfare/healthcare

2.6 INDUCTION EVENTS

At the start of the academic year in September there are several welcome and induction events for PGR students in the School, the College and the University, at some of which attendance is compulsory. Details of these will be sent to you prior to arrival, and the Postgraduate Research (PGR) Induction Programme is also available on the School website at:

https://www.ed.ac.uk/geosciences/intranet/student-support/postgraduate-research-support/welcome-week Students who start after September should attend the GeoSciences mini-Induction which is normally held in January – details are emailed out in advance.

2.7 MATRICULATION

Matriculation is the process by which you will be formally admitted to the University of Edinburgh. All postgraduate students must matriculate with the University at the beginning of their period of study, and then at the start of each academic session of their programme. All new campus based students must first register online with the University.

Further details on how and when to matriculate are available on the Registry website at:
https://www.ed.ac.uk/student-systems/support-guidance/students/online-registration

Following matriculation students are responsible for maintaining their up-to-date address and contact information via MyEd. Fully matriculated status for most continuing students will be achieved on confirmation by your School that you have returned to take up your studies.

2.8 DISABILITY

If you have any kind of disability, health condition or learning difficulty which may affect your academic performance you should advise your supervisor as soon as possible. If you would like to discuss course requirements and your particular needs, please contact the School's Co-ordinator of Adjustments, sophie.ramette@ed.ac.uk.

You can also contact the University's Student Disability Service (https://www.ed.ac.uk/student-disability-service) Third Floor, The Main Library Building, George Square, telephone 650 6828 or email disability.service@ed.ac.uk to arrange a meeting with an Advisor. The Advisor can discuss possible adjustments and specific examination arrangements with you, assist you with an application for Disabled Students' Allowance, give you information about available technology and personal assistance such as note takers, proof readers or dyslexia tutors, and prepare a Schedule of Adjustments for the School which outlines recommended adjustments.

You will be expected to provide the Disability Service with evidence of disability - either a letter from your GP or specialist, or evidence of specific learning difficulty. For dyslexia or dyspraxia this evidence must be a recent Chartered Educational Psychologist's assessment. If you do not have this evidence, the Student Disability Service can put you in touch with an independent Educational Psychologist who will make an assessment and draw up a Schedule of Adjustments which will be forwarded to the School. This will ensure that all the requirements for your particular disability are met.

The School is unable to make any special arrangements for disabled students who have not been assessed by, and received a Schedule of Adjustments from, the Student Disability Service. For further information on disability issues, please contact sophie.ramette@ed.ac.uk.

3. GENERAL MATTERS

3.1 UNIVERSITY POSTGRADUATE DEGREE PROGRAMME REGULATIONS

http://www.drps.ed.ac.uk/19-20/

This sets out the regulations and guidance for all levels of study at the University.

3.2 CODE OF PRACTICE FOR SUPERVISORS AND RESEARCH STUDENTS

http://www.ed.ac.uk/files/atoms/files/copsupervisorsresearchstudents.pdf

This sets out guidelines for good practice and procedures for both students and supervisors.

All students and their supervisors should read the *Code of Practice* and the *Postgraduate Degree Programme Regulations*. In the case of any appeal, a student will be deemed to have read these two publications.

3.3 PGR STUDENT SUPPORT IN GEOSCIENCES

It is very common for students to encounter difficult situations which impact their ability to effectively carry out their studies. Doing a PhD involves a long period of independent research, which requires a lot of dedication, resilience and motivation. It is very likely that there will be times when things do not go to plan, frustrations build up and you will feel substantial pressure. At the same time, there may also be other personal pressures on your life and occasionally there are strains with supervisors. There are many forms of support available to help you cope in these situation, ranging from a listening ear and advice, to counselling, interruptions of study and extensions. It is important to be aware of this support and to try to find help.

Your Supervisor is an obvious first point of contact for advice and understanding your situation can help tailor supervision. But it is very understandable that you may not feel comfortable approaching your supervisor for pastoral advice or private matters.

Your Advisor is an independent academic who can provide academic advice, suggestions how to work with successfully with your Supervisors, and point your to other support resources. See 7.3.2, page 29 for more information on their role.

The PGR Support Team is there to support you in any way they can. They can help you navigate University regulations, provide confidential advice on pastoral matters and discuss options with you when things have gone wrong. In some cases, they will refer your case to the **PGR Director** or the **Dean of Students** at College level if necessary. You can contact them by email, phone or simply walk in to their office for a chat.

You also have access to all the **University student advice services** (see 3.10, page 13).

3.4 HEALTH & SAFETY

Individuals are responsible for their own safety and for the safety of others affected by their work. The University Safety Handbook contains advice on general precautions as well as on precautions with particular hazards. The School's Health & Safety policy and guidance may be accessed on the website. All new students must confirm that they have read and understood the school's policy by emailing pgrsupport.geos@ed.ac.uk

3.5 RESEARCH ETHICS & INTEGRITY

The University of Edinburgh has a commitment to promote and facilitate the conduct of research ethics and integrity. In line with this policy the School attaches great importance to addressing the ethical implications of all research activities carried out by its members, be they undergraduates, postgraduates, post-docs or academic members of staff.

The purpose of the ethical standards is not to limit legitimate research activities, but to promote and facilitate the conduct of ethical research. Attention to the ethical and legal implications of research for researchers, research subjects, sponsors and collaborators is an intrinsic part of good research practice. Ethics relates to all aspects of research, from project design to data collection to publishing and dissemination.

The Ethics Assessment and Determination procedures apply to ALL research carried out in the School (i.e. these procedures also apply to all student dissertation and postgraduate thesis projects). The procedures are intended to help all staff and students undertaking research think in advance about potential ethical implications and devise suitable response strategies. On the forms you need to explain how you will address any issues that may arise. You will be asked to conduct a 'first pass' assessment which will determine whether you need to then complete a more detailed Ethics Assessment Form. The completion of the Ethics Assessment form should be done in consultation with your supervisor. Once the supervisor has suggested changes, etc. and given their approval, you will then submit the form to the Ethics Committee at ethics.geos@ed.ac.uk (this process will be going on-line in the future, but you will be given full details of this when they do). You will receive an Ethics Determination for your research usually within 3 weeks. This Ethics Determination must be attached to your Confirmation Report (see later).

Full details on the Ethics Assessment and Determination procedures and the associated forms are available on the web site https://www.geos.ed.ac.uk/geosciences/research/research-ethics-integrity

Training in ethics and integrity is provided as part of PGR programmes in the School and regular 'Good Research' meetings are organised by the Ethics Committee to foster shared learning around ethics across the School (details are available at the above web site). Ethics and integrity is also supported by a PGR Ethics Committee Representative. If you have any questions around ethics and integrity do feel free to contact the Chair of the Ethics Committee or the PGR Ethics Committee Representative by emailing ethics.geos@ed.ac.uk

3.6 Security

All students and staff should be alert to security needs. It is particularly essential to follow security and health and safety procedures when working in the School outside normal business hours. Any activity that appears to be suspicious should be reported to the University's Security Office at 650 2257 (non-emergency) or 650 2222 (emergency), email: security@ed.ac.uk The University is not liable for theft of student property, including computers.

3.7 Libraries

Library services will be explained during Research Planning & Management in GeoSciences (RPMG) and Research Design in Human Geography. At King's Buildings students have access to the Noreen & Kenneth Murray Library (biology, chemistry, mathematics, statistics, physics, earth science, engineering and electronics) and to the library in Scotland's Rural College (agriculture, forestry, environmental science). In the centre, all students have access to the University's Main Library located in George Square. The National Library of Scotland is located on George IV Bridge. Most journals are now available on-line through computer links to the Library. Material which is not held by Edinburgh University Library can be accessed via the InterLibrary Loans service, see: www.ed.ac.uk/schools-departments/information-services/library-museum-gallery/using-library/request-resources/ill/ill-about. PGR students can order a maximum of 30 InterLibrary loans a year free-of-charge.

3.8 Bus Services

During the academic semesters, a free shuttle bus service runs between the University centre (George Square) and the King's Buildings campus (outside Roger Land Building). The 41 bus service also stops at KB outside Roger Land Building. The Lothian Transport No. 42 bus runs between the City Centre and Mayfield Road (the stops are north of the junction with West Mains Road). Lothian Bus service No 67 runs between the city centre, King's Buildings and research sites on the Bush estate south of Edinburgh. For more details, please see http://www.ed.ac.uk/transport/public-transport/buses/shuttle-bus.

3.9 Parking

Car parking is available throughout the University but purchase of a permit is required – see www.ed.ac.uk/schools-departments/transport for further information and permit costs. Bicycle parking is free and at your own risk. Secure bicycle parking is provided at King's Buildings and in the Central Area (www.ed.ac.uk/schools-departments/transport/cycling/facilities)

3.10 Student Advice & Services

The following advice and services are available to students:

Accommodation Services http://www.accom.ed.ac.uk/

Careers Service	http://www.ed.ac.uk/careers
Chaplaincy	http://www.ed.ac.uk/chaplaincy
Child Care (Day Nursery)	http://www.arcadianursery.co.uk/
Student Counselling Service	http://www.ed.ac.uk/student-counselling
Student Disability Service	http://www.ed.ac.uk/student-disability-service
Health Centre	http://www.health-service.ed.ac.uk/
Edinburgh Global (International Office)	http://global.ed.ac.uk/
Centre for Sports & Exercise	http://www.ed.ac.uk/sport-exercise
Students Association	http://www.eusa.ed.ac.uk/
The Advice Place	https://www.eusa.ed.ac.uk/support_and_advice/the_advice_place

3.10 Feedback and Complaints

The School of GeoSciences is committed to enhancing the experience of our students. The University aims to ensure that teaching, support services and student union activities provide positive experiences and opportunities for our students. If we are to achieve that aim, it is important that we know what is and is not working. We endeavour to listen to concerns and to ensure they are dealt with appropriately. If there is something that could be improved, something goes wrong or you are dissatisfied with what we are providing, in the first instance, please contact PGR. You can also bring general matters affecting GeoSciences PGR students to the PGR Student Committee via your building PGR student representative (see section 1.6.1) to influence School PGR policy. Examples of improvements for GeoSciences PGR students as the result of feedback include changes in desk allocation procedure and the online tutoring & demonstrating database, and considering part-time students in progression information.

The quality of our Postgraduate Research Programmes is reviewed regularly by a team comprising members of the University outwith GeoSciences and external assessors from similar research postgraduate schools. The most recent GeoSciences Postgraduate Programme Review was conducted in 2018-19 and can be viewed at: https://www.ed.ac.uk/academic-services/quality/monitoringandreview/teaching-and-postgraduate-programme-review/postgraduate-programme-review/reports/2018-2019-report-and-responses

For further information on the complaint procedure, please see: http://www.ed.ac.uk/university-secretary-group/complaint-handling-procedure/procedure

3.11 Email Accounts and Calendar Access

The School of GeoSciences use Office365, a cloud based email service provided by Microsoft. Your initial email **account address** will be your **UUN@ed.ac.uk** - however we recommend you apply for an email alias that contains your name (e.g. **firstname.lastname@ed.ac.uk**). Send an email to maildir@ed.ac.uk with your desired email alias. Your alias will automatically be applied to your account on activation for sending and receiving.

You can access your email on the web at https://www.office365.ed.ac.uk/ and loading Outlook on a managed Windows computer will automatically load your account.

For further assistance with email, such as setting up Out of Office and Spam filters, please view this page: http://www.ed.ac.uk/information-services/help-consultancy/it-help/email-and-office365/email-faqs

Your email storage is separate from your home directory file storage. The default quota (currently 50GB) should be more than adequate for the entire period of your stay at the University - though you will have to manage your email sensibly (delete messages which are no longer relevant, especially if they contain attachments, set up a spam filter and regularly check the "spam" folder for "false positives", then delete the genuine junk, etc.).

Be aware that email is not intended (or particularly suitable) to be used as a long term file storage system - if you receive (large) important files by email you should store them to your file space and then either strip them from the email they came from or indeed simply delete the email once the attachments are suitably stored.

Accessing your Calendar

Every student and staff member has a calendar hosted by Microsoft as part of their Office 365 service. Everyone can view everyone else's calendar to allow for appointment scheduling and planning (though you can hide the appointment details and only show them as busy).

There are three ways to view your calendar:

- Using the web interface found at www.office365.ed.ac.uk (login then click on 'calendar' at the top)
- Using Microsoft Outlook on a supported Windows 7 desktop
- On your own device – see instructions here on what to do: http://www.ed.ac.uk/information-services/computing/comms-and-collab/office365/email-calendar

3.12 Desk Policy

All PGR students based in Edinburgh will be allocated a desk in a shared office, or open-plan office area, sharing with other PGR students. This accommodation will be within space designated for PGR students. You will be provided with a desktop running either Windows 7 Enterprise (64-bit) or Scientific Linux (64-bit). If you have alternative IT requirements or any other questions, please send an email to: ithelp@geos.ed.ac.uk

There is information for getting started on the school's webpage here- https://www.ed.ac.uk/geosciences/intranet/it/getting-started/new-staff-and-postgraduate-research-students

The allocation of desks to PGR students is arranged by the PGR Team Leader, and where possible, students working in similar areas and / or with the same supervisor will be allocated desks in the same or adjacent area. However, since space is at a premium this may not always be possible; also it is sometimes necessary to allocate desks to new students in temporary space and move people to their more permanent desk allocation during the first semester.

All office accommodation is secured by either key, mechanical digital lock or swipe card.

You will retain your desk up to the Maximum End Date of your programme, or up until you submit your thesis. After this, so for example, in the period after submission and before viva and while making corrections, we will aim to let you retain a desk space, but this will depend on available space, the time of year and the number of new students; please discuss this with the PGR Team Leader.

3.13 Renewal of Visas

UK-based international students needing to renew their visas to continue their studies at the University of Edinburgh should contact the Student Immigration Service for up-to-date advice and guidance: https://www.ed.ac.uk/student-administration/immigration. Please make sure you apply for your extension in enough time.

3.14 Research Student Leave

Under University regulations research students are permitted to take up to six weeks (30 working days) of annual leave throughout the year. The University annual leave year runs from 1st January to 31st December. As PGR students can start throughout the academic year, your annual leave entitlement will be worked out pro rata depending on the month you start. Please contact the PGR Support Team if you have questions, regarding this (pgrsupport.geos@ed.ac.uk)

Four of the days from your annual leave entitlement need to be reserved for the University's Christmas shutdown. The University closes for four UK public holidays (Christmas Day, Boxing Day, 1st & 2nd January), plus an additional four days (sometimes 3 days). The University does not close for other public holidays; these days are included in annual leave so that you can choose when to take them.

All students are required to inform the PGR office when they are taking a period of annual leave so that there is a record of this.

If you are going to be absent from the University for work-related purposes (i.e. for fieldwork, travel to conferences, etc.). You should apply for a Leave of Absence.

Your supervisor must approve your Leave of Absence and when they have done so, you should return the completed form to pgrsupport.geos@ed.ac.uk All requests for a leave of absence must be approved by the Director of PGR prior to them being sent to College for processing.

Please note that visa restrictions may also apply in the case of International Students; they should contact the International Office for advice.

4. FINANCE

4.1 RESEARCH TRAINING SUPPORT GRANT

Research Council Funded Students

Students funded via NERC receive an annual allowance of £1,150 as standard. Students on the E3 DTP may have Additional Research Costs attached to your project (your first supervisor would know how much). These will be added to your RTSG account. You cannot use your RTSG after your stipend ends which means that your RTSG should be spent before the end of the last month of stipend covered by NERC. RTSG cannot be used to pay for flights, accommodation or fees to conferences/ events which will happen after the funding ends.

Any RTSG funds not provided by NERC (i.e. by a CASE partner or through another source) are not restricted in the same way and will depend on the provider's policy. You should check with them if unsure.

Students funded via AHRC do not receive an individual RTSG. As part of your award you are able to apply for funds to pay for travel costs to overseas and UK conferences. You can make an application to this fund 4 times a year but you are only allowed one application per conference type. You cannot apply for retrospective funding so it is very important that you think ahead regarding your travel plans. If you are successful in your application you will receive your actual travel costs and a maintenance allowance (of up to £50 per day or £175 per week).

Further information is available here- https://www.ed.ac.uk/arts-humanities-soc-sci/research-students/postgraduate-research-student-office/training-and-skills-pgr/ahrc-training/ahrc-rtsg-travel-grant as is the application form for the fund.

Students funded via ESRC are eligible to apply for RTSG funding via calls issued by the Scottish Graduate School of Social Science (SGSSS) three times a year. The normal individual spend for an ESRC funded student is £750 per year or £2250 in total over the course of a PhD (£3000 for those on a 1+3 programme). Applications are made via the GradHub and students have to have supervisor support for their application and it should link clearly to their training needs analysis (TNA) which they are strongly encouraged to use to identify training requirements and to plan and prepare for the year ahead.

Further information for ESRC students is available here- https://www.ed.ac.uk/arts-humanities-soc-sci/research-students/postgraduate-research-student-office/training-and-skills-pgr/esrc-holders/esrc-research-training-support-grant

Students funded by other sources

School/ University funded students (i.e. PCDS and Enlightenment studentships) receive an RTSG of £1000 per year for students on physical science projects and £500 per year for those on social science programmes. This is provided as part of your studentship.

Students funded by industry, EU or research grants will sometimes receive an individual RTSG but in some cases any additional costs will be paid directly from your source of funding. If you are funded this way, you should contact your first supervisor to find out.

Self-funded Students are invoiced for additional programme costs (APCs) by Registry Fees as part of your tuition invoice annually. These are normally set at £1000 per year for a physical sciences students, but this may be more where particular research costs require additional funding. These are usually set at £500 per year for Human Geography students. If you are unclear how much these will cost, the amount is included on your admission letter.

When you have paid your tuition invoice, the money you have paid for APCs is transferred to the School and placed in your RTSG for you to use during your programme.

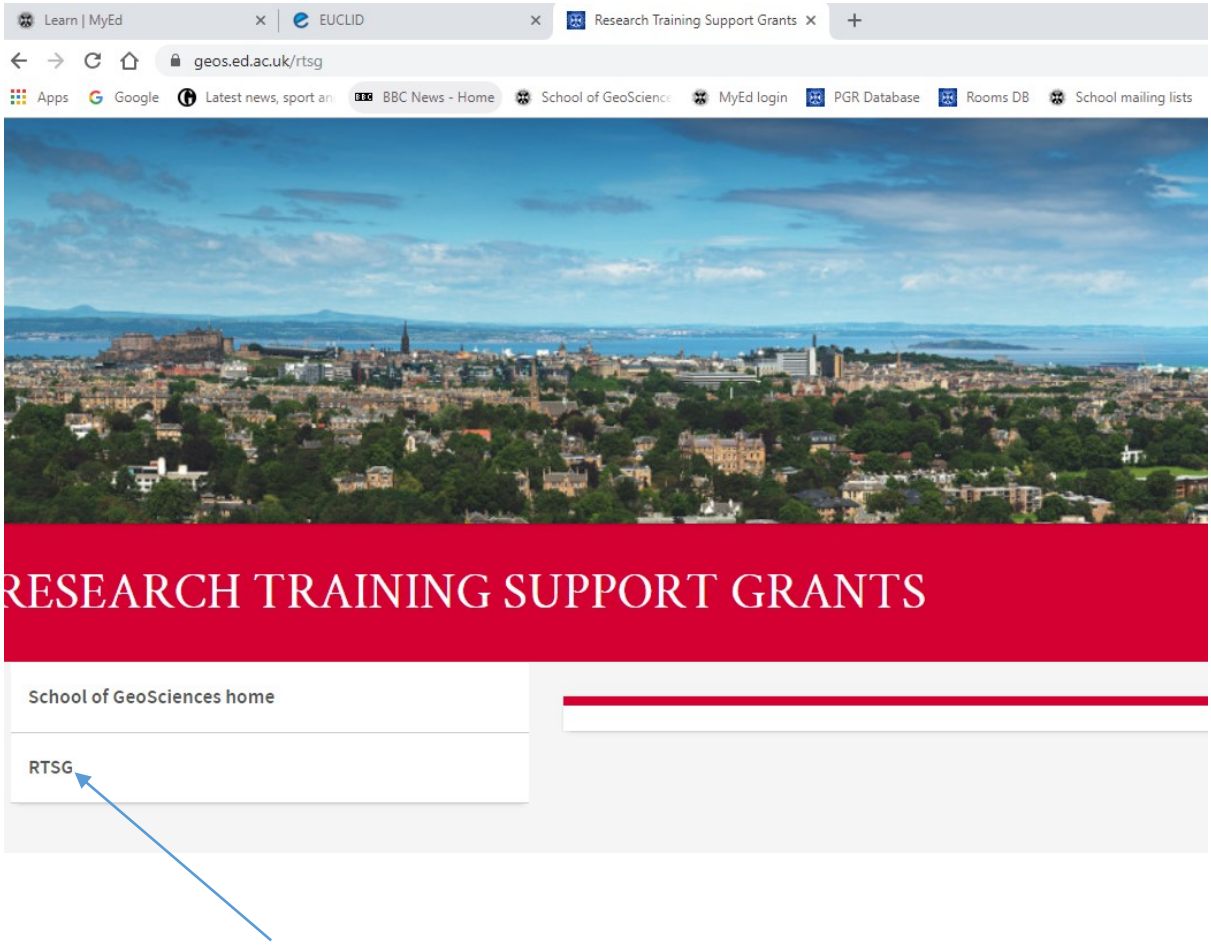
Any self-funded students who do not use the funds in your RTSG during your programme should contact pgrsupport.geos@ed.ac.uk after you graduate to request a refund of these funds and PGR Support will contact Finance to authorise this.

Both self and school/ university funded-students can use the funds in your RTSG until you receive your award letter from College. However, any IT expenditure after the end of the prescribed period in excess of £250 will require a letter of support from your supervisor authorising the expenditure.

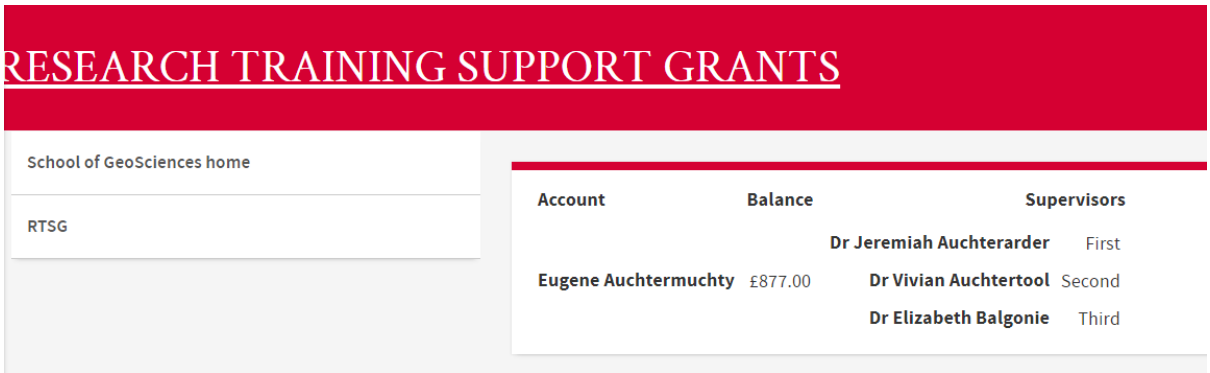
4.1.1 HOW TO USE YOUR RTSG

The RTSG is paid into an individual account which is managed jointly by the student, who can sign off expenditures of up to £100. Expenditure in excess of £100 must be authorised and approved by the student's supervisor. Access to the RTSG account is at - https://www.geos.ed.ac.uk/rtsg

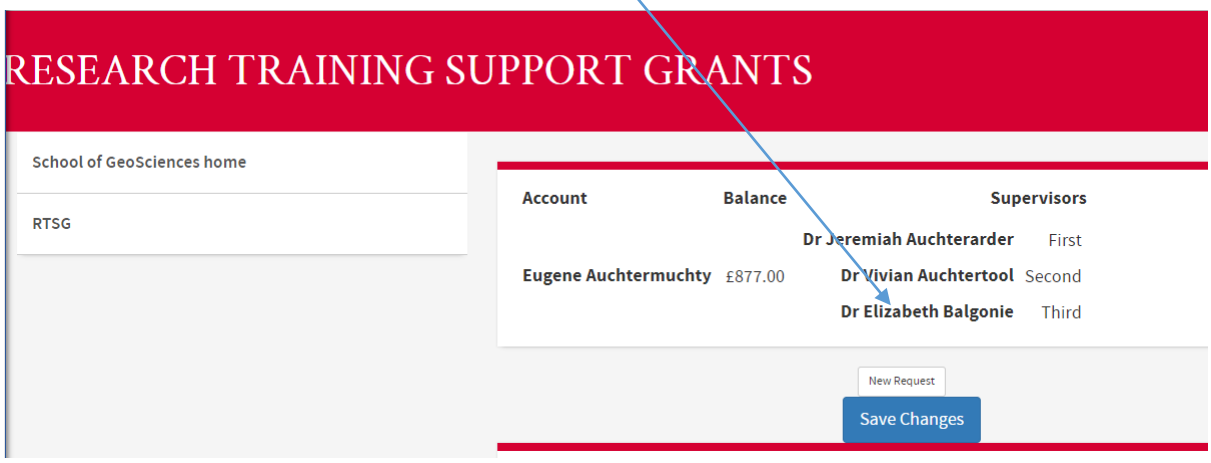
When you access this page, you will be taken to this screen-



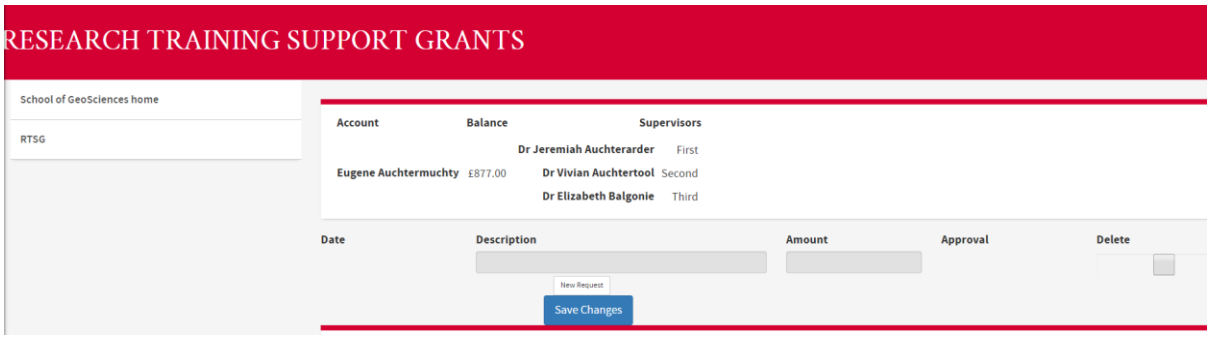
You should click "RTSG" from the menu and it will take you to your RTSG account details which will show how much of your RTSG you have left to spend. It will also show your supervisors.



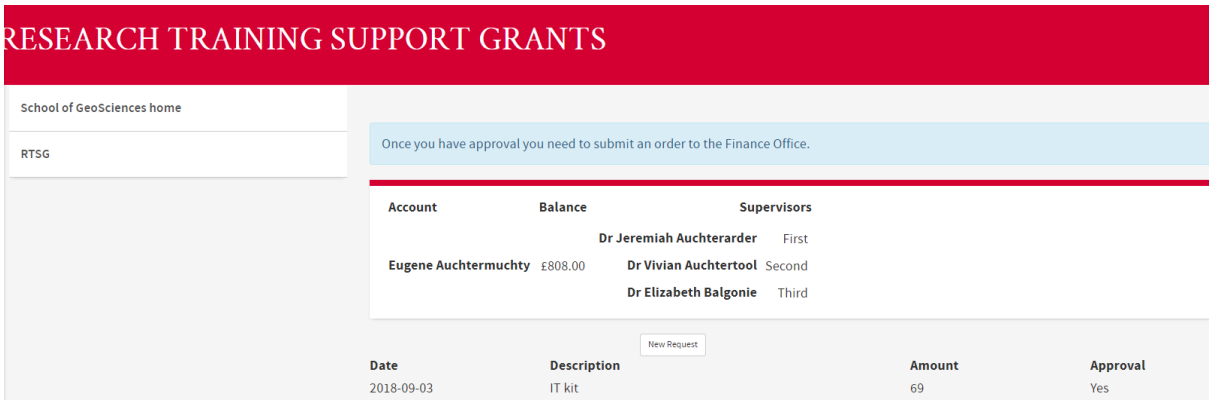
In order to spend from your RTSG, you should click "New Request"



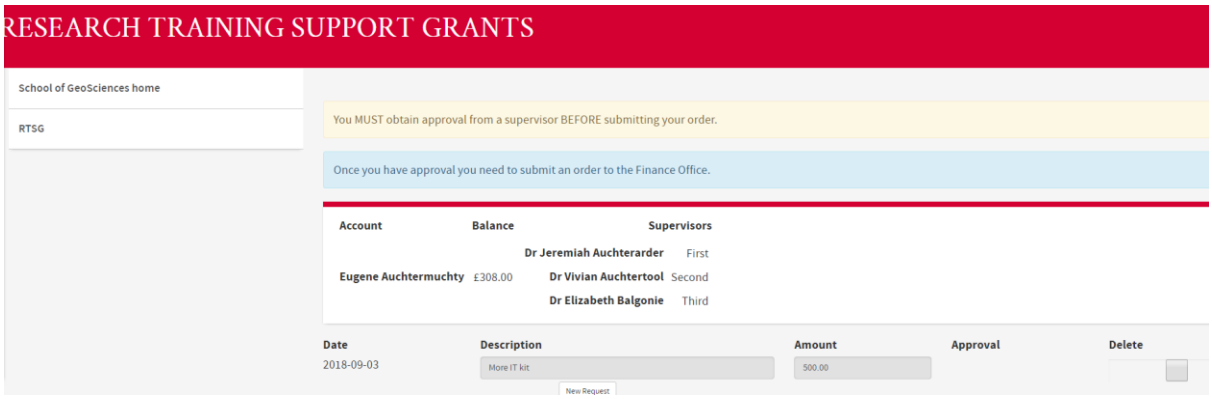
You will then be taken to the screen below where you should enter a brief description of the expense you are claiming or item you wish to purchase- for example, lab supplies from Fisher Scientific (£40) or expense for fieldwork in South Africa (£500). You must also enter the amount.



If the amount is less than £100, the expense will be automatically approved and you should submit the necessary paperwork to the Finance department- for example, if you are making an expenses claim, you should then log in to e-Expenses and submit the claim there (information about this is noted below); if you are making a purchase, you should complete a purchase order requisition form (https://www.geos.ed.ac.uk/internal/finance/Forms) and submit it to orders.geos@ed.ac.uk or drop it into the Finance office.



If your request exceeds £100, you must contact one of your supervisors so that they can approve your claim. A message will appear to tell you this.



Your supervisor must then login to the RTSG webpages and approve your claim. Once this has been done, you will need to submit the paperwork to Finance as explained previously.

Your RTSG is expected to cover ALL research costs such as analyses, travel & conferences, car hire, equipment purchase, access to high performance computing and data storage, thesis production, publication costs (for non-RCUK funded students, etc).

In order to make a claim you must be registered on the university's e-Expenses system so that you can be reimbursed directly via BACS. Information about the expenses policy is available from the website- https://www.ed.ac.uk/finance/for-staff/financial-regulations-policies-and-procedures/new-expenses-policy

You can buy services within the School from your RTSG. You can buy goods from elsewhere in the University by use of Purchase Orders. If you are asked to pay via an Electronic Internal Transfer (EiT) then you must complete a Purchase Order Requisition form and send the form to orders.geos@ed.ac.uk and they will send you an EiT when they have raised the Purchase Order.

To pay for use of Small Research Facilities (SRFs) in GeoSciences, students should complete the relevant SRF Technical Request Form available at https://www.edweb.ed.ac.uk/geosciences/facilities/facilites-documents-and-presentations/srf/srf-technical-request-forms

The codes required for using your RTSG are- cost centre: 508CNS, job code: G00001. The account code will vary depending on what you are using your RTSG for so Finance will be able to advise you about this.

If you have questions about the use of your RTSG or if you have one, please contact pgrsupport.geos@ed.ac.uk

Students are expected to manage these accounts and ensure that they remain in balance. **Permission to graduate will be withheld if negative RTSG balances are not paid off.**

4.2 Fieldwork Costs

Students who have been allocated fieldwork support by their sponsors (Research Council, including CASE, or other) will also be able access these monies through their RTSG. PGR does not fund field costs of any kind, and these must be met from student RTSG accounts or other funding sources.

4.3 Facilities and Technical Services

The School charges for the use of some analytical services, computer-intensive services and research instruments and facilities. Any costs must be met either from the student's RTSG or his/her supervisor's research funds where this has been agreed. No funds are available from PGR for this purpose, and students are expected to budget, in consultation with their supervisors, for such expenditures during the course of the study. Details of the facilities available are set out at http://www.ed.ac.uk/geosciences/facilities. Any student intending to use School services and facilities should contact the relevant staff in good time before intended usage to check on availability, charges and any special requirements. Use of School Small Research Facilities (SRFs) is charged at the full research rate when the student is funded by EU, Industry and research grants, and at the student rate when the student is funded from most other sources.

Students are recommended to attend the School "Facilities Introduction and Tour" held every September/October and January. Facilities users are also encouraged to participate in GeoSciences Facilities Forums to share facilities developments and feedback https://www.edweb.ed.ac.uk/geosciences/facilities/facilites-documents-and-presentations/facilities-forum

4.4 Open Access Publishing

Students who have a manuscript accepted for publication should notify the school's Research Support Office: publications.geos@ed.ac.uk

4.5 Demonstrating & Tutoring

Students may undertake demonstrating and tutoring work, and this counts towards the generic skills training requirement. In the School at present, 1 x afternoon demonstrating = ¼ day training. The School Policy on the Recruitment and Payment of Fieldwork Demonstrators and information on teaching hours is in Appendices 1 and 2. Please note that if you plan to work as a tutor or demonstrator, then you must attend the School's Tutoring & Demonstrating induction course, which runs in Welcome Week before the start of Semester 1 and at the beginning of Semester 2 for those students arriving after the start of the academic year. Students undertaking Tutoring are also encouraged to attend the School's dedicated tutorial training delivered in early in Semester 1 and 2. Those new to Tutoring & Demonstrating may also wish to attend further courses delivered by the University's Institute for Academic Development. Further information on Tutoring & Demonstrating can be found at: http://www.ed.ac.uk/geosciences/intranet/student-support/postgraduate-research-support/tutoring-and-demonstrating

Further information may be obtained from the Teaching Organisation by emailing td.geos@ed.ac.uk

Contracts for demonstrating and tutoring are required to be completed before any payment is made and before any work is carried out.

You should contact the td.geos@ed.ac.uk email address to arrange for a contract to be generated. You will also need to supply a copy of your passport or relevant visa documents. Students funded by School Teaching Studentships are required to undertake a set number of demonstrating hours (120 hrs/year for full studentships, 60 hrs/year for half studentships, and pro rata for other partial studentships) without payment, but may apply to undertake additional hours at the normal School rates as long as they do not exceed the maximum permitted number of hours. Teaching hours are calculated on the basis of 1 x tutorial hour = 2 x demonstrating hours (thus 60 hours of solely tutorial work would meet the teaching commitment for a full studentship, and 30 hours for a half-studentship), and 1 x day fieldwork demonstrating = 5 demonstrating hours.

The School normally imposes a maximum limit of 120 hrs/year on the amount of hours of tutoring and demonstrating (including fieldwork demonstrating) that may be undertaken by any student (see Appendix 4).

Rates of payment for tutoring and demonstrating are available on the website at http://www.ed.ac.uk/geosciences/intranet/student-support/postgraduate-research-support/tutoring-and-demonstrating/payment

4.6 Conferences & Scientific Meetings

The costs of attendance at all conferences and scientific meetings are expected to be met from the student's RTSG, or other funding available from the supervisor or external sources, and no funding will be provided by PGR for this purpose. Some conferences and professional societies have conference bursary schemes to which research students can apply. Supervisors can often advise on sources of funding.

4.7 Endowment Funds for PGR Students

GeoSciences PGR manages the following endowment funds to which PGR students can apply for support funding for fieldwork and conference participation. Applications to these funds are invited every year by email to all PGR students. Students should check the eligibility criteria of the funds carefully before applying.

- **Geography funds (Centenary Research Fund, EDUCT Geography Centenary Research Fund, Lamb Fund, Meiklejohn Fund):** supports PGR work in Geography (PhD and MScR), including fieldwork, conference participation, equipment expenses.

- **Forestry/Ecology funds (Centenary Agroforestry 89 Fund, Elizabeth Sinclair Irvine Bequest):** supports PGR work in forestry and ecology (PhD and MScR), including fieldwork, conference participation, equipment expenses, writing-up bursaries.

4.8 Maternity Pay and Leave

The University supports maternity leave for PGR students. This is in line with general Human Resources policies to help with Maternity benefits. Further guidance is provided in the University's Student Maternity and Family Leave Policy.

For all PGR students, the College of Science and Engineering PGR section can approve requests for maternity related interruptions. The normal expectation is that maternity related interruptions will be for no longer than six months although a maximum of twelve months might be available for such purposes. Such requests will be subject to the normal requirements for medical evidence and must have school/supervisor support. Such requests must be made in advance.

Where a research postgraduate student is in receipt of a scholarship from the University of Edinburgh and becomes pregnant, becomes a parent or has a partner who becomes pregnant, the University's approach will be the same as the current approach taken by UK research councils as outlined in their Research Council Training Grant guide- https://www.ukri.org/files/legacy/publications/rcuk-training-grant-guide-pdf/

As of August 2018, the policy is-

'[Research Council] funded students are entitled to 52 weeks of maternity or shared parental leave. The first 26 weeks should be paid at full stipend rate. The following 13 weeks should be paid at a level commensurate with employee entitlements to statutory maternity pay. This is c. 41% of the minimum doctoral stipend. The final 13 weeks are not paid. Partners are entitled to up to 10 days paid Ordinary Paternity Leave on full stipend. Partners may be entitled to up to 50 weeks of Shared Parental Leave; this may include paid and unpaid leave, depending on the individual circumstances, any paid leave should be at full stipend. There is no qualifying period for maternity, paternity, or shared parental leave.' [para 45]

'[Research Council] students are entitled to 10 days Ordinary Paternity Leave. A total of 10 days Ordinary Paternity Leave may be taken at any time during a partner's pregnancy or within three months following the birth. No extra funding will be provided to the RO. [para 51]

‘[Research Council] students are entitled to 50 weeks Shared Parental Leave. While recognising that students are not employees, the Shared Parental Leave should be calculated on the same basis as an employee with an employment contract (excluding the qualifying period). Further information can be found on the government website: https://www.gov.uk/shared-parental-leave-and-pay-employer-guide [para 52]

If a student is also a guaranteed hours employee (i.e. they are a tutor or demonstrator) then they are eligible for maternity pay under the University’s maternity policy. Where a guaranteed hours employee does not earn sufficient to qualify for Statutory Maternity pay, they are expected to qualify for University maternity pay providing up to 16 weeks on full pay (calculated on their average Guaranteed Hours payment) provided they return to employment for 3 months.

Paternity Leave: Partners are entitled to 2 weeks' leave, which can be taken either as one period of 2 full weeks, or 2 blocks each of one week. You can start your leave on any day of the week but leave must be taken between the date of the birth and 56 days thereafter. If you need to take a longer length of time, please coordinate with your supervisor and it is advised to take an interruption of studies. Please check with your sponsor or grant body if you are eligible for paid paternity leave.

5. COMPUTING

The School of GeoSciences aspires to make the best facilities available to students. Therefore, when you arrive at the start of your PhD studies you will be provided with a PC running a University's Supported Desktop Environment of either Windows or Linux. The machine you are provided with will be of such a specification that it should easily see you through to the completion of your PhD.

Should you need greater computational capability than can easily be supplied by a PC you will also be able to use the School's shared compute server, or you may use some of the School's guaranteed share of compute time on the Edinburgh Compute and Data Facility (ECDF, also known as "Eddie"), a large parallel compute cluster run by the University's Information Services division to support research at the University. Both of these systems (as with most large computer systems these days) use a variant of the Linux operating system (basically the same one used on the School's desktop Linux systems). The ECDF team can provide training in how to make best use of the system. Please note that heavy use of ECDF should be funded through a research grant.

If you should need to use a portable Notebook PC for trips away from the University (e.g. for fieldwork, conferences or to work with partner institutions, etc.) you should be able to borrow one from the School IT Team. You may normally borrow equipment from our stock of "fieldwork" notebooks for periods of up to several months. Please contact the IT team (ithelp@egeos.ed.ac.uk) to make arrangements, with as much notice as possible.

If a PC running the School's usual Windows or Linux environment is unsuitable for the circumstances of your PhD (e.g. if you are going to be based mostly away from the University campus, or require specialist software that is not compatible with our usual systems) it may be possible to arrange to purchase alternative computer equipment from research funds (your RTSG or a research grant associated with your project). In this case a contribution of £500 will be made towards the purchase cost from the IT budget (so long as the IT Team agree with your proposed purchase), in lieu of supplying you with a PC. Please note that any equipment purchased from these University funding sources remains the property of the School when you leave. Personal funds may not be used in conjunction with University funds.

Note also that any notebook PC which might be purchased under such an arrangement must be purchased with a suitable "desktop kit" consisting of a docking station, full size keyboard and mouse, and an adjustable height desktop screen or notebook stand, so as to satisfy ergonomic requirements arising under Health and Safety regulations - "bare" notebooks are unsuitable for extended use as part of your day-to-day work environment and will not be approved or supported.

Supported PCs will be supplied with the School's usual software environment, which includes (on Windows) MS Office. Other software can be install by the user from the University's Application Catalog. These softwares can include packages such as Sigmaplot, Endnote, ArcGIS and a variety of Free and Open Source software. The School also subscribes to a site license for Matlab which can be used both on Windows and Linux PCs. The School also pays for commercial Intel compilers which are available on supported linux systems. Should you require other specialist software the IT team will endeavour to help you with its installation, though you will have to pay for commercial packages from research funds. Please discuss such purchases with the IT team before you commit your research to using them. A significant number of these licences are only available on the University's Supported Desktop Environment. Machines that do not use the University's Supported Desktop Environment are not supported by the IT Team.

If you have a personal IT device (laptop, smartphone or tablet, for example) you can arrange to connect it to the University's wireless network (part of the Eduroam cross-institution wireless network federation). We will not normally connect your personal IT equipment to the wired network unless the wireless network is not accessible from your usual work place.

5.1 DATA STORAGE

You will have an account on the School's IT systems which includes access to networked storage provided by the School's Linux storage servers. As researchers within the University you will also be allocated a large amount of network file space on the centrally provided Research Datastore. All your network storage on the School's servers is

equally accessible from both Linux and Windows. You will be given the default allocation of storage when your account is created.

Your area of backed-up storage on the School network is referred to as your "home directory" and is where you should store all important documents you create relating to your work at the University. You may also store a small amount of personal data in this area, but it should be clearly separate from your work and marked as "personal" (by the top level directory name, for example). This space is backed up to ensure recovery even in the event of loss of a building. Your Research DataStore allocation, which is much larger than the School allocation, is provided by Information Services, and is a safe, backed up repository for your research data. Some of your Research DataStore allocation can, if you wish, also contribute towards a pooled research group resource. Instructions on how to connect to the Research DataStore are provided on the School IT web pages.

In addition to your home directory you will also be given an allocation of space which is not backed up. Not-backed-up space is usually referred to within the University as "scratch" space. This will be treated similarly to your home directory. We usually create a link to your scratch space in your home directory - from Windows this appears as a sub-directory called "scratch" in the top level of your home directory.

Scratch space should be used to store data which you can retrieve from other sources or re-create in the event of equipment failure - e.g. PDFs of papers retrieved from electronic journals, data sets from online data repositories, model output data (the model can be re-run - make sure the model code and input parameters are in your home directory), etc. Personal scratch space is stored in a resilient manner on a "RAID" disk array immune to the loss of individual hard drives - it should only be vulnerable to a catastrophic failure. There is also shared scratch space local to a particular Linux machine, which can be used as a fast temporary work space for programs running on that system. Note that "local scratch" space on a particular machine will only be stored on a single hard drive so is much more vulnerable to data loss (all hard drives eventually die - they have limited lifetimes) and is not easily available over the network from other machines - once your program run has finished copy any useful output to your network scratch space and tidy up behind you. Data in local, shared, scratch space may be deleted by the IT team for operational reasons if its continued storage causes problems for systems or for other users.

If you need to use very large volumes of data for your research you may need to arrange for storage space to be paid for from research funds. Please speak to the IT team and we will be happy to help and advise you and your supervisor on how best to proceed. This may mean purchasing storage on School servers, but is more likely to mean extending the storage provided to you or your research group on the Research DataStore. Such an extension would cost real money but, hopefully, if your needs are particularly unusual, money should already have been set aside as part of your RTSG advised by your supervisor.

5.2 Research Data Management

Data management is very important and should be central to your work. Funding sponsors now require data produced during your doctoral research studies to be shared. Good data management, both of raw and metadata, is essential and should be central to the whole research project. Data management plans can be discussed with School IT support before a proposal is submitted (first contact, Chris Place or Mike Mineter, via the ithelp email address).

Good planning begins in advance of the project beginning work:

- As early as possible, gain familiarity with the metadata that are required by the data centre to be used.
- The research councils recommend that we do not leave uploading to be the last thing a project does: upload early, typically with an embargo on others' use, until your first paper using the data is published.

Instead of ad-hoc decisions being made about computation and data management during a project, deliberate decisions and project-wide (or research-group-wide) conventions and approaches need to be forged and built into a project's plans.

The advantages should be:

- better data management,
- better management of computation,
- better support for collaboration during a project,
- a stronger contribution to the wider community (see for example the Royal Society report ‘Science as an open enterprise’).

The level of effort entailed in this might be diminished (but not eliminated) as and when we find or develop software tools that simplify some of the load of metadata management. What would help you?! (Tell IT support, to add to the picture that is forming of what the needs are.)

5.2.1 Research Data Management Training

MANTRA is an online course designed for researchers or others planning to manage digital data as part of the research process. MANTRA is a free, online non-assessed course with guidelines to help you understand and reflect on how to manage the data you collect throughout your research. The course is particularly appropriate for those who work with digital data.

Through a series of interactive online units you will learn about terminology, key concepts, and best practice in data management.

For more information on MANTRA, please see http://datalib.edina.ac.uk/mantra/

5.3 Printing and Photocopying

The School uses the university "cloud printing" service, and computers managed by the IT team are set up to access both the colour and Black & White print queues. You will receive an allocation of print quota that can be used when printing jobs on the Xerox Multi-Function Printers located on the School's estate which are connected to this Cloud Service. This allocation is not available for use on Cloud Printers in University Open Access Labs. Per page costs are the same whether printing or copying:

B&W: 5p single sided, 8p double sided, per sheet of A4.
Colour: 30p single sided, 48p double sided, per sheet of A4.
A3 printing is available on all the School's Cloud Printers, at twice the cost of the equivalent A4 output.

The actual cost to the School of Colour printing is nine times higher than for B&W - and a page printed with even a single dot of colour is considered a colour page - therefore please use the B&W queue where possible.

Your print quota should be adequate for your normal use. If you need to print unusually large amounts for some reason and run out of quota, please contact the IT team to discuss allocation of extra print quota.

The Xerox Multi-Function Printers can also be used to scan documents with the output being sent to your University email account. There is no (notional) charge for this service.

5.4 Security

It is important that you take Computer and Data security seriously and understand what those terms mean, how you can try to ensure that the level of security that you employ is adequate to the task and what your responsibilities are in relation to managing sensitive data. There is a significant amount of guidance on the School website and provided by Central Information Services

http://www.ed.ac.uk/geosciences/intranet/it/security

http://www.ed.ac.uk/infosec

6. GENERIC SKILLS TRAINING

6.1 TRAINING REQUIREMENTS

Training is an integral part of PGR, and all students are expected to develop a training needs analysis in their first semester, and to review this analysis regularly with their supervisors.

The School encourages all its research students, however funded, to undertake generic skills training as an aid to their research and career progression. PGR runs a training programme for GeoSciences PGR students organised by the Deputy Director PGR (Training). New students should attend the Induction Programme and either *Research Planning & Management in the GeoSciences* (for physical science students) or *Research Design in Human Geography* (for social science students) in Semester 1. The courses share some sessions in common and aim at developing generic research and management skills and techniques in 1st Year research students and also to assist in the development of a PGR student community within the School. Students produce written work for these courses which is aligned to support their PhD research, such as the 10-week research plan and a training needs analysis.

Students are also expected to attend PGR-run workshops in Years 1, 2 and 3 on topics such as oral and poster presentation skills, writing papers, PhD thesis writing and submission, preparing for the viva, and PhD alumni careers events. Additional courses are offered by the University's Institute for Academic Development (www.ed.ac.uk/schools-departments/institute-academic-development/postgraduate/doctoral). Students should discuss course choices with their supervisor.

6.2 VITAE

In Year 3 (occasionally Year 2), students funded by UK Research Councils have the opportunity to attend national VITAE events free of charge (www.vitae.ac.uk/). This can provide a valuable insight into personal development, team-working and business methods outside university, and cross-comparisons with other UK universities. Non-Research Council students may attend these events but must pay the full costs. However, there are some local events which are free to all research students.

6.3 COURSEWORK

Research students, with their supervisor's agreement, may attend 10 or 20 credit courses from the School's list of Postgraduate and Postgraduate Research Courses, and also select from 3rd and 4th year undergraduate courses offered by the School, subject to availability and quota restrictions and with the Course Organiser's agreement in each case.

6.4 DEMONSTRATING & TUTORING

Within the School at present, each 6 hours of teaching/demonstrating contributes ¼ day toward generic skills requirements (see also section 4.5 and Appendices 1 and 2).

6.5 EXTERNAL ACTIVITIES

The following external activities can also contribute to generic skills requirements: assistance with school outreach initiatives and staffing international science festivals. Many PGR students participate in externally-organised workshops, advanced training courses and/or "summer schools". You should seek advice on relevant and recommended opportunities from your supervisors and research group. Students who are at least 50% NERC can apply for policy internships (http://www.nerc.ac.uk/funding/available/postgrad/advanced/policy-interns/) which provide 3 months' salary for students in Years 2/3 to work in a host organisation on policy issues.

6.6 INDUCTION

At the start of the academic year in September, the School and the University provide a range of induction events, many of which are compulsory and count toward your generic skills training quota for that year (see Sections below). Students who start after September should attend the GeoSciences mini-Induction which is normally held in January – details are emailed out in advance.

6.7 OTHER COURSES

Students may find it useful to attend other optional training courses in programing, statistics and data analysis and algorithm development, such as the E^3 DTP *Numeracy, Modelling and Data Management* course in Semester 1 and the

Getting Started in R course (run by BioSS - Biomathematics & Statistics Scotland). Research Data MANTRA is an online course designed for PhD students who are planning a research project using digital data: datalib.edina.ac.uk/mantra/index.html The MANTRA pages also contain software practicals for data handling skills (SPSS, R, ArcGIS, NVivo).

6.8 Careers

Some part-time research students are on secondment from an employer and will return to work for their employer after their research degree. For many doctoral students, the expectation is that after completing a PhD, graduates will continue on the academic research and / or teaching route. However, the reality is that PhD graduates end up in a much wider range of career areas. Students are recommended to consider their career options during the PhD so as to take advantage of relevant training opportunities and are encouraged to discuss their career aims with their supervisors.

The University Careers Service provides support and resources for PGR students at:
http://www.ed.ac.uk/careers/postgrad/phd

6.9 Seminars and Conferences

Seminar attendance is important for research students to stimulate research ideas and to place your research in a wider context. Research Institutes and Groups in the School have regular seminar series which are advertised on the GeoSciences webpages and by email. Research students are also expected to participate in Conferences to network and get feedback on their research ideas and results. Typically PhD students present at a UK Conference in Years 1-2 and give a poster/talk at an International Conference in Years 2-3. Students should seek advice from their supervisors on appropriate conferences and participation.

6.10 Support for International Students

The University and the School have a range of learning activities, orientation, social events and support aimed at helping you to settle in to your study in the UK.

6.10.1 English Language Support

Language support for non-native speakers is offered from a range of University support departments, from EUSA and from student volunteers. Please see the English language support website for further information.

6.10.2 The International and Exchange Students Society (IESS)

Given the University's increasingly global community, the Edinburgh University International Student Centre (IESS) is motivated to encourage international students to best experience Edinburgh, as well as to support local students' connections with the world. The IESS is the student-run arm of Edinburgh Global, dealing with the social aspects of the international community in Edinburgh. Run completely by volunteers, at the IESS, you can meet and interact with people from all over the world. For further information, please see the International Student Centre website.

6.10.3 Edinburgh University Students' Association

The Global team within the Student Association is here to enhance the global experience for all students at the University, whether you are going abroad or are an international student. They work closely with Edinburgh Global and a number of other teams across the University. More information is available from their website-
https://www.eusa.ed.ac.uk/activities/global/whatisit/

7. TRAINING, PROGRESS REVIEW AND MONITORING

Research students within GeoSciences come from many different academic backgrounds and participate in a range of research programmes with their own intellectual cultures. The progress and monitoring procedures developed by Postgraduate Research (PGR) has developed from standards set by the College, Research Councils and other sponsors, whilst taking into account this diversity. Completion of progress reports on time is required for progression in the research degree programme. Regular monitoring of progress and training greatly benefits students by offering independent assessment of achievement and a means to communicate problems.

PGR run the Annual PGR Conference in Spring at which all first year PhD and MScR students deliver a presentation on their research to students and staff; all second year PhD students prepare a poster which will be displayed over the two days. Attendance at the conference is compulsory for all first and second year students as well as their supervisory team (including the advisor). Tier 4 sponsored research students should also attend the annual conference.

For part time students the timescales for training and progress reporting are normally double those for full-time students. Part time students are encouraged to give an oral presentation at the Annual Postgraduate Research Conference in Year 1 of their PhD in order to get early feedback on their research project from peers and academic and research staff. Part time students should discuss the timing of their training and progress reporting with their supervisors to ensure that these can be accommodated alongside other commitments that the student may have.

7.1 PERIOD OF STUDY

The School, University and UK Research Councils place considerable emphasis on timely completion of the thesis. **The University will not accept theses submitted after the maximum permitted period**, unless an approved interruption or extension is in place. Remember that the award of a PhD is for work that could reasonably be achieved within THREE YEARS of full-time postgraduate research and study or SIX YEARS part-time.

Research Degree	Prescribed Period	Submission Period	Maximum Permitted Period
PhD Full Time	3 years	1 year	4 years
PhD Part Time	6 years	1 year	7 years
MPhil Full Time	2 years	1 year	3 years
MPhil Part Time	4 years	1 year	5 years
MScR Full Time	1 year	None	1 year
MScR Part Time	2 years	None	2 years

Funding for many postgraduate research students is for a shorter time period than the maximum permitted period. **Students should plan their research project with their supervisory team so that it is achievable within the funding period available**.

7.2 INDUCTION

In Welcome Week of Semester 1 in September, PGR will organise a small range of orientation and social events directed toward new research students.

A further mini-Induction session is organised for those starting in Semester 2 in January – details are emailed out in advance.

Research training courses are organised for all School 1st Year research students and information about these will be provided during Induction. Many of these will count towards the annual Generic Skills quota. Some Masters programmes and Research Groups may augment these activities with other events, details of which will be provided to relevant groups of students.

7.3 The Supervisory Team and the Advisor

7.3.1 The Supervisors

Under University Regulations each student has a minimum of two Supervisors from the School or an Associated Institution (e.g. BGS, SRUC, CEH, SAMS, Forestry Research, Royal Botanic Garden Edinburgh, National Museums of Scotland, etc).

The Principal Supervisor is responsible for the daily and strategic direction of the student and is normally a member of staff of the School of GeoSciences. However, the Principal Supervisor can also be from an Associated Institution when the individual has been approved by College Research Training Sub-Committee. To obtain approval, prospective supervisors from Associated Institutions should submit a CV to the PGR Office and are required to attend supervisor training. Second Supervisors from outwith GeoSciences can be appointed and agreed by the School's Director of PGR.

7.3.2 The Advisor

In addition to their supervisory team each student has an Advisor. The principal role of the Advisor is to provide an independent source of advice to the student outwith the supervisory team. Advisors are expected to be present at progress and monitoring events and to give feedback to the student following such events. The Advisor is important as they provide a potential intermediary between the student and supervisor if problems arise during the studentship. Advisors should also be able to sign-post students to other support offered by the University.

Specifically, the Advisor is expected to:

(i) Stay in touch and meet the student at least twice a year to provide independent advice, including

- 4 weeks of arrival for an introductory meeting
- In Month 6 to prepare for the for the confirmation process
- Around Month 9 following the confirmation meeting to discuss the outcome
- Around Month 16 to discuss progress (optional)
- Around Month 22 to prepare for the Year 2 Annual review
- Around Month 24 following the Year 2 Annual review to discuss the outcome
- Around Month 30 to discuss progress (optional)
- Around Month 32 to prepare for the Year 3 Annual review
- Around Month 34 following the Year 3 Annual review

(ii) Organise and chair the confirmation panel (approx. Month 9), which includes

- Identifying and inviting panel members (in collaboration with the Supervisors)
- Chairing the panel as non-examining chair
- Ensuring the Confirmation Panel Form is completed and sent to the PGR office (pgrsupport.geos@ed.ac.uk)

(iii) Convening Annual Review meetings

- If substantial issues were identified in the Confirmation Process, a Year 1 Annual review meeting should be scheduled around Month 11 (otherwise the physical meeting can be skipped and the online form completed remotely)
- Year 2 and Year 3 Annual Reviews (around Month 24 and Month 36) are chaired by the Advisor, giving the student and supervisors the opportunity to review study progress to discuss the online annual review template. The student should complete their section reporting their progress prior to the review, with supervisor sections completed afterwards.

It is essential that students see their Advisor as soon as possible if problems with their supervisor are apparent so that the Advisor and PGR can deal with the issue immediately. The Advisor is expected to be present at progress and monitoring events and to give feedback to the student following such events. Students are expected to meet with their Advisor within 4 weeks of their start.

From Academic Year 2019/2020, Advisors for new students are appointed by the PGR office to ensure independence form the supervisory team. Students who started before Academic Year 2019/2020 will keep their current Advisor by default, but changes of Advisor can be requested by contacting the PGR office.

7.4 Confirmation Report: months 6 – 9 for Full Time Student, Months 12-18 for Part Time Student

7.4.1 Aims of PhD Confirmation

Although there is no formal change of degree status during Year 1, it is essential to review and 'examine' progress of students normally within the first 6–9 months for Full-Time students (12-18 months for Part-Time students). The purpose of Confirmation is to check that: (a) the student is capable; (b) the project is working and feasible; (c) the supervisory team is adequate; (d) the necessary resources are available.

Students in the ESRC 1+3 model (Masters + 3 year PhD) will have two progression points: (1) their satisfactory completion of the Masters will confirm progress to PhD; (2) during Year 1 of the (+3) PhD they will be undergo Confirmation in line with School policy and as specified below.

Confirmation involves three components: ~~the Confirmation Presentation~~, the written Confirmation Report, and the Confirmation Panel.

The PGR offers workshops for Year 1 PhD students to provide guidance and advice in preparing for Confirmation.

~~7.4.2 Confirmation Presentation (Student responsibility)~~

- ~~A short (normally 10-15 minutes) illustrated presentation outlining the research proposed, followed by 5 minutes of questions.~~
- ~~Normally delivered at the Annual PGR Conference in spring.~~
- ~~Attended by the student's supervisor/s, Advisor and preferably all academic members on the student's Confirmation Panel.~~
- ~~The Seminar content should include: the research question/s, the rationale for the research, relevant theoretical and methodological issues, technical and procedural aspects of data collection and analysis. If appropriate it may report on initial findings.~~

7.4.3 Confirmation Report (Student responsibility)

- A written report circulated to the Confirmation Panel members 10 working days *in advance* of the scheduled Confirmation Panel meeting and also attached by the student to the student online first year review.
- Students can receive feedback from the supervisor/s on a draft version of the Confirmation Report if appropriate time is allowed.
- The Confirmation Report is a fully-illustrated and referenced written report. Students should consult with supervisor on the length of this report (maximum length 10,000 words) which should contain:

    - A statement of the research topic and the research question, if appropriate;
    - An account of the research context, including background to the topic, a rationale for its relevance to contemporary scholarship, and a brief review of relevant literatures;
    - An account of the proposed research design, methods of data collection and analysis (including a statement on ethics) and, where appropriate, any results obtained from the PhD research so far (results are not expected for all students);
    - Preliminary identification of the key thesis chapters and/or publications arising from the research (as appropriate);
    - A detailed plan for the next 6 months;
    - An outline plan for the next 18 months;
    - A data management plan
    - An brief overview of the supervisory arrangements
    - An assessment of resources needed to complete the project;
    - The Ethics Determination Form.

7.4.4 Confirmation Panel (Advisor responsibility)

- Students must attend a Confirmation Panel in which they will be asked to discuss their proposed research and Confirmation Report in more detail. The Confirmation Panel normally lasts ~1-2 hours.
- Membership of the Confirmation Panel: Advisor (Chair), student, supervisory team and at least one other academic or research staff member who has relevant expertise in the research topic but who is not a member of the supervisory team, and additional members as deemed necessary.
- The composition of the Confirmation Panel is decided by the Advisor in consultation with the student and supervisor/s. ~~The membership of the Confirmation Panel must be agreed *before* the Annual PGR Conference.~~
- The Confirmation Panel meeting is held ~~shortly after the Confirmation Presentation, but~~ no later than June. The Advisor will arrange the date, time and location of the meeting in consultation with the Panel members, the student and the supervisor/s.
- The Panel is chaired by the Advisor. As part of the review process the student is given the opportunity to discuss supervision with the Panel in the absence of the supervisor(s).
- The Advisor is responsible for completing the Confirmation Panel form and submitting it to pgrsupport.geos@ed.ac.uk for approval by the Director of PGR. When the Director has reviewed the form, it will be sent to the Advisor who should then forward it to the student and supervisor so that they can attach it to the first annual review.
- The Confirmation Panel form should offer supportive comment and helpful criticism. If there is doubt about the student's progress, the project, or the supervisor/student match, then the Panel may recommend specific courses of action. These could include a re-submission of the report, or a second interview after a number of weeks/months, a re-designed project, or a review of supervisor/s. In severe cases the panel could recommend that the student does not continue their studies, or transfer to a Masters by Research or an MPhil. Any specific courses of action relating to progress and detailed on the Confirmation Report form will be followed up by the Director of PGR.
- The Director of PGR will not sign off the First Year Report unless a student's Confirmation Panel Form has been attached to the online annual review.

7.4.5 Confirmation Timetable

Month in Year 1 (assuming September start)	***Action***	***Responsibility***
Months 1-2 (October-November)	Find advisor and inform PGR support Student meets Advisor Meet with Advisor	Supervisor Student
Month 4 (January)	Attend PGR training workshop 'Preparing for Confirmation'	Student
Month 6 (March)	Nominate Panel members.	Advisor in consultation with supervisor/s and student
Months 6-7 (March-April)	Arrange Confirmation Panel meeting	Advisor
Months 7-8 (April-May)	Submission of Confirmation Report to Confirmation Panel members (including supervisor/s) 10 working days before Confirmation Panel and attachment to the student online first year review	Student
Months 7-9 (April-June)	Confirmation Panel meeting	Members of the Confirmation Panel

Months 7-9 (April-June)	Completion of the Confirmation Panel Form and submission of this to pgrsupport.geos@ed.ac.uk	Advisor
Months 7-9 (April-June)	Director of PGR to review panel's recommendation and form it returned to Advisor	PGR Support
Months 7-9 (April-June)	Advisor to return approved confirmation panel report to student and supervisor so it can be attached to the student's first annual review.	Advisor/ Student/ Supervisor

The timetable above shows the normal timings of actions. However it is recognised that the timetable may require adjustment for some projects/students. The Supervisor should notify PGR of such cases.

Part-time students should complete Confirmation within the first 12-18 months.

7.5 Progress - Month 12 for Full Time Student, Month 24 for Part Time Student

The student, supervisory team and Advisor jointly complete an online annual report via Euclid. The student will receive an automated email typically 8 months after the start date of their programme and then every 12 months afterwards. The email will prompt the student to complete their annual report via a direct link contained in the email. They can also access the report via MyEd. They will not be able to access the online report form until they receive the automated email.

If substantial issues were identified in the Confirmation Process, a Year 1 Annual review meeting should be scheduled around Month 11 (otherwise the physical meeting can be skipped and the online form completed remotely).

Information and guidance about the online annual report is available from Student Systems- https://www.ed.ac.uk/student-systems/support-guidance/students/postgraduate-research-annual-review-form

The report asks for an outline of progress, gives details of the generic skills courses taken in the first 12 months (24 months for a part time student) and the plan of courses for months 12–24 (months 24-48 for a part time student). For all students, generic skills training should total a minimum of 10 days per year (5 days per year for a part time student). The student should attach their Confirmation Report and Ethics Determination and the Advisor should attach the completed Confirmation Panel Form. The report is reviewed by PGR and College. Failure to submit the progress report on time or unsatisfactory reports will be investigated by PGR to determine if problems exist and what support could be offered. If there are any difficulties uploading documents to the annual report, contact pgrsupport.geos@ed.ac.uk for advice.

7.6 Progress and Thesis Timetable – Month 24 for Full Time Student, Month 48 for Part Time Student

The reporting process has the same online format through Euclid as for 12/24 months but in addition, the student should upload documents outlining the thesis plan and timetable for completion of the thesis. A specimen Plan can be downloaded from: https://www.ed.ac.uk/geosciences/intranet/student-support/postgraduate-research-support/pgr-student-handbook.

It is not required to use this exact form, but a reasonably detailed Plan is expected. It is important that the Plan includes estimates of time for completion of data collecting or analyses, and time estimates for write-up. The Advisor should hold a meeting with the student and supervisors to review progress and the timetable for thesis completion.

~~In addition, 2nd year full time students (4th year part time students) make a poster presentation at the Annual PGR Conference in Spring. If a recent external conference presentation has been made to at least UK national standard, then this material may be used for this event. The whole School is invited to attend this event, and all are invited to give feedback.~~

7.7 Progress – Month 33 for Full Time Student, Month 66 for Part Time Student

The reporting process has the same online format through Euclid as for the previous annual progress reviews but is held at 33 months/66 months as the prescribed period of study for full-time PhD students is 36 months and 72 months for part-time students. Students should attach an updated thesis plan and time table. All students should aim to submit by the prescribed period of study. Remember that the award of a PhD is for work that could reasonably be achieved within THREE YEARS of full-time postgraduate research and study or SIX YEARS part-time.

~~Students in third year are strongly encouraged to present their research in the 3 Minute Thesis format at the annual PGR Conference in Spring. Guidance about the 3 Minute Thesis is available from the IAD website- https://www.ed.ac.uk/institute-academic-development/postgraduate/doctoral/3mt~~

7.8 Progress – Months 42-48 for Full Time Student, Month 84 for Part Time Student

All PhD students are strongly encouraged to submit in Month 36 (Month 72 for a part time student). The maximum period of registration for full-time students is 48 months and 84 months for part-time students. An online report through Euclid is completed by the student and supervisor, if needed. **The University will not accept theses submitted after the maximum permitted period**, unless an approved interruption or extension is in place.

7.9 Interruption/Extension of Study

During the course of a research project, especially during a PhD, it is quite possible that things go wrong. This may be for reasons of health, personal circumstances, equipment failure, or project logistics. In these cases you can apply for an interruption of studies, or possibly an extension.

If for any reason your study is interrupted, for example by illness or project difficulties, you must inform your supervisor **immediately**. ***Retrospective requests for an interruption of study are not permitted.*** If a lengthy period of absence from study is necessary, then an application may be made, through your supervisor to PGR, for an interruption of or an extension to the period of study (downloadable at http://www.ed.ac.uk/geosciences/intranet/student-support/postgraduate-research-support/forms).

Interruptions are appropriate if a student is unable to work on the thesis for a significant period of time due to circumstances that are largely beyond their own control (e.g. illness, bereavement) or are undertaking a professional internship.

Extensions are appropriate if a student is in continuous study but where progress has been hampered by unforeseen difficulties with facilities or equipment or in obtaining or analysing data. An extension must be requested at least two months prior to the maximum end date.

Interruptions or extensions of studies are for extra time only and are unfunded.

Please note that under UKVI regulations if an **overseas student on a UK visa** requests an interruption of more than 60 days, the University is required to withdraw sponsorship of the student's visa. This means that should the student be given an interruption of more than 60 days, the University is obliged to cancel the sponsorship of the student, who will then need to re-apply for a visa when the student is ready to resume studies.

7.10 Summary of Progress

Timing (Full-time Student)	***Timing (Part-time Student)***	***Requirements***
Months 6-9	Months 12-18	**Confirmation Process** • Submission of Confirmation Report • ~~Internal illustrated talk of 15 minutes~~ • Interview with Panel • Completion of Confirmation Panel form
Month 12	Month 24	**Completion of online Annual Review form** • Automated email received by student with link to annual report • If issues were identified during Confirmation Process, meeting to be scheduled with panel • Must be completed within 4 months of start date • Attach confirmation report, ethics determination form and confirmation form
Month 24	Month 48	• Poster presentation • Completion of online Annual Report • Attached thesis plan and timetable • Meeting with Supervisors and Advisor
Month 33	Month 66	• Completion on online Annual Report • Write up thesis and submit draft to supervisor
By month 36	By month 72	Bind thesis and submit for examination
36+	72+	• Give *viva* seminar • Defend thesis at *viva voce* exam • Graduate

7.11 Change in Registration

A recommendation to change registration from PhD to MPhil or MScR may be an outcome of the Confirmation Panel in Year 1 or of an annual progress review. These recommendations normally involve consultation between the supervisory team, the Advisor and the student and are subject to approval by the Director of PGR.

Full-time students who wish to change to part-time registration (50% time) can only do before the end of the prescribed period of study (36 months).

Applications for a change in registration should be a joint decision between the student and supervisor and should be made by the supervisor to PGR on the following form.

7.12 Leave of Absence

Where students will be absent from the University for 1 month or longer (e.g. for fieldwork, academic research, work experience, etc. at another institution or location) the student must apply for a formal Leave of Absence using the appropriate form. The request must be approved by the students' supervisor and then passed to pgrsupport.geos@ed.ac.uk for processing.

http://www.ed.ac.uk/geosciences/intranet/student-support/postgraduate-research-support/forms

Under normal circumstances, a leave of absence does not result in an extension to or interruption of the study period, and you will be required to submit within the standard maximum study period.

7.13 Monitoring Non-Attendance in Students

Students and supervisors should note the following guidelines for monitoring student attendance.

- It is a requirement for the student to have regular contact with his/her supervisory team.
- Students should inform supervisors when planning annual leave and request any interruption or extension of studies in good time (please note retrospective requests for interruption of studies are prohibited).
- If contact has been lost with the student, on advice from the supervisory team, PGR will contact the student by email and by recorded delivery letter.
- If the student does not respond and attend the meeting, or if the pattern of non-attendance persists, then:
    - for a Home / EU student: a further communication warning the student of the consequences of non-attendance will be sent. If necessary, PGR can invoke the University *Procedure for Withdrawal and Exclusion from Studies*.
    - for an international visa student: PGR will inform the College Office immediately; The University has a short time (10 days) to decide whether it must withdraw sponsorship of the student and report the student to UKVI.
- If the student is funded through the School (this includes Research Councils, School funding, funding through Research grants, etc.), payments will be stopped.

If you find yourself in difficulty (financial, personal or academic), please see contact the PGR Office or your supervisor for advice.

7.14 Overseas Tier 4 Sponsored Students

As an overseas Tier 4 student, the University of Edinburgh is the sponsor of your UK visa. The University has a number of legal responsibilities, including monitoring your engagement with your programme and reporting to the Home Office where:

- you interrupt your studies for longer than 60 days, transfer or withdraw from a course, or complete your studies significantly early;
- you fail to register/enrol at the start of your course or at the two additional registration sessions each year and there is no explanation;
- you are repeatedly absent or are absent for an extended period and are excluded from the programme due to non-attendance. The University must maintain a record of your engagement and the Home Office can ask to see this or request information about it at any time;

As a student with a Tier 4 visa sponsored by the University of Edinburgh, the terms of your visa require you to (amongst others):

- Ensure you have a correct and valid visa for studying at the University of Edinburgh, which, if a Tier 4 visa, requires that it is a visa sponsored by the University of Edinburgh;

- Attend all Tier 4 engagement points you are directly notified of via email.
- Make sure that your contact details, including your address and contact numbers are up to date in your student record.
- Make sure if you are going to be absent from the university you have applied for a leave of absence- https://www.ed.ac.uk/geosciences/intranet/student-support/postgraduate-research-support/forms
- Make satisfactory progress on your chosen programme of studies.
- Observe the general conditions of a Tier 4 General student visa in the UK, including studying on the programme for which your visa was issued, not overstaying the validity of your visa and complying with the work restrictions of the visa.
- Under Home Office regulations, there are no circumstances in which a Tier 4 student can be granted an interruption of studies to take any paid or unpaid employment of any description - https://www.ed.ac.uk/global/immigration/while-you-are-here/changes-to-your-studies

Please note that any email relating to your Tier 4 sponsorship will be sent to your University email address - you should therefore check this regularly or ensure it is forwarded to the email address you use.

Further information on your rights, responsibilities and restrictions under the Tier 4 visa can be found here - https://www.ed.ac.uk/global/immigration/while-you-are-here/rights-responsibilities-and-restrictions

Information or advice about your Tier 4 immigration status can be obtained by contacting the Immigration team with Edinburgh Global - https://www.ed.ac.uk/student-administration/immigration/contact-us.

7.14.1 School Procedures for Overseas Tier 4 Sponsored Student

The School has a Tier 4 engagement and monitoring plan in place for each academic year. There are 12 engagement points during this period and they comprise a mixture of pastoral meetings with PGR staff, meetings with supervisors and attendance at the Annual PGR Conference in May.

The PGR Office will contact all Tier 4 students when there is a contact point taking place that they are responsible for ensuring they attend (i.e. a pastoral meeting with a member of PGR Staff). Emails will be sent to a student's university email account. If this is not your primary email address- please ensure you have forwarded emails from it to the one you use.

The PGR Office will contact all supervisors of Tier 4 students when there is an engagement point taking place that they are responsible for recording- i.e. that a supervisory meeting has taken place with the student and the supervisor is happy that the student is engaged with their studies.

Meetings should take place face-to-face or, under exceptional circumstances such as planned fieldwork, by skype/email.

Students are expected to notify PGR when they are taking a period of annual leave so that this can be recorded for them on university systems.

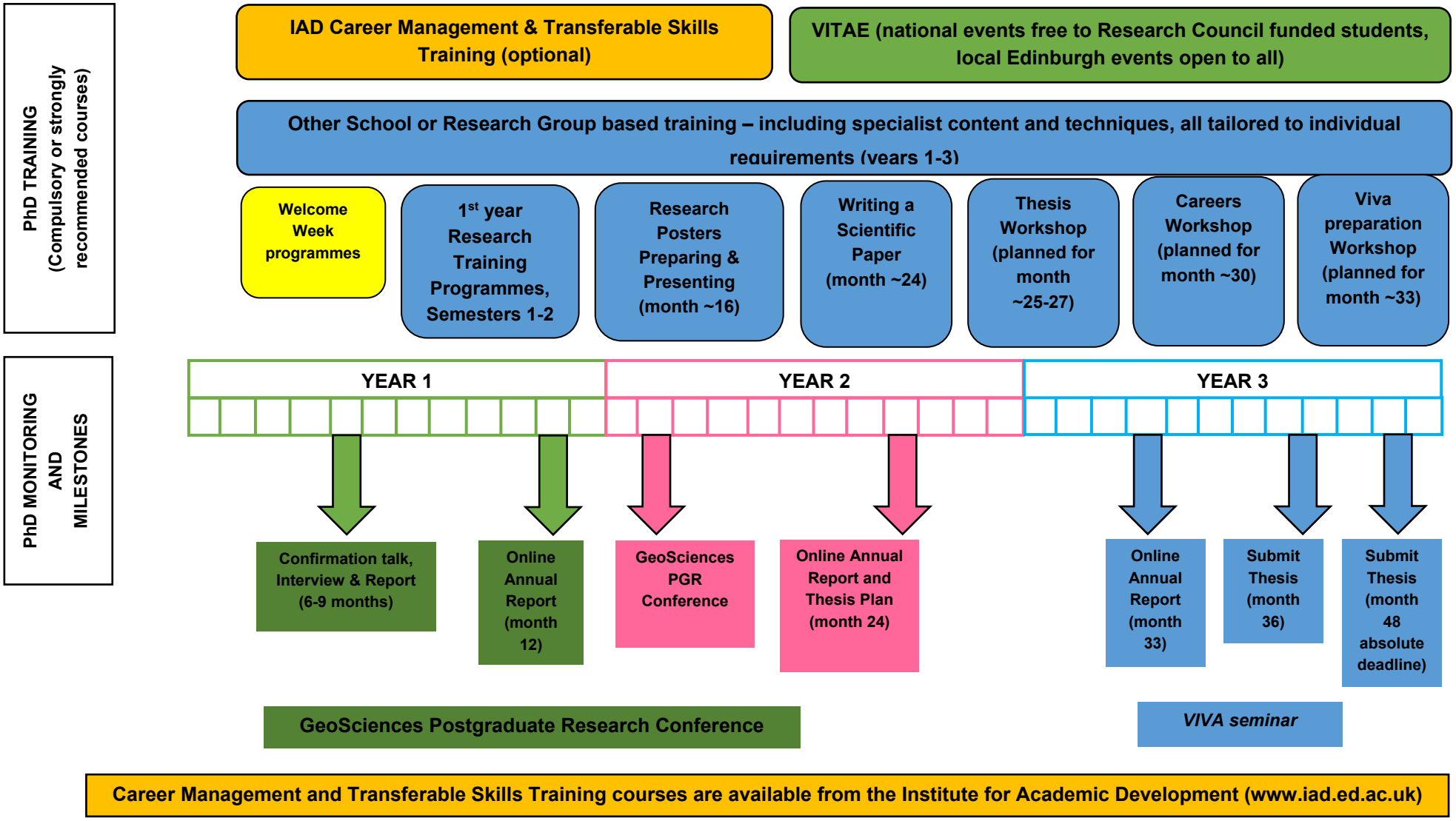
Any leaves of absence in excess of 30 days for fieldwork, conference attendance, etc must be applied for in advance of them occurring so that PGR can ensure records are accurate. Students must complete the PGR Leave of Absence request form- https://www.ed.ac.uk/geosciences/intranet/student-support/postgraduate-research-support/forms and submit it via email to pgrsupport.geos@ed.ac.uk along with their supervisors' approval.

The above applies to both PhD and MScR students if they are on a Tier 4 sponsored visa.

The School of GeoSciences – Postgraduate Research – PhD monitoring, milestones and training

PGR, in partnership with the Institute for Academic Development, has developed a programme of courses to equip you with the skills necessary to meet the challenges of PhD research. These courses are closely linked to PhD milestones and progress reviews and are strongly recommended. Course descriptions, data and booking instructions are included in your handbook and on the PGR training programmes for 1st year PhD students are provided on a separate sheet. You also have access to a wide range of elective courses, details of which can be found in your handbook. Please take advantage of these opportunities and select courses relevant to you and tailored to your experience, interests and future career aspirations.

These timings are for full-time students. Timescales doubled for part-time students.



Career Management and Transferable Skills Training courses are available from the Institute for Academic Development (www.iad.ed.ac.uk)

8. FIELDWORK

8.1 FIELDWORK FINANCES

Students and their supervisors should ensure their research project is sufficiently financed and that the project has the appropriate resources allocated to it. Concerns about insufficient funds or resources which could jeopardise the PhD project and plans to address these concerns should be recorded in the Annual Report.

Students who have been allocated fieldwork support by their sponsors (Research Council, including CASE, or other) will also be able access these monies through their RTSG account or (if funded through a research grant) through their supervisor's research grant, and with the relevant spending limits for student and supervisor. PGR does not fund field costs of any kind, and these must be met from student RTSG accounts or other funding sources.

8.2 TRAVEL AND FIELDWORK

All fieldwork and overseas travel must be planned well in advance. Please attend the appropriate training session (see below) before you travel for fieldwork. As part of the advance planning, you must fill in the School of GeoSciences Travel and **Fieldwork** forms, available from the Health & Safety internal website: http://www.ed.ac.uk/geosciences/intranet/safety/travelandfieldwork

If you have any questions with regards to the operation of this system of risk assessments, or assistance with completing the forms, please contact the School's Health & Safety Manager, John Watt, John.Watt@ed.ac.uk

If you will be away for a month or more, please also remember to request a **Leave of Absence** using the form at:
http://www.ed.ac.uk/geosciences/intranet/student-support/postgraduate-research-support/forms

8.3 TRAINING: FIELDWORK PLANNING & PREPARATION | FIELDWORK FIRST AID

Students intending to demonstrate on Undergraduate or Postgraduate courses with fieldwork or planning their own fieldwork must attend the appropriate training session. The School's Health & Safety Manager, John Watt (John.Watt@ed.ac.uk) runs required training in fieldwork planning and preparation as part of the Research Planning & Management course in Semester 1. Fieldwork First Aid courses are also organised every year and details are emailed to students in advance.

9. PHD THESIS SUBMISSION & EXAMINATION

The thesis is submitted to the College of Science & Engineering Academic Affairs, on the third floor of Murchison House at King's Buildings. The College Office ensures that paperwork relating to the examination is sent out to Examiners and manages the examination process. All the information about the thesis submission and examination process is on the College SharePoint site- https://uoe.sharepoint.com/sites/CSCE/AcademicAffairs/SitePages/Home.aspx (please note that you require a university email account to sign into this). PhD students in Year 3 (full-time) /Year 6 (part-time) are also expected to attend the annual GeoSciences PhD thesis workshop and viva preparation workshop run by PGR - details are emailed in advance.

9.1 Including Research Publications in PhD Theses

PhD students are encouraged to publish their research whenever appropriate. Publication of papers prior to thesis submission has many benefits to the student. Not only does it enable communication of your research results to the wider academic community, publication demonstrates to the examiners that the thesis contains material worthy of publication and is also important for students aiming to pursue careers in research. Students should note that it is often difficult to turn thesis chapters into papers after thesis submission, and consequently the work is seldom published. When papers are submitted for publication that have been used or will subsequently be used as the basis for thesis chapters, the supervisors should be co-authors if they have made a real input to the work. The University has a formal policy relating to this which can be referred to by staff and students- https://www.ed.ac.uk/files/atoms/files/publications_in_thesis.pdf

There are three primary principles to consider when including material that has been published or is submitted for publication in a thesis-

1. Any material accepted for publication before starting the PhD cannot be included (https://www.ed.ac.uk/files/atoms/files/pgr_assessmentregulations.pdf– regulation 32.2) Previously published work can be cited or quoted in the thesis but cannot be used as part of the research that is examined.

2. Published work must be explicitly declared (https://www.ed.ac.uk/files/atoms/files/pgr_assessmentregulations.pdf– regulation 32.1 & 34) A thesis must include a declaration page stating that any included publications are the student's own work and explaining contributions by co-authors. The university provides clear guidance and examples (https://www.ed.ac.uk/files/atoms/files/thesis_signed_declaration.pdf) When a chapter is largely based on a published paper it is good practice to indicate this on the title page of the chapter.

3. The thesis must present a coherent body of work (https://www.ed.ac.uk/files/atoms/files/copsupervisorsresearchstudents.pdf – see section 4.2) This principle is open for interpretation, which can lead to confusion and frustration. Our guidance is that chapters can be based on papers but should be adapted to form an integrated part of the thesis.

Minimum expected changes are-

- Removing the abstract, key words and acknowledgements and integrating the references in ne reference list at the end of the thesis
- Embedding cross-references to other chapters in the thesis
- Removing overlap or repetition with previous chapters as much as possible
- Explaining the thesis structure and the publication status of chapters in the introduction

Possible changes include-

- Integrating supplementary material
- Including additional material that could not be included in the original paper

Further considerations-

- If the introduction sections in the paper chapters are too succinct to demonstrate adequate knowledge of the field and relevant literature a dedicated literature review chapter may be required.
- It is good practice to explain the interrelations between chapters and how they address the research objectives, e.g. in the introduction or a dedicated methods chapter
- If the research methods are fully explained in the paper chapters, a separate methodology chapter may not be required or can be brief
- There is the expectation to include a general discussion chapter that cuts across the paper chapters and demonstrates critical judgement with regard to both the student's work and that of other scholars in the same general field

You should discuss the structure and content of your thesis with your supervisors and be attentive that your submitted thesis adheres to the University guidance.

9.2 Thesis Length

University regulations state that a PhD thesis must not exceed 100,000 words. In exceptional circumstances, on the recommendation of the supervisor, permission may be granted by the College to exceed the stated length on the ground that an extension is required for adequate treatment of the thesis topic. However, **it is strongly recommended that PhD theses should not exceed 70,000 words**. There is no minimum word count for PhD theses.

9.3 Thesis Format and Style

Theses should adhere to the University's standards for the format and binding of PGR theses- guidance surrounding this is available from the College SharePoint site. Important points are usually the format, size of margin, font size and style, and spacing. Students are also recommended to look at a recent completed and accepted theses. Electronic copies of past PhD theses can be accessed at the Edinburgh Research Archive (ERA) at https://www.era.lib.ed.ac.uk/

The student has direct responsibility for the production of his/her thesis and its final quality and it is therefore important that the student feels comfortable with the choice of software they make to produce their thesis, as they will spend a long time using it. Nevertheless, students are advised to discuss with their supervisors regarding how to produce the thesis, as there are advantages and disadvantages to using different software (particularly Microsoft Word vs. LaTeX). For example, LaTeX produces precise output and is very suitable for theses containing many equations. Some supervisors have expressed concern about giving detailed electronic feedback on LaTeX output. In order to inform their discussions with their supervisors, students considering using LateX should consult the School's IT Team about the most effective way of giving electronic feedback on draft chapters. A LaTeX template for a PhD thesis which conforms with the University's standards is at: https://git.ecdf.ed.ac.uk/uoe-gits/edthesis

9.4 Submission Process

A few months before completion of your thesis, discuss the choice of External and Internal Examiners with your supervisor. Generally, you should heed the advice of your supervisor, but you can explicitly decline an Examiner whom you consider to be totally unsuitable.

Two months before you want to submit your thesis, you should submit the following four forms to the College Postgraduate Research Office (see College SharePoint site- https://uoe.sharepoint.com/sites/CSCE/AcademicAffairs/assessment/SitePages/Notice%20of%20Intention%20to%20Submit.aspx

(i) Notice of Intention to Submit. If any published work will be included in the thesis, information about this should be provided in an appendix to the form.
(ii) Draft Abstract. Do not worry if your thesis abstract is not finalised; a revised abstract can be included in the thesis submission.
(iii) Access to Thesis. Students can request that access to their thesis is restricted for reasons, such as commercially sensitive content, or intention to publish at a later date. Students unsure if access to their thesis should be restricted should consult their supervisor. If restrictions on access to the thesis are required the "Access to Thesis" form should be submitted to the PGR Office for signing by the Director of PGR.
(iv) Lay Summary.

Students who do not complete the "Notice of Intention to Submit" until thesis submission may experience delays in thesis examination. On receipt of the "Notice of Intention to Submit" form, the College will issue a Nomination of Examiners form which will be completed by your supervisor and approved by Director of PGR.

For examination purposes, students are required to submit a soft-bound copy and a PDF version for each examiner to the College Academic Affairs office. PGR students will typically need to submit either two soft-bound copies or two PDF versions as they will have an internal and external examiner. The PDF copies can be submitted on USBs, CDs or the PDF file can be sent to the College Academic Affairs office (pgrcse@ed.ac.uk) providing the file is not too large (please note, that this method may not be secure). You can also use the University's DataSync file hosting service to submit electronic versions (https://www.ed.ac.uk/information-services/computing/desktop-personal/datasync)

9.5 The Viva (Oral Examination)

To help prepare for the viva all PhD students in Year 3 (full-time)/Year 6 (part-time) are strongly advised to attend the annual GeoSciences viva workshop run by IAD - details are emailed in advance.

The Internal Examiner should fix the date of your *viva* in consultation with you and the External Examiner. If the Internal has not conducted a University of Edinburgh PhD viva before, or if there are particular academic issues, then a Non-Examining Chair may be appointed from within the School or, exceptionally, a second External Examiner.

On the day of your viva, try to relax and do your best to discuss your thesis knowledgeably. Some Examiners choose to talk about general principles - and you always know the faults in your thesis much better than they do - but each *viva* is different and typically lasts 2-3 hours, although it can be longer. When the *viva* is over, the examiners will confer in private (without you), and then call you back into the room to let you know the recommendation. After that, the examiners will complete their report forms and send them to the College for consideration by the College Postgraduate Research Board of Examiners which meets once a month.

The Internal Examiner is allowed to give you an informal copy of the recommended corrections, which may enable you to get a head start on any corrections or alterations before these become "official" via a letter from College after the next PGR Board of Examiners meeting. All alterations are unofficial until you receive the College letter. Most people then have from 3 up to 12 months to make alterations or changes; some are obliged to do partial rewrites - or even more. It is essential to liaise with your Supervisor at this stage. Normally you make your corrections and then they are checked by the Internal Examiner. The thesis is then formally accepted, and you can make the final submission (see below).

9.7 Final Submission

The letter of PhD award cannot be issued until your thesis corrections have been approved and you have submitted the final hardbound and electronic versions of your final thesis to the College Postgraduate Research Office. Full details of the final thesis submission requirements are given on the College SharePoint site-

https://uoe.sharepoint.com/sites/CSCE/AcademicAffairs/assessment/SitePages/Final%20Submission.aspx

Please note that a **lay summary** should be incorporated at the beginning of the final submitted thesis. A lay summary is intended to facilitate knowledge exchange, public awareness and outreach. It should be in simple, non-technical terms that are easily understandable by a lay audience, who may be non-professional, non-scientific and outside the research area. It must be formatted in the same style as the thesis and be no longer than one side.

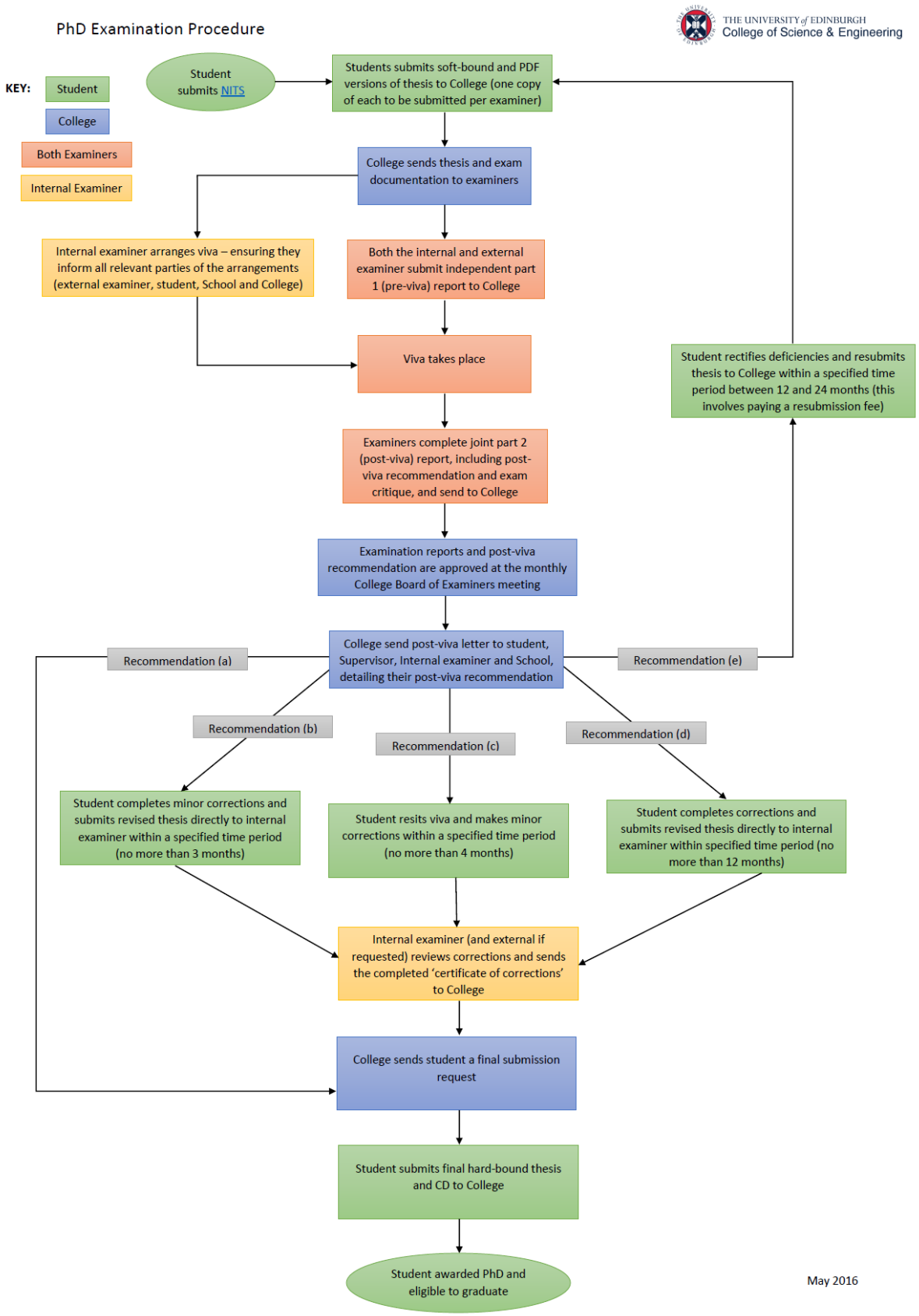
9.8 Graduation

Graduations are organised centrally by the University and information about them is at:
http://www.ed.ac.uk/student-administration/graduations

Once your PhD award letter has been issued you can graduate in person in the next graduation session. In order to graduate in the summer your PhD examination paperwork needs to be submitted to the May PGR Board of Examiners at the latest and for the winter to the October PGR Board of Examiners. For dates of the Board of Examiners see the College calendar on the SharePoint site.

If you are eligible to graduate but cannot or do not wish to attend the ceremony, you will graduate in absentia and your degree certificate will be posted to you after the ceremony date to your home address as listed on MyEd.

The following flow chart summarises the examination procedure.



9.9 Disposal and Storage of Samples

Once you have finished your PhD studies, post-viva and before graduation, we require you to sort through any research materials (e.g. rock samples, soil samples, water samples, vegetation samples, papers) for disposal or storage. For rock samples, Dr Gillian McCay (Gillian.McCay@ed.ac.uk) will issue you with a container which you can use to store your samples; please provide appropriate labelling information and any analytical results from the research.

Before you leave Edinburgh, remember to visit the PGR Office to return your keys and your School PC or laptop.

10. MASTERS BY RESEARCH

The School of GeoSciences offers 2 types of Masters by Research:

(a) Research Only

In this option no taught courses are required (but may be taken with consent), you spend a full year doing research in your chosen specialist area (180 credits), and submit a dissertation **not exceeding 30,000 words** on which the degree award will be made.

(b) Research and Taught Courses

In this option, 40 credits of taught courses are required (and additional courses may be taken with consent) and a research project of 140 credits, producing a dissertation **not exceeding 23,000 words**. In this option, the degree will be awarded on the basis of the dissertation work, but an average mark of **50% or more must be attained from the coursework**.

For specified Masters by Research programmes which contain a significant proportion of taught courses (more than 40 credits), candidates should refer to the Postgraduate Assessment Regulations for Taught Postgraduate Degrees. In the event of any confusion as to which regulations apply please contact the Academic Services Section within Student Administration.

RESEARCH PROJECT

For students who start in September, during the 1st Semester the research (dissertation) project will be developed and some preliminary work carried out. Most of the data collection (if any), analysis and submission of a dissertation will take place between January and August.

A principal supervisor and a second supervisor are appointed to guide and monitor the work. Supervisors may be drawn both from within the University as well as externally, allowing students to conduct research in a wide range of areas relevant to GeoSciences.

MScR students are expected to attend 1st Year PhD training programmes and also to give an oral presentation at the School Postgraduate Research Conference.

SUBMITTING YOUR MASTERS BY RESEARCH THESIS

The thesis is submitted to the College of Science & Engineering Academic Affairs Office (PGR), in Murchison House at King's Buildings. The College Office ensures that paperwork relating to the examination is sent out to Examiners and manages the examination process. All the information about the thesis submission and examination process is on the College SharePoint site-
https://uoe.sharepoint.com/sites/CSCE/AcademicAffairs/assessment/SitePages/Notice%20of%20Intention%20to%20Submit.aspx

It is the candidate's responsibility to ascertain the deadline for submission of their thesis (please refer to 7.1.Period of Study). Candidates must submit their theses on or prior to the completion of their prescribed period of study. No candidate may submit a thesis prior to a date two months before the end of the prescribed period of study without the explicit permission of the College Postgraduate Research Board of Examiners which meets once a month.

Two months before you submit your thesis, you should submit the following two forms to the College Postgraduate Research Office (see College SharePoint site-
https://uoe.sharepoint.com/sites/CSCE/AcademicAffairs/assessment/SitePages/Notice%20of%20Intention%20to%20Submit.aspx)

- Notice of Intention to Submit. If any published work will be included in the thesis, information about this should be provided in an appendix to the form.
- Abstract. Do not worry if your thesis abstract is not finalised; a revised abstract can be included in the thesis submission.

Students who do not complete the "Notice of Intention to Submit" until thesis submission may experience delays in thesis examination. On receipt of the "Notice of Intention to Submit" form, the College will issue a Nomination of Examiners form which will be completed by your supervisor and approved by Director of PGR.

For examination purposes, students are required to submit a soft-bound copy and a PDF version for each examiner to the College Academic Affairs office. PGR students will typically need to submit either two soft-bound copies or two PDF versions as they will have an internal and external examiner. The PDF copies can be submitted on USBs, CDs or the PDF file can be sent to the College Academic Affairs office (pgrcse@ed.ac.uk) providing the file is not too large (please note, that this method may not be secure). You can also use the University's DataSync file hosting service to submit electronic versions (https://www.ed.ac.uk/information-services/computing/desktop-personal/datasync)

Examination of your Masters by Research Thesis

Students are usually examined by two examiners – one internal and one external – who independently assess the thesis and make reports to the College Postgraduate Research Board of Examiners. MSc by Research examinations do not include viva voce examinations except in cases where the examiners believe this to be necessary or in instances where there is significant disagreement between the examiners.

It is the students' responsibility to ensure the College Academic Affairs Office (PGR Section) has a correct postal address for receiving correspondence following the examination and their award letter.

The Masters degree may be awarded with distinction or merit when the dissertation is awarded at least 70% or 60%, respectively, on the University's Enhanced Common Marking Scheme.

MSc by Research candidates do not have to provide final bound copies after their examination.

Maximum Extensions Allowed

Full time MSc by Research students may not, under any circumstances, receive extensions totalling more than the length of their programme.

For further information, please see the following:

Postgraduate Assessment Regulations for Research Degrees-
https://www.ed.ac.uk/academic-services/staff/assessment/assessment-regulations
College of Science & Engineering Assessment SharePoint site-
https://uoe.sharepoint.com/sites/CSCE/AcademicAffairs/assessment/SitePages/Home.aspx

APPENDIX 1

POLICY ON THE RECRUITMENT AND PAYMENT OF TUTORS AND DEMONSTRATORS

The School has a unified policy for the payment of tutors and demonstrators in line with University policies on tutoring and demonstrating. These are constantly being revised and the current versions are available at:

http://www.ed.ac.uk/institute-academic-development (Support for Tutors and Demonstrators listed on the Main Menu)

Recruitment

All PhD students are encouraged to carry out tutoring and demonstrating work even when it is not a condition of their scholarship. Where paid (including honoraria), tutors' and demonstrators' terms and conditions of employment must comply with the University's recruitment and employment policies and practices as regards equality of opportunities. Provided they are appropriately qualified, including attendance at the School of GeoSciences Tutoring & Demonstrating Induction course and, where possible, the IAD tutors and demonstrators' courses, tutors and demonstrators can be recruited from throughout the University, not just from within the School.

Administration

Tutors and demonstrators must know in advance how much they will be paid. All tutors and demonstrators who undertake this work regularly (including those paid on an honorarium basis) must have a contract of employment with the university, and will be paid on an "hours to be notified" basis.

Information on how to apply for Tutoring and demonstrating vacancies can be found here http://www.ed.ac.uk/geosciences/intranet/student-support/postgraduate-research-support/tutoring-and-demonstrating/how-to-get-involved

Students can print a blank timesheet for each month from here and must complete this monthly, having it signed by the Course Organiser. The timesheet must be returned to the T&D office by the deadlines outlined on the website in order for payment to be made on the following payment run.

Payment Rates

Please see the T&D website for information on payment rates for tutors and demonstrators (including fieldwork).

School Studentships

All students who have full or partial School Studentships are required under their studentship contract to undertake a certain amount of tutoring and demonstrating (which may include fieldwork demonstrating) without additional payment. The hours to be worked are directly equivalent to the type of studentship, i.e. a full studentship = 120 hours demonstrating/60 hours tutoring, a half studentship = 60 hours demonstrating/30 hours tutoring. For this purpose, fieldwork demonstrating is calculated as 5 hours/day demonstrating. Hours worked in excess of the studentship contract hours will be paid at the prevailing rates. Alternatively, you can carry forward additional hours worked to the following academic year to offset your tutoring and demonstrating commitment. If you have been unable to complete the number of required hours in one year, then you can make these up in the following year, but the hours will remain unpaid up to your quota total for all the years.

APPENDIX 2

TEACHING HOURS FOR PHD STUDENTS

The School imposes a maximum limit of 120 hrs/year on the amount of hours of tutoring and demonstrating that may be undertaken by any student. In this calculation, 1 x demonstrating hour = 30 minutes tutorial work, so the yearly limit on tutorial work is 60 hours.

Teaching duties can include tutorials, laboratory classes, marking, and practicals, and be within the School or outwith the School in different Colleges or organisations.

In exceptional circumstances, supervisors MUST make a case to DoPGR for additional hours of teaching above the permitted maximum for their students. Students requiring to work for longer hours for financial reasons will normally be advised to register as part-time students.

Course Assistants

Some 1st and 2nd year courses are supported by a Course Assistant. Their duties mainly involve assisting with the preparation of course materials, administering tutorials, the collation of course marks and dealing with student enquiries. This role is equivalent to 30 hours of tutoring pro rata. This counts towards the PGR's guidance limit in teaching hours and may be included as part of School Studentship duties.

Marking

For ordinary tutoring and demonstrating the Tutor or Demonstrator will normally undertake some classwork marking as part of the hour's contact teaching. In the case of demonstrating this would be extremely light, but for tutoring it would reasonably be approximately an hour's worth of marking per contact hour.

If a student marks other things (e.g. course projects or first year exam scripts) it is reasonable for them to be paid separately for this.

The payment rate is based on one hour's pay at the demonstrator's rate and a rate of scripts per hour MUST be agreed with the Course organiser prior to undertaking the marking work.

Again, this work will count towards the PGR's guidance limit on teaching hours.

Students are reminded that they must attend the School of GeoSciences T&D Induction course and, where possible, one of the IAD tutoring or demonstrating courses.

Further information on teaching & demonstrating is available on the TO website (see http://www.ed.ac.uk/geosciences/intranet/student-support/postgraduate-research-support/tutoring-and-demonstrating

APPENDIX 3

School of GeoSciences

University of Edinburgh

PGR Desk Space Policy and Principles

(Updated October 2019)

Policy

The School of GeoSciences provides a desk for PhD students from matriculation until submission of their thesis. Once the PGR office receives the nomination of examiners form from the College PGR office, the student will be emailed and reminded to start planning to vacate their desk upon submission of their thesis. In exceptional circumstances, for example access to particular IT or teaching commitments, the PGR Office may be able to arrange access to hot desk space in the School, if available after submission.

Students have the right to request to move to another desk or swap but must make their request in writing to the PGR Office (pgrsupport.geos@ed.ac.uk). We will try to accommodate requests however please bear in mind that space is limited so this will not always be possible.

At no time should students self-allocate or move their belongings to another desk. Supervisors should not move students without the prior approval of the PGR office.

Principles

The PGR Desk Space Policy is supported by a number of principles:

- Full time PhD students receive priority when allocating desks
- Where available, we can provide desks for MSc by Research students and part-time PhD students, however this is dependent on availability
- When allocating desks will endeavour to keep students in the same building as their lead supervisor. Where possible the PGR Office will work with supervisors and student representatives to try to keep students from the same research subgroups seated close together.
- Special requirements: If a student has specific study space requirements (i.e. for medical reasons) that can only be accommodated at a specific desk or room which is already occupied, other students may be asked to relocate to a different desk.
- Visiting Research students: the PGR Office will not automatically allocate a desk to Visiting Research students. If the supervisor does not indicate in the VPGR application form that a desk is required, it will be assumed that they have identified space outwith the PGR student offices for their visitors. If Visiting Research students require a desk we will try to accommodate them as best we can, however, as per principles notes above, this may not always be possible and they may be asked to vacate the desk to accommodate full-time PhD students or be allocated a desk in a different building. Requests for desks for Visiting Students will collated and considered once a month.

APPENDIX 4

School of GeoSciences
University of Edinburgh

Desktop Computers for New Research Students

The School of GeoSciences aspires to make the best facilities available to students. Therefore, when you arrive at the start of your PhD studies you will be provided with a PC running a University's Supported Desktop Environment of either Windows or Linux. The machine you are provided with will be of such a specification that it should easily see you through to the completion of your PhD.

Should you need greater computational capability than can easily be supplied by a personal computer, you will also be able to use the School's shared compute server, or you may use some of the School's guaranteed share of compute time on the Edinburgh Compute and Data Facility (ECDF, also known as "Eddie"), a large parallel compute cluster run by the University's Information Services division to support research at the University. Both of these systems (as with most large computer systems these days) use a variant of the Linux operating system (basically the same one used on the School's desktop Linux systems). The ECDF team can provide training in how to make best use of the system. Please note that heavy use of ECDF should be funded through a research grant.

If you should need to use a portable Notebook PC for trips away from the University (e.g. for fieldwork, conferences or to work with partner institutions, etc.) you should be able to borrow one from the School IT Team. You may normally borrow equipment from our stock of "fieldwork" notebooks for periods of up to several months. Please contact the IT team (it.geos@ed.ac.uk) to make arrangements, with as much notice as possible.

If a PC running the School's usual Windows or Linux environment is unsuitable for the circumstances of your PhD (e.g. if you are going to be based mostly away from the University campus, or require specialist software that is not compatible with our usual systems), it may be possible to arrange to purchase alternative computer equipment from research funds (your RTSG or a research grant associated with your project). In this case a contribution of £500 will be made towards the purchase cost from the IT budget (so long as the IT Team agree with your proposed purchase), in lieu of supplying you with a PC. Please note that any equipment purchased from these University funding sources remains the property of the School when you leave. Personal funds may not be used in conjunction with University funds. Please also note that MSc by research students will be provided with a PC but we cannot offer you a £500 contribution to an alternative.

Note also that any notebook PC which might be purchased under such an arrangement must be purchased with a suitable "desktop kit" consisting of a docking station, full size keyboard and mouse, and an adjustable height desktop screen or notebook stand, so as to satisfy ergonomic requirements arising under Health and Safety regulations - "bare" notebooks are unsuitable for extended use as part of your day-to-day work environment and will not be allowed.

Supported PCs will be supplied with the School's usual software environment, which includes (on Windows) MS Office, Sigmaplot, Endnote, ArcGIS and a variety of Free and Open Source software. The School also has licenses for commercial compilers and Matlab which can be used both on Windows and Linux PCs and on the shared compute environments. Should you require other specialist software the IT team will endeavour to help you with its installation, though you will have to pay for commercial packages from research funds. Please discuss such purchases with the IT team before you commit your research to using them. A significant number of these licenses are only

available on the University's Supported Desktop Environment. Machines that do not use the University's Supported Desktop Environment are not supported by the IT Team.

If you have a personal IT device (laptop, smartphone or tablet, for example) you can arrange to connect it to the University's wireless network (part of the Eduroam cross-institution wireless network federation). We will not normally connect your personal IT equipment to the wired network unless the wireless network is not accessible from your usual work place.

Apple Mac

Macintosh OS X is provided in a Supported Desktop Environment in the University, and only in that form is supported in GeoSciences, but at a more basic level than Windows or Linux. Only buy Apple if you have a need to run MacOS specific software, as their prices are typically about twice the price of an equivalent PC. Apple Macintoshes can be viewed on-line at The Apple Store in order to find the specifications, but costing must be done by the Finance office through the PECOS system. You can order formally by a Purchase Order from Finance, in which case payment is automated through the University from your RTSG. The order will be placed at the UK Higher Education discount price.

Final Ownership

Computers purchased through this system are the property of the School throughout your research period and **must remain with the School upon your departure**. Students may not purchase these computers from the School.