

Contents

| | | |
|---|-----------|---|
| Introduction to the University | 1 | What if I am coming to Edinburgh with my family or partner? |
| The city | 1 | When should I apply for accommodation? |
| University overview | 1 | Accommodation - offer and acceptance of housing |
| Famous graduates | 1 | When can I move into my accommodation? |
| Edinburgh – some interesting facts | 1 | |
| Course Information & English Language | 2 | Career Planning & Part-time Employment |
| Undergraduate study requirements | 2 | The University Careers Service |
| Postgraduate study requirements | 2 | Part-time employment |
| English Language requirements | 2 | |
| Application Procedure | 3 | Student Life |
| Submitting undergraduate applications | 3 | |
| Submitting postgraduate applications, working with EUCLID | 3 | Important Dates & Deadlines |
| Applying In Brief | | Application deadlines |
| Important Online Application Information for Representatives | 4 | Undergraduate Application Deadlines |
| What supporting documents do applicants need to submit? | 4 | Postgraduate Application Deadlines |
| Is there an Application Fee? | 4 | Accommodation deadlines |
| Business School | | Undergraduate Applicants |
| Social and Political Science | | Postgraduate Applicants |
| School of Informatics | | |
| Is there a Deposit? | 4 | Commission Claim Procedure |
| Business School | | Valid commission |
| School of Biological Sciences | | Verifying 'Referred Students' |
| School of Geosciences | | The Commission Claims Template |
| My student has submitted an online application – what next? | 5 | Timeline for Commission Claims |
| How, as the Representative, can I manage my branch applications? | 5 | When commission will not be paid |
| Understanding Data Protection, why is it important? | 5 | University of Edinburgh |
| | | Edinburgh Global |
| EUCLID: Frequently asked questions | 6 | Undergraduate college contacts |
| What is a UUN? | 6 | College of Arts, Humanities & Social Sciences (CAHSS) |
| I am struggling to upload my documents, what do I do? | 6 | College of Science & Engineering (CSE) |
| Can I save an application midway and come back to it at a later date to complete? | 6 | College of Medicine & Veterinary Medicine (MVM) |
| Can I change the programme midway through an application? | 6 | Undergraduate Veterinary Medicine Admissions |
| Who should I contact if I experience technical difficulties with EUCLID? | 6 | Postgraduate college contacts |
| Some of my applicants are not showing in the Representative View? | 6 | College of Arts, Humanities & Social Science (CAHSS) |
| I cannot log into the Representative View via EASE? | 7 | Business School Postgraduate Admissions |
| One of my applicants did not receive a username and password | 7 | College of Science & Engineering (SCE) |
| Over 6 weeks have passed and I have not heard anything from the University regarding the status of an application | 7 | College of Medicine & Veterinary Medicine (MVM) |
| General applications | | Technical support contacts |
| Business School applications | | EUCLID System Support |
| College of Arts, Humanities and Social Sciences | | EASE Registration |
| Online applications not completed with 60 days are deleted. Is there anyway of extending this deadline? | 9 | MyEd |
| | | Support contacts (applicants) |
| Scholarships, Fees & Finance | 10 | Accommodation, Catering and Events |
| Scholarships | 10 | Income Section (Fee payment) |
| Student Fees and Finance | 10 | Scholarships & Student Funding, Student Administration |
| Online payment | 10 | Student Fees, Student Administration |
| Payment by cheque or banker's draft | 10 | Advice & support contacts (current students) |
| Paying at registration | 10 | University Health Service |
| | | Chaplaincy Centre |
| Accommodation | 11 | Student Counselling Service |
| Applying for accommodation | 11 | Student Administration |
| Accommodation frequently asked questions | 11 | Student Disability Service |
| | | Appendices |
| | | Appendix A – The University of Edinburgh Data Protection form |
| | | Appendix B - Commission Claim Template Form |

Introduction to the University

The city

The University is located in Edinburgh, Scotland's capital city a place famed for its beauty, history and for playing host to the world's largest Arts festival – The Edinburgh Festival. Edinburgh's captivating cityscape makes it one of Europe's greatest capitals, but it is also a welcoming, cosmopolitan and economically vibrant city with a large, diverse student population from all over the world. The city offers a unique and exciting array of arts, performance, architecture, leisure and entertainment. Almost every sport is available here, and the stunning Scottish countryside and coastline are just a few miles away. With excellent road, rail and air transport systems, Edinburgh is within easy reach of all major cities in the UK, Europe and beyond.

University overview

- Ranked 6th in UK by THE World University Rankings 2019/20
- Ranked 20th in the World by QS World University Rankings 2019/20
- Ranked 7th in the UK and Top 50 in the World by QS Employability Rankings 2020
- One of the world's leading research universities, 1st in Scotland and 4th in the 2014 UK Research Excellence Framework (REF)
- Excellent reputation for teaching & research - over 80% academic staff active in research
- Associated with 20 Nobel Prize winners for Physics, Chemistry, Medicine, Literature and Economics
- An ancient university, founded in 1583
- One of the largest universities in the UK
- Over 40,000 students, more than 26,000 undergraduates, 15,000+ postgraduates
- Over 14,000 international students from more than 150 countries
- 14,000 staff
- 3 Colleges, 20 Schools
- Numerous networks and global partnerships

Famous graduates

Our distinguished alumni include: Charles Darwin, Naturalist; David Hume, Philosopher; Joseph Lister, Surgeon; Piers Sellers, NASA Astronaut; Gordon Brown, previous UK Prime Minister; Adam Smith, Economist; James Clerk Maxwell, Physicist; Sir Walter Scott, Writer; Ian Rankin, UK's bestselling crime author; JK Rowling, Writer; John Witherspoon, Clergyman & signatory of US Declaration of Independence and Sir Christopher Hoy, one of the UK's most successful Olympians.

Edinburgh – some interesting facts

- Dolly the sheep was engineered at Edinburgh's Roslin Institute, and can be viewed in the National Museum of Scotland in the city
- The University of Edinburgh has the oldest English Literature department in the world
- J.K. Rowling is a graduate of the University of Edinburgh and wrote the first Harry Potter book in a café very near the University
- The rock on which Edinburgh Castle sits is an extinct volcano
- Arthur Conan Doyle who created the literary character Sherlock Holmes was an Edinburgh Medical School graduate, and his famous creation is based on one of his university lecturers

Course Information & English Language

Undergraduate study requirements

We have over 500 undergraduate degree programmes to choose from, in a wide range of subject areas.

Search our undergraduate programmes online at:

www.ed.ac.uk/studying/undergraduate/degrees

For undergraduate entry requirements by country see the link below:

<http://www.ed.ac.uk/studying/international/country>

For information about our International Foundation and Pathway Programmes please see the link below:

www.ed.ac.uk/studying/international/applying/foundation

If you are unsure whether one of your applicants meets our entry requirements please email representatives@ed.ac.uk

Postgraduate study requirements

We offer more than 300 taught postgraduate programmes and over 135 academic units offering research degrees.

Search our postgraduate programmes by subject area online at:

www.ed.ac.uk/studying/postgraduate/degrees

For postgraduate entry requirements by country please see the link below:

www.ed.ac.uk/studying/international/country

If you are unsure whether one of your applicants meets our entry requirements please email representatives@ed.ac.uk

English Language requirements

If the applicant speaks English as a second language, they must provide evidence of good written and spoken English skills. Specific language requirements are detailed via the following links:

Undergraduate:

www.ed.ac.uk/studying/international/english/ug-english

Postgraduate:

www.ed.ac.uk/studying/international/english/postgraduate

Visit English Language Education (ELE) for further information on pre-sessional courses:

<http://www.ed.ac.uk/english-language-teaching>

For pre-sessional applicants, please ensure you read the information regarding End of Course English Testing and communicate this to applicants. As this information is subject to change, please ensure you check for updates using this link:

<https://www.ed.ac.uk/english-language-teaching/ele-courses/summer-eap-courses/english-testing>

Application Procedure

Submitting undergraduate applications

- Undergraduate students should apply online at: www.ucas.ac.uk/apply
- Please use Institution Code E56 and the relevant course code
- Frequently asked Questions regarding applying via UCAS can be found at: <https://www.ucas.com/faqs>

For every Undergraduate application you assist in submitting you must ensure the applicant signs a Data Protection form at the point of application, please see [Appendix A](#) for a copy of the Data Protection form. This allows you to act on behalf of the applicant.

It is imperative we receive a Data Protection form at the point of application for all of your undergraduate applicants. If we do not receive this form at the point of application we will be unable to share information on applicants or pay commission on successful students.

Kindly email your data protection forms at the point of application to: representatives@ed.ac.uk

Submitting postgraduate applications, working with EUCLID

Applying In Brief

- Postgraduate students should apply online by choosing the appropriate degree at: www.ed.ac.uk/studying/postgraduate/finder
- Students should then select the “Apply” button under “Apply for this Degree”.

A step by step guide on how to apply online is available here:

<http://www.studentsystems.ed.ac.uk/student/Support/OnlineApplication/index.htm>

Important Online Application Information for Representatives

What supporting documents do applicants need to submit?

Along with the online application, applicants will need to upload copies of qualifications and other supporting information such as transcripts, degree certificates, references and a personal statement. Supporting documentation should be uploaded via the Student or Representative (Agent) EUCLID portal.

References will need to be provided in support of application. See our references web information for full details and guidance: www.ed.ac.uk/studying/postgraduate/applying/references

Please remember that the University reserves the right to request original documentation at any time during the admissions process.

Is there an Application Fee?

There is a non-refundable application fee of £60 for MSc programmes within the Business School and a £50 fee for postgraduate programmes in the School of Social and Political Science.

Business School

- All taught MSc programmes
<https://www.business-school.ed.ac.uk/msc>

School of Social and Political Science

- All taught MSc programmes
http://www.sps.ed.ac.uk/gradschool/prospective/taught_masters
- Application fee payments
http://www.sps.ed.ac.uk/gradschool/prospective/how_to_apply/application_fee_payments

It is important that students submit payment in a timely manner (as soon after submission of the application as possible), as the application will be held until the payment has been received and cleared the University's bank account. Note that if the application fee is not paid within 14 days the application will be withdrawn.

Please note that it may take up to 2 weeks for the payment to be reflected on the application due to system design and this does not impact the application processing time.

School of Informatics

All applications submitted to the School of Informatics prior to January 15th 2020, will receive a decision in March 2020. We strongly advise you to encourage interested applicants to apply as soon as possible as we may close entry on, or shortly after January 15th 2020.

There are no applications fees for programmes offered by the School of Informatics.

Is there a Deposit?

Deposits are required for certain Postgraduate programmes to secure an offer of a place. Only in circumstances where written evidence is provided that a full tuition fee scholarship has been granted will the deposit be waived. Deposits should be paid via E Pay only and within 28 days from the date of offer. Please see the programmes listed below for which a deposit is required:

Business School

- All of the Business School's Masters Taught Programmes (MBA and MSc) require the payment of a deposit.

School of Biological Sciences

- MSc Biodiversity and Taxonomy of Plants

School of Geosciences

- MSc Carbon Management

My student has submitted an online application – what next?

When applicants apply, they will create an online account with the University. They will get a one off email sent to their EUCLID in tray detailing their unique username and a password (registration details) this will allow students to access their portal to track their application through its various stages.

All communications will take place within EUCLID so please ensure your student is correctly monitoring their account. Communications such as alerts as to problems with their application, missing documents, offers and the Confirmation of Acceptance for Studies (CAS) will also be issued to the online account. Applicants can only upload documents from their portal in response to a missing documentation request. Applicants can also accept and decline offers via their portal.

How, as the Representative, can I manage my branch applications?

All of our Representatives are provided with log in access to the 'Representative (Agent) Portal' which allows you as a Representative to manage your branch applications and view a copy of the EUCLID portal for each of your applicants who have nominated you as their Representative. Representatives may upload documents from the Representative Portal and accept / decline offers on behalf of applicants via the Representative Portal.

Understanding Data Protection, why is it important?

It is imperative that your students nominate you to act as their Representative at the point of application so you can view and help manage their application.

It is compulsory that your applicants have full access to their online portal at all times throughout the application process. Registration details (username and password) to access the online portal should only be received by the applicant, NOT the Representative. If you are completing the online application form on behalf of an applicant you must ensure that the email address and contact details of the applicant are entered into the contact address field within 'student details' section. If your applicant wishes for you (as the Representative) to share their registration details they may do this but are not obliged to do so. Representatives should not at any time attempt to change the password without the knowledge of the applicant or withhold any information regarding the online account. Doing so is against the terms of agreement.

EUCLID: Frequently asked questions

What is a UUN?

UUN stands for Universal Username. An applicant will receive a UUN one once an online application has been submitted.

The student UUN will be used throughout the student's time at the University and will always start with the letter "s" followed by the year they opened their account. An example UUN would be 's1812345'.

I am struggling to upload my documents, what do I do?

Keep documents small to improve processing time and close all other internet programs. If documents fail to upload (e.g. page not found message returned) it is likely to be the result of your local internet connection.

Following the submission of an application, the admissions office will read through the application and perform 'clearance checks' for each set of documents. If necessary documents are missing an email will be sent to the applicant's EUCLID in tray requesting these documents again- as a representative you can view this in your branch portal and upload from here. At this point the applicant and representative will have the opportunity to upload the documents again and a link will be provided to do so.

If all supporting documents have been uploaded in one field, for example in the 'references field' then automatic reminder emails will be sent to request the 'missing documents' even if they have been uploaded – just in the wrong field. This is an automatic response but we ask that at this stage you perform a check to ensure all the required documents have been successfully uploaded.

Can I save an application midway and come back to it at a later date to complete?

Yes. While filling in the application form there is an option to 'Save and return later' this allows you to return to your application form at a later date. Once you have saved your application an email will be sent to the contact email account with a link to the application form and by clicking on this link you will be able to access the application form again.

Can I change the programme midway through an application?

Unfortunately it is not possible to change the programme you are applying for midway through an application. You can either complete & submit the application for the original programme and then contact the relevant admissions team for advice, or start a new application.

Who should I contact if I experience technical difficulties with EUCLID?

If you encounter difficulties uploading documents via EUCLID please contact Edinburgh Global with a screen shot to help us solve the problem.

Should you wish to upload additional supporting documents and your applicant has not received a link via the EUCLID portal to do so then please scan and email the documents to the following email address:

representatives@ed.ac.uk

Some of my applicants are not showing in the Representative View?

Please check that your applicant has given you permission to act on their behalf by naming you as a Representative in the online application. The University may add applicants to your agency but only in exceptional circumstances. Please contact representatives@ed.ac.uk if you believe there has been a genuine error in a student's attempt to elect a representative. Applications are filed in order of year so please check that you are looking at the correct list of applications for the current year.

If an applicant has submitted multiple applications for different programmes it may take a little while for all of the applications to show in your Representative view. This is because multiple applications will go through a screening process to check that they are not duplicate applications for the same programme. This process is normally completed within a day or two.

I cannot log into the Representative View via EASE?

Please ensure your password was changed after the initial set up, EUCLID may be experiencing temporary downtime so please be patient. If the problem persists and you cannot log into the Representative Field please email Edinburgh Global at representatives@ed.ac.uk

One of my applicants did not receive a username and password

In the majority of cases this is because the Representative contact email address was used in the contact information field and perhaps lost in accounts where you are experiencing a high volume of email. Registration details (username and password) to access the online portal should only be received by the applicant, NOT the Representative.

We ask that you stay in regular communication with your applicant regarding updates to the EUCLID portal.

Over 6 weeks have passed and I have not heard anything from the University regarding the status of an application

In the majority of such cases, it is likely that a communication has been made to the student/representative portal in EUCLID. A decision may be available to the student/representative when they log into their EUCLID account, or in some cases, a decision may have been delayed because of missing supporting documents. You can view this information and the status of your branch applications by using the Representative Portal. The Representative Portal will highlight applications which are pending decisions and the progress of each application.

General applications

If you are still awaiting a decision after 8 weeks and all supporting documents have been successfully submitted, please contact Edinburgh Global at representatives@ed.ac.uk

Business School applications

Please note that postgraduate taught programmes at the Business School are assessed in rounds and decisions are communicated at 5 key dates throughout the recruitment cycle:

| Round | Application Deadline | Decisions By |
|-------|----------------------|--------------|
| 1 | 16 Oct 2019 | 5 Dec 2019 |
| 2 | 11 Dec 2019 | 13 Feb 2020 |
| 3 | 19 Feb 2020 | 9 Apr 2020 |
| 4 | 15 Apr 2020 | 4 Jun 2020 |
| 5 | 10 Jun 2020 | 23 Jul 2020 |

College of Arts, Humanities and Social Sciences

Please note that some postgraduate taught programmes managed by our College Admissions Team are assessed in rounds also:

| Name of programme | Round | Application Deadline | Decisions By |
|---|-------|----------------------|--------------|
| LLM Law | 1 | 31 Oct 2019 | 5 Dec 2019 |
| | 2 | 12 Dec 2019 | 6 Feb 2020 |
| LLM Commercial Law | 3 | 31 Jan 2020 | 13 Mar 2020 |
| | 4 | 12 Mar 2020 | 23 Apr 2020 |
| | 5 | 30 Apr 2020 | 11 Jun 2020 |
| | 6 | 16 Jun 2020 | 14 Jul 2020 |
| LLM Intellectual Property Law | 1 | 7 Nov 2019 | 12 Dec 2019 |
| | 2 | 19 Dec 2019 | 13 Feb 2020 |
| LLM International Economic Law | 3 | 14 Feb 2020 | 27 Mar 2020 |
| | 4 | 31 Mar 2020 | 12 May 2020 |
| LLM Innovation, Technology and the Law | 5 | 15 May 2020 | 26 Jun 2020 |
| | 6 | 30 Jun 2020 | 28 Jul 2020 |
| LLM Human Rights | 1 | 15 Nov 2019 | 20 Dec 2019 |
| LLM International Law | 2 | 31 Dec 2019 | 25 Feb 2020 |
| | 3 | 21 Feb 2020 | 3 Apr 2020 |
| LLM Corporate Law | 4 | 9 Apr 2020 | 21 May 2020 |
| | 5 | 15 May 2020 | 26 Jun 2020 |
| LLM International Banking Law and Finance | 6 | 30 Jun 2020 | 28 Jul 2020 |
| MSc Education | 1 | 30 Sep 2019 | 25 Nov 2019 |
| | 2 | 15 Oct 2019 | 10 Dec 2019 |
| | 3 | 15 Nov 2019 | 10 Jan 2020 |
| | 4 | 16 Dec 2019 | 10 Feb 2020 |
| | 5 | 15 Jan 2020 | 11 Mar 2020 |
| | 6 | 17 Feb 2020 | 6 Apr 2020 |
| | 7 | 29 May 2020 | 3 Jul 2020 |
| | 8 | 15 Jul 2020 | 12 Aug 2020 |
| MSc Film Studies | 1 | 7 Nov 2019 | 19 Dec 2019 |
| | 2 | 19 Dec 2019 | 6 Feb 2020 |
| | 3 | 21 Feb 2020 | 3 Apr 2020 |
| | 4 | 15 Apr 2020 | 27 May 2020 |
| | 5 | 1 Jun 2020 | 13 Jul 2020 |
| | 6 | 10 Jul 2020 | 14 Aug 2020 |
| MSc Finance Technology and Policy | 1 | 16 Oct 2019 | 5 Dec 2019 |
| | 2 | 11 Dec 2019 | 13 Feb 2020 |
| | 3 | 19 Feb 2020 | 9 Apr 2020 |
| | 4 | 15 Apr 2020 | 4 Jun 2020 |
| | 5 | 10 Jun 2020 | 23 Jul 2020 |
| MSc Teaching English to Speakers of Other Languages | 1 | 7 Oct 2019 | 2 Dec 2019 |
| | 2 | 21 Oct 2019 | 16 Dec 2019 |
| | 3 | 21 Nov 2019 | 16 Jan 2020 |
| | 4 | 23 Dec 2019 | 17 Feb 2020 |
| | 5 | 22 Jan 2020 | 18 Mar 2020 |
| | 6 | 17 Feb 2020 | 6 Apr 2020 |
| | 7 | 29 May 2020 | 3 Jul 2020 |
| | 8 | 15 Jul 2020 | 12 Aug 2020 |

| | | | |
|--|---|-------------|-------------|
| MSc Translation Studies | 1 | 31 Oct 2019 | 12 Dec 2019 |
| | 2 | 12 Dec 2019 | 30 Jan 2020 |
| | 3 | 6 Feb 2020 | 19 Mar 2020 |
| | 4 | 26 Mar 2020 | 7 May 2020 |
| | 5 | 21 May 2020 | 2 Jul 2020 |
| | 6 | 3 Jul 2020 | 7 Aug 2020 |
| MSc Psychology of Mental Health (Conversion) | 1 | 7 Nov 2019 | 12 Dec 2019 |
| | 2 | 15 Jan 2020 | 26 Feb 2020 |
| | 3 | 23 Mar 2020 | 4 May 2020 |
| | 4 | 29 May 2020 | 10 Jul 2020 |

Online applications not completed with 60 days are deleted. Is there anyway of extending this deadline?

You should submit the application within the 60 days and then contact the admissions office with regards to the sections of the application that are incomplete.

The University Admissions offices contact details can be found at:

www.euclid.ed.ac.uk/student/support

Scholarships, Fees & Finance

Scholarships

The University offers a number of scholarships to students from various countries. All scholarships are awarded on a competitive basis. Please note that students should be in possession of at least a conditional offer to study and completed application forms must be returned to the Scholarships and Student Finance Office no later than 1st April.

Full details of all our scholarships are available from the Scholarships and Student Finance Office at:

www.scholarships.ed.ac.uk

Student Fees and Finance

Up-to-date information on student fees and the payment of fees is available at the following web pages:

www.ed.ac.uk/schools-departments/student-funding/tuition-fees

Online payment

Tuition fees can be paid in full by debit or credit card. Follow the procedure links via the University website:

<https://www.ed.ac.uk/finance/students/fees/self-funded/bank-transfer>

A receipt will be sent to the e-mail address used when making the payment. You should keep this as proof of payment.

Payment by cheque or banker's draft

Along with a note of their name and student ID, students may send a cheque/bank draft payable to 'The University of Edinburgh' to:

Income Section, Finance Department

Charles Stewart House

9-16 Chambers Street

Edinburgh

EH1 1HT

United Kingdom

Email: finance.helpline@ed.ac.uk

For more information please see the link below:

<https://www.ed.ac.uk/finance/students/fees>

Paying at registration

The following payment methods are available to students paying their tuition fees at registration:

- Debit or credit card payment
- Payment by cheque or banker's draft
- Payment by sterling traveller's cheques

Accommodation

The University offers study bedrooms and self-contained flats, all with internet access and in convenient locations near the main campuses of the University. All new international students are guaranteed an offer of university accommodation, as long as they meet the application deadline which is noted in the link below:

<http://www.accom.ed.ac.uk/for-students/>

Applying for accommodation

Applications for accommodation must be made separately from any application to study at the University of Edinburgh. Please apply via the accommodation website www.accom.ed.ac.uk where you will also find further information, including the application and offer process and the terms of the accommodation guarantees.

It is the University's policy to issue all accommodation offers and receive all acceptances via the MyEd portal. It is therefore vital that, when submitting an accommodation application, students check their MyEd portal throughout the summer from June to September.

Accommodation frequently asked questions

What if I am coming to Edinburgh with my family or partner?

The University has numerous flats suitable for families and couples, in locations convenient for the city and for most parts of the University; they are also very often ideally situated close to local schools. However, University flats are subject to availability and cannot be guaranteed. Family flats range from 2-4 bedrooms, while couple flats normally contain 1 double bedroom. All rents include basic contents insurance and almost all include storage heating costs and an internet service. Please check the Accommodation Services website:

<http://www.accom.ed.ac.uk/accommodation/couples-and-families/>

When should I apply for accommodation?

Students can apply anytime – whether conditional, insurance or unconditional – once the applications process has been opened by Accommodation Services. This is usually from early February.

Accommodation - offer and acceptance of housing

Offers of accommodation are usually sent out from June onwards for all students who have applied by the stated deadline and whose place at the University is Unconditional Firm (UF). With the offer of accommodation, students will receive information on the rent payment options available to them. Students will then be given a limited time in which to accept the offer of accommodation. Please note that a credit card must be used to secure all accommodation places.

If a student does not take up their place of accommodation two days after their accommodation lease starts without notifying Accommodation Services of either their cancellation or late arrival, they will be deemed as not taking up residence and their accommodation will be made available for re-letting. They will also be charged for the accommodation until the vacancy is filled.

When can I move into my accommodation?

If a student has been allocated accommodation in a University hall of residence or student flat, they will normally be able to move in from the Saturday before the start of Welcome Week.

Career Planning & Part-time Employment

The University Careers Service

The University of Edinburgh provides an information and guidance service to matriculated students and recent graduates of the University of Edinburgh. Staff at the Careers Service can help with all stages of the job application process, from the initial search to lots of useful information on how to prepare a CV/Resume, complete an application form and prepare for interviews. Throughout the academic year the Careers Service organise presentations on various aspects of the job application process, including practice aptitude tests and assessment centres.

Please visit www.careers.ed.ac.uk for further information.

The University also hosts an annual Edinburgh Recruitment fair in which more than 60 companies, postgraduate institutions and voluntary/charitable organisations participate.

Part-time employment

International students are generally permitted to work up to 20 hours per week during each semester and full-time during vacations. Please note that the University recommends that students work no more than 15 hours per week during each semester.

- Undergraduate students may work full time during the Christmas and Easter vacation periods and at the end of semester 2
- Masters students may work full time during the Christmas and Easter breaks only. They are not permitted to work full time again until they have completed their course which is normally at the end of August each year
- PhD students are advised to work no more than 20 hours during the period of their studies

More information on working during studies can be found here:

<https://www.ed.ac.uk/student-administration/immigration/working-in-the-uk/during-studies>

More information on working after studies can be found here:

<https://www.ed.ac.uk/student-administration/immigration/working-in-the-uk/after-studies>

Student Life

Students at Edinburgh will find a lively, close-knit community with plenty of opportunities to meet other students socially. To facilitate this, schools and colleges, as well as the Students' Association, hold events regularly.

All students automatically become members of Edinburgh University Students Association (EUSA), an organisation governed and run by the student body. We value the views of students and encourage students to get involved. EUSA organises more than 200 student societies – from film and the environment, to astronomy and politics, students can get involved in whatever they fancy. Our societies provide a place for students to meet like-minded people, indulge a hobby, network or simply socialise.

There's no better university in Scotland for sports than The University of Edinburgh's Sport and Exercise department provides activities, both recreational and competitive, at a number of sites in the city. The facilities are rated 5* in the Times Good University Guide: www.sport.ed.ac.uk

The University of Edinburgh also has its own art gallery and also houses the UK's only entirely student-run theatre. The Bedlam Theatre, near Bristo Square, offers not only top-quality drama, but hands-on experience as well.

Important Dates & Deadlines

Application deadlines

Undergraduate Application Deadlines

- Mid-October – for students applying to Medicine or Veterinary Medicine
- Mid-January – For all other programmes for UK/EU applicants and for the MA Fine Art for UK/EU and Overseas applicants
- Late-June – For all other programmes for Overseas applicants

Please see the link below for the deadline dates for the current entry cycle:

www.ed.ac.uk/studying/international/applying/deadlines

Postgraduate Application Deadlines

- January – Dental Taught Programmes
- March – MSc Creative Writing
- May – MArch (Master of Architecture)

Please note some programmes operate a gathered field admissions policy (e.g. Business School), or have multiple admission's rounds. Please check the degree finder to check each programme's selection procedure.

The recommended deadline for application to other programs is the end of June. You can expect some programs to be fully subscribed at this stage. We advise application prior to this date to ensure there is time for the decision process and visa application.

Accommodation deadlines

Undergraduate Applicants

Online accommodation application to be received by 16 August in the year of entry to University. Guaranteed only if the student is UF (Unconditional Firm) on UCAS by 30 August in the year of entry to University and are studying at the University of Edinburgh for the whole academic year, starting in September.

Postgraduate Applicants

Online accommodation application must be received by 31 July in the year of entry to University. Guaranteed only if the student's place of study at the University is confirmed to us as being UF (Unconditional Firm) by 31 July in the year of entry to University and that the student is studying at for the whole academic year, starting in September.

Commission Claim Procedure

The following information is provided as guidance on the information and standards required when submitting a claim for commission to the University of Edinburgh.

Valid commission

Representatives may only claim commission for students they have introduced, supported and counselled throughout the entire application cycle towards securing an offer and registered place of study at the University of Edinburgh. Such students are considered to be 'referred students'.

Only in exceptional circumstances and when supported by clear evidence which shows that it is in the best interest of the student to change or add a Representative, will the University consider paying commission to a secondary Representative or one which has offered only a partial counselling service to a student. Such cases will be considered on an individual basis.

Verifying 'Referred Students'

The University will primarily identify referred students from the information submitted by the student at the time of application. This will be in addition to the information provided by the Representative at the time of the commission claim. Depending on their intended level of study, a 'referred student' must either:

- Submit, at the time of application, a signed, University of Edinburgh Data Protection Form ([UG Students, see Appendix A](#))
- Agree, at the time of application, to the online Data Protection statement which appears in EUCLID (the University's online application system) and identify their Representative from the list provided (PG Students)

The Commission Claims Template

Representatives should submit their complete list of successful students using the commission claim template provided in this manual ([see Appendix B](#)). All fields are required and must be completed. Incomplete claims, or those supplied in alternative formats cannot be considered.

| Family Name | First Name | Date of Birth | 1st Date of Contact with applicant | Home Address City | Country of Domicile | UUN/UCAS Number | Programme Name | Level of study | Tuition Fee | Commission |
|-------------|------------|---------------|------------------------------------|-------------------|---------------------|-----------------|----------------|----------------|-------------|------------|
|-------------|------------|---------------|------------------------------------|-------------------|---------------------|-----------------|----------------|----------------|-------------|------------|

Timeline for Commission Claims

Representatives must submit their list of successful and registered students who they have referred to the University of Edinburgh no later than the 21st October in each calendar year.

Claims must be completed using the Commission Claims Template provided and submitted by email to representatives@ed.ac.uk no later than 21st October. Please note that claims submitted in any other format, or after this date cannot be considered.

Edinburgh Global will then respond as follows:

| | |
|---|-------------|
| Representative to submit list of successful students to Edinburgh Global | 21 October |
| Edinburgh Global to check claims and return verified list to the Representative | 4 November |
| Representative to submit one single invoice to Edinburgh Global for payment | 18 November |

When commission will not be paid

Under the terms of the Representative Agreement, the University does not permit the recruitment of students to the University via sub-Representatives and so claims on this basis are both contrary to the Agreement and void in claim terms.

Commission will not be paid if there is evidence to suggest the Representative has not acted in the best interest of the student at all times.

Commission will not be paid for claims received after the commission claim deadline of 21st October. Exceptions can be made for PhD students who commence studies within the same entry year but out with the September 'start of teaching' date.

Commission will not be paid on claims which are not submitted on the Commission Claims Template or on those which are only partially complete. Please see the Commission Claims Template ([see Appendix B](#)).

Contact Information & Useful Addresses

University of Edinburgh

Links to all University School & College Offices/Services
www.ed.ac.uk

Edinburgh Global

33 Buccleuch Place
Edinburgh, EH8 9JS
Tel +44 (0)131 650 4296
Fax +44 (0)131 651 1236
global.enquiries@ed.ac.uk
<https://global.ed.ac.uk>

Undergraduate college contacts

College of Arts, Humanities & Social Sciences (CAHSS)

The University of Edinburgh
57 George Square
Edinburgh, EH8 9JU
Tel +44 (0)131 650 3565
Fax +44 (0)131 650 4678
CAHSS.UGAdmissions@ed.ac.uk
<https://www.ed.ac.uk/arts-humanities-soc-sci>

College of Science & Engineering (CSE)

The University of Edinburgh
Weir Building, The King's Buildings
Edinburgh, EH9 3JY
Tel +44 (0)131 650 5737
Fax +44 (0)131 650 5738
sciengug@ed.ac.uk
www.scieng.ed.ac.uk

College of Medicine & Veterinary Medicine (MVM)

Undergraduate Medical Admissions
The University of Edinburgh
The Chancellor's Building,
49 Little France Crescent
Edinburgh, EH16 4SB
Tel +44 (0)131 242 6407
Fax +44 (0)131 242 6791
medug@ed.ac.uk
www.mvm.ed.ac.uk

Undergraduate Veterinary Medicine Admissions

The University of Edinburgh
Royal (Dick) School of Veterinary Studies
Easter Bush Veterinary Centre
Roslin, EH25 9RG
Tel +44 (0)131 650 6178
Fax +44 (0)131 650 6585
vetug@ed.ac.uk
www.vet.ed.ac.uk

Postgraduate college contacts

College of Arts, Humanities & Social Science (CAHSS)

Arts, Humanities & Social Sciences Postgraduate Office
The University of Edinburgh
57 George Square
Edinburgh EH8 9JU
Tel +44 (0)131 650 4086
Fax +44 (0)131 650 6536
cahss.pgadmissions@ed.ac.uk
<https://www.ed.ac.uk/studying/postgraduate>

*Exceptions - queries regarding applications for:
Philosophy, Psychology & Language Sciences and Social and
Political Science should be sent directly to the respective
School offices:

*School of Philosophy Psychology & Language Science
Tel +44 (0) 131 651 5002
pplspg@ed.ac.uk
*School of Social & Political Science
Tel +44 (0) 131 651 1560
gradschool.sps@ed.ac.uk

Business School Postgraduate Admissions

The University of Edinburgh
29 Buccleuch Place,
Edinburgh, EH8 9JS
www.business-school.ed.ac.uk
MSc Programmes
msc@business-school.ed.ac.uk
Tel +44 131 6508080/6509663
MBA programmes
mba@business-school.ed.ac.uk
Tel +44 131 6509663
Economics
sgpe.admissions@ed.ac.uk
Tel +44 131 6511764

College of Science & Engineering (SCE)

Science and Engineering Postgraduate Office
The University of Edinburgh
The Weir Building, The King's Buildings
Edinburgh EH9 3JY
Tel +44 (0)131 650 5766
Fax +44 (0)131 650 5738
sciengpg@ed.ac.uk
www.scieng.ed.ac.uk/postgraduate

College of Medicine & Veterinary Medicine (MVM)

Medicine and Veterinary Medicine Postgraduate Office
The University of Edinburgh
The Chancellor's Building,
49 Little France Crescent
Edinburgh EH16 4SB
Tel +44 (0)131 242 6461
Fax +44 (0)131 242 6479
mvmpg@ed.ac.uk
www.mvm.ed.ac.uk/gradschool

Technical support contacts

EUCLID System Support

The EUCLID Support desk is open Monday to Friday from 8.00am to 8.00pm GMT.

If you require assistance outside of these times and your query can not be resolved by referring to the User Guide, frequently asked questions and online training, please leave a message on the answering machine and we will contact you once our offices are open.

Tel +44 (0)131 651 5151
EUCLID_Student_Support@ed.ac.uk

EASE Registration

EASE is the University's secure login system. If you are new to the University you must register with EASE before you can use any of the University's secure systems, such as MyEd.

Tel +44 (0)131 651 5151
is.helpline@ed.ac.uk
<https://www.ed.ac.uk/information-services/computing/computing-infrastructure/authentication-authorisation/ease>

MyEd

MyEd is the University's portal, and is available to applicants, students, staff, visitors and alumni. Users must have registered with EASE to be able to use MyEd.

Tel +44 (0)131 651 5151
is.helpline@ed.ac.uk
<https://www.ed.ac.uk/information-services/computing/comms-and-collab/myed-portal/myed-help>

Support contacts (applicants)

Accommodation, Catering and Events

Reception Centre, Pollock Halls
18 Holyrood Park Road, Edinburgh, EH16 5AY
Tel +44 (0)131 667 1971
Fax +44 (0)131 667 0330
accom.allocations@ed.ac.uk
www.accom.ed.ac.uk

Income Section (Fee payment)

Finance Department
Charles Stewart House
9-16 Chambers Street
Edinburgh, EH1 1HT
finance.helpline@ed.ac.uk
<https://www.ed.ac.uk/finance>

Scholarships & Student Funding, Student Administration

Old College, South Bridge,
Edinburgh, EH8 9YL
Tel +44 (0)131 651 4070
scholarships@ed.ac.uk
www.scholarships.ed.ac.uk

Student Fees, Student Administration

Tel +44 (0)131 650 2230
fees@ed.ac.uk
<https://www.ed.ac.uk/student-funding/tuition-fees>

Advice & support contacts (current students)

The Advice Place
https://www.eusa.ed.ac.uk/support_and_advice/the_advice_place/
Edinburgh University Students' Association
The Potterow, 5/2 Bristo Square
Edinburgh, EH8 9AL
Tel +44 (0)131 650 2656
enquiry@eusa.ed.ac.uk
www.eusa.ed.ac.uk

University Health Service

Richard Verney Health Centre
6 Bristo Square,
Edinburgh, EH8 9AL
Tel +44 (0)131 650 2777/2845
Health.Service@ed.ac.uk
www.health-service.ed.ac.uk

Chaplaincy Centre

1 Bristo Square
Edinburgh, EH8 9AL
Tel +44 (0)131 650 2595
chaplaincy@ed.ac.uk
www.chaplaincy.ed.ac.uk

Student Counselling Service

31 Buccleuch Place
Edinburgh, EH8 9JS
Tel +44 (0)131 650
student.counselling@ed.ac.uk
<https://www.ed.ac.uk/student-counselling>

Student Administration

Old College, South Bridge

Edinburgh, EH8 9YL

infopoint@ed.ac.uk

<https://www.ed.ac.uk/student-administration>

Student Disability Service

6-8 South College Street,

Edinburgh, EH8 9AA

Tel +44 (0)131 650 6828 (voice)

Tel +44 (0)131 650 9371 (text)

disability.service@ed.ac.uk

<https://www.ed.ac.uk/student-disability-service>

Appendices

Appendix A – The University of Edinburgh Data Protection form



To whom it may concern

The UK Data Protection Act 1998 protects you and the personal data you supply to the University of Edinburgh.

All data kept within the University is treated as confidential. The University maintains student data in secure conditions and processes and discloses data in accordance with the terms of its Data Protection notification. Personal data you supply to the University will be made available for official purposes to academic and administrative staff, but access to data is strictly confined to staff with relevant responsibilities.

Therefore, if you would like your agent to represent you and obtain information from the University of Edinburgh regarding your application for study, you must give the University of Edinburgh your express permission to do so. **Please note that should you give permission some data about your application to the University of Edinburgh will be displayed to your agent via a secure website.**

Please sign the disclaimer below to give permission:

| DISCLAIMER | |
|--|--|
| Full Name of Student | |
| Applicant UUN/UCAS ID (not applicable for International Foundation Programme applicants) | |
| Name of Agent (and branch if applicable) | |
| I give permission for the University of Edinburgh to pass any information regarding my application and my documents to my agent (stated above) | |
| Signature of student | |
| Date | |

When you register as a student of the University of Edinburgh, you will be asked to sign a further statement of consent for Data Protection purposes. Details on Data Protection can be found at: <http://www.recordsmanagement.ed.ac.uk>

Edinburgh Global

University of Edinburgh, 33 Buccleuch Place, Edinburgh, EH8 9JS, Scotland

Email: Representatives@ed.ac.uk Tel: +44 (0)131 650 4296

<https://global.ed.ac.uk/>

Appendix B - Commission Claim Template Form

| Representative Name | | | | | | | | | | | |
|---------------------|-------------|------------|--------|--------------------------------------|-------------------|---------------------|-------------|----------------|-------|-------------|-----------|
| Country | | | | | | | | | | | |
| Number of claims | | | | | | | | | | | |
| Total | | | | £ | | | | | | | |
| No. | Family name | First name | D.o.B. | First date of contact with applicant | Home address City | Country of domicile | UUN/UCAS ID | Programme name | UG/PG | Tuition Fee | Commision |
| 1 | | | | | | | | | | | £ |
| 2 | | | | | | | | | | | £ |
| 3 | | | | | | | | | | | £ |
| 4 | | | | | | | | | | | £ |
| 5 | | | | | | | | | | | £ |
| 6 | | | | | | | | | | | £ |
| 7 | | | | | | | | | | | £ |
| 8 | | | | | | | | | | | £ |
| 9 | | | | | | | | | | | £ |
| 10 | | | | | | | | | | | £ |
| | | | | | | | | | | Total | £ |