

Role of Visiting Student Personal Tutor

All visiting students are allocated a Personal Tutor as they should be treated the same as a home student and be fully integrated into the university.

Your main role as a PT is to have an introductory meeting with each student where you will confirm their attendance and ensure they are enrolled for 60 credits for a single semester or 120 credits for the full year. Please also advise the student to complete their registration.

You will be allocated visiting students who are majoring in your area of expertise, or who will be taking the majority of their courses in your subject. However, there will be students who do not fit neatly into this mould. You may find, for e.g., that you have been allocated a student who is majoring in Biology but taking one Humanities course (**any visiting student you will be assigned can only take a maximum of one Humanities course and any request to take more should be communicated to the visiting student office at SCEvisitingstudents@ed.ac.uk as early as possible**) and one Chemistry course for instance. Many visiting students only need to take one or two courses to fulfil their academic requirements and will then choose their other courses based on interest.

Courses

It is inevitable that changes will be made to courses on arrival. Please remember the following points when you meet with students.

- Dates - students have until the end of teaching week 2 to finalise their courses. No changes will be permitted after the deadline.
- **All CAHSS course requests must be approved by the CAHSS Visiting Student Office – even if a course seems to have no space on EUCLID and no pre-requisites listed on DRPS, this information can be inaccurate, so the CAHSS team must be consulted before approving any course requests for CAHSS subject areas.**
Please send all requests for these courses to CAHSSvisitingstudents@ed.ac.uk for approval before enrolling the student.
- Pre-requisites/eligibility - when changing CSE courses, refer to the students' most up to date transcript from their home university.
- Advice - students may seek your expertise in helping them choose courses. Please advise and recommend courses which you think may be suitable to the student - as they choose courses based on limited information available from the DRPS.

Caltech students can take 80 credits if required but even if they take 40 credits in Humanities should remain with their Personal Tutor in SCE.

Students will sometime ask to take more or less than 60 credits per semester. This is ok as long as they get written confirmation from their home University agreeing to this.

Guidance on Special Circumstances

Visiting students are subject to the same Academic Regulations as home students and therefore entitled to submit Special Circumstances.

The procedure is exactly the same as for home students and so Visiting Student Personal Tutors can submit a case on behalf of their tutee.

Programme change requests

How do students change their programme of study?

Often visiting students enjoy Edinburgh so much, they extend their stay or even transfer fully onto a degree programme. Occasionally some students may have to withdraw and return home early, mostly due to unforeseen circumstances.

Withdrawing or extending is a straightforward process administered the same as for full degree students. Please advise the Study and Work Away team in Edinburgh Global and the Visiting Student Office (contact details below) of any withdrawals.

CSE students extending their stay (from one semester to full year) will be expected to take the majority of their credits in CSE. If they wish to take the majority of their credits in CAHSS they will have to transfer college.

Transfer requests

Transfer requests are popular and several visiting students have successfully transferred onto a University of Edinburgh degree programme.

Most study in Edinburgh during their junior (3rd) year; however many are happy to effectively repeat a year and enter 3rd year of our degree programmes. Occasionally, a student will have completed enough relevant study for 4th year entry after their visiting student year. Students must complete a minimum of 2 years of study at the University in order to graduate with an Edinburgh degree.

The process of transferring is managed by SCE Admissions Office, so please refer any interested student to them, unless they are from the EU/EEA. These students should apply for a transfer via the normal UCAS application process. The deadline is 15th January for entry in September of that year.

Please note that if a visiting student would like to transfer to a CAHSS degree, this request should be sent to the CAHSS visiting student office (contact details below).

Exam results (December exams)

It has been College policy since 2004, agreed by all Heads of School, that Boards of Examiners MUST produce a mark (in January) for visiting students taking S1 exams. In practice, if an External Examiner is not present at the January Board and cannot sign off the mark, then this will be done at college by the Dean.

Attached are the minutes of the College Strategy and Management Committee meeting in 2004.
Note minute 8:

"8. Courses for visiting undergraduate students it was agreed to ensure that all courses could generate a mark (either through examination or continuous assessment) at the end of semester 1."

Allocating students to schools

Students are placed in schools based on their course selection prior to arrival, as PT allocation needs to be done before they are on campus. Students are placed in the school where they have the majority of their courses.

If courses are not approved before the semester begins and we can determine their major from their current transcript, we will allocate a school based on their major.

If a major is not declared we will choose a school based on the initial ranking of their courses.

If no courses has been chosen, the visiting student office will contact the student for this information. No offer will be made without this.

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