



# Undergraduate Programme Handbook for the School of Mathematical and Computer Sciences 2011/2012

## **PART A – SCHOOL INFORMATION**

- 1 SUMMARY OF KEY INFORMATION**
- 2 WELCOME AND INTRODUCTION**
- 3 GENERAL INFORMATION ABOUT THE SCHOOL/INSTITUTE**
- 4 KEY STAFF AND OFFICE LOCATIONS**
- 5 PROGRAMME OVERVIEW**
- 6 PROGRAMME STRUCTURE AND DELIVERY**

## **PART B – UNIVERSITY INFORMATION**

- B1 ORDINANCES AND REGULATIONS**
- B2 QUICK FINDER GUIDE TO ACADEMIC SUPPORT SERVICES**
- B3 QUICK FINDER GUIDE TO STUDENT ADMINISTRATION AND SUPPORT SERVICES**

## PART A – SCHOOL INFORMATION

### 1 Summary of Key Information

#### Head of School

Prof. Philippe De Wilde Room CM F.07  
[P.De\\_Wilde@hw.ac.uk](mailto:P.De_Wilde@hw.ac.uk)

#### Director of Learning & Teaching

Dr. Nick Gilbert Room CM T.15  
[N.Gilbert@hw.ac.uk](mailto:N.Gilbert@hw.ac.uk)

#### Director of Research

Prof. David Corne Room EM G.39  
[D.W.Corne@hw.ac.uk](mailto:D.W.Corne@hw.ac.uk)

#### HEADS OF SECTIONS

##### Actuarial Mathematics & Statistics

Prof. Angus Macdonald Room CM T.04  
[A.S.Macdonald@hw.ac.uk](mailto:A.S.Macdonald@hw.ac.uk)

##### Computer Science

Prof. Nick Taylor Room EM 1.62  
[N.K.Taylor@hw.ac.uk](mailto:N.K.Taylor@hw.ac.uk)

##### Mathematics

Prof. Jim Howie Room CM T.10  
[J.Howie@hw.ac.uk](mailto:J.Howie@hw.ac.uk)

#### KEY LOCATIONS

The School of Mathematical & Computer Sciences (MACS) is located in two buildings to the north of the campus, the Earl Mountbatten Building (EM) and the Colin Maclaurin Building (CM). Actuarial Mathematics & Statistics and Mathematics also use some rooms in the Scott Russell Building (SR).

#### STUDENT OFFICE – EM 1.25

The Student office counter is open Monday – Friday, 09:30 a.m. – 4:30 p.m. This office is the initial point of enquiry for students and most University forms can be obtained here e.g. change of address notification, change of module registration, course transfer. Certification letters and transcripts can also be requested here. A charge may be levied for duplicate copies of these documents – please see Part B, Section 9.2 of this handbook.

#### ACCESS TO BUILDINGS

The Earl Mountbatten and Colin Maclaurin Buildings are open from 8 a.m. to 7 p.m. Monday to Friday. Outside these times, students cannot normally gain access to the buildings, except at the discretion of the relevant Head of Section. Anyone working after 7 p.m. must enter and exit via the main door at the north side of the Earl Mountbatten Building and register both in and out in the Out-of-Hours register there. All other routes are time-locked after 7 p.m. on weekdays and all day on Saturdays and Sundays. Nobody is allowed to remain in the buildings after 10 p.m. without specific authorisation.

## **2 Welcome and Introduction**

### **2.1 Welcome from the Principal of Heriot-Watt University**

I am delighted to welcome you as a student of Heriot-Watt University!

Heriot-Watt University has a well earned reputation as Scotland's most international and outward-looking University. With three campuses in Scotland (attended by a high percentage of students from across the world), our new Campus in Dubai, and Learning Partner institutions across the world, we have a vibrant and diverse learning culture which is unique and unmatched by other universities in the United Kingdom. We are keen to give our students the opportunity to develop an international dimension to their studies which will enhance their opportunities for future growth .

Students at all our campus locations are an important part of our global community and I very much hope you enjoy your time with us.

Professor Steve Chapman  
Principal and Vice-Chancellor

## **3 General Information about the School/Institute**

The School is a collegiate grouping of three discipline areas: Actuarial Mathematics & Statistics, Computer Science and Mathematics. It occupies two adjacent buildings on the campus; the Earl Mountbatten Building and the Colin Maclaurin Building, both offering modern facilities. There are currently approximately 80 academic staff, 800 undergraduate students, 200 MSc students and 100 research postgraduate students.

### **3.1 Computing facilities, labs and lecture rooms within the School**

The following rooms are particularly relevant to MACS students -

Ground Floor	EM G.44 - Tutorial Room EM G.46 - MACS Multimedia XP Laboratory EM G.47 - MACS Multimedia XP Laboratory EM G.61 - Lecture Room CM G.01 - Lecture Room
First Floor	EM 1.33 - MACS Computer Systems Help Desk EM 1.58 - Tutorial Room EM 1.70 - Lecture Room EM 1.82 - Lecture Room EM 1.83 - Lecture Room
Second Floor	EM 2.15 - Tutorial Room EM 2.33 - Seminar Room EM 2.44 - Lecture Room EM 2.45 - XP Laboratory EM 2.50 - Computer Suite – MACS Linux Laboratory EM 2.52 - Computer Suite – University Desktop Service

CM S.01 - Lecture Room

Third Floor  
EM 3.02 - Tutorial Room  
EM 3.03 - Tutorial Room  
EM 3.06 - Lecture Room  
EM 3.07 - Lecture Room  
EM 3.36 - Lecture Room  
CM T.01 - Seminar Room

### **3.2 IT facilities**

All students have access to IT facilities managed centrally by University Information and Computer Services (UICS). Workstations are provided on a network known as "University Desktop Service". Information on this is provided in Part B, Section 10.5 of this handbook.

In addition, specialist IT facilities are provided in-house by MACS. These are used principally by students following Computer Science or IT programmes. The rest of this section applies to users of these MACS based facilities - also known as "the MACS Network".

#### **3.2.1 MACS Computers - rules for use**

These are available in the School Information System, at:

<http://www.macs.hw.ac.uk/dept/facil/rules.htm>

Use of the computing facilities is governed by University Regulation 29, which applies mainly to central university facilities, and by the terms and conditions set out in a similar document applicable specifically to the school (see the form 'Computer Regulations and Authorization' ).

Our school network is connected to the Campus Network, which is in turn connected to the UK academic network JANET. Thus the JANET acceptable use policy also applies.

Users are authorised to use certain facilities at certain times, as appropriate to their employment or course of study. Many lab facilities are booked at certain periods for certain groups, or may operate under a scheme where certain groups have priority without excluding others from using a free workstation. Details are posted in the appropriate areas.

Access to workstations is available during 'normal working hours' as defined in Section 1 of this handbook. Access during certain periods outwith normal working hours may be permitted to key holders - currently members of staff, postgraduate and final year honours students.

As mentioned above, users are bound by regulations in respect of their use of computing resources. Users should also be aware that they are also bound by the law of the land in this area, specifically the Data Protection Act and the Computer Misuse Act. The latter makes it a criminal offence to make, or attempt to make, unauthorised access to computing facilities or datasets.

The School and the University take a very serious view of this type of activity, or any of the other activities loosely known as 'hacking'. Any action of this nature is considered at the very least to be a serious disciplinary offence, and at most a criminal offence, which may be the subject of criminal proceedings. You have been warned!

Other operational procedures which users MUST observe include:

- No food or drink (other than bottled water) should be consumed in any laboratory.
- Do not boot a computer from any removable media of your own.
- Do not install unauthorised software, or alter any system files on disk.
- Do not attempt to move any computer equipment without permission.
- Users must log out after use. However, the PC or Unix workstation must be left switched on, and must not be re-booted by users. Please switch off the screen (not the system unit) after use.
- Do not attempt to connect your own computer or other device to our wired network without explicit permission.

The computing facilities are provided in support of users' employment or course of study at Heriot-Watt. These facilities will be denied if abuses take place. Examples of abuse include:

- Importing large 'recreational' files (programs, graphical images, etc) which eat up disk space.
- Laser printing of personal or non-essential documents.
- Importing and/or display of offensive images.
- Excessive recreational usage not connected with your coursework.

Users must not cause or allow their accounts to be used in any way which may tarnish the good name and reputation of the school or the university. The university holds individual users responsible for unofficial information published electronically by them, and professional codes of behaviour are expected.

Particularly unacceptable practices, likely to lead to disciplinary proceedings, are abusive or libellous mail or news articles, or any activity resulting in pornographic material being imported, displayed, or published within the university.

### **3.2.2 File Security**

In a distributed, multi-user network environment such as ours, it is relatively easy to gain access to files and directories belonging to other users. In fact, the default is that files created by student users (in 'home' directories) can be read (and hence copied) but not written (or altered) by all other legitimate users of our systems. In most situations this is convenient, in some it is necessary.

However, the school is concerned to point out to students the dangers of plagiarism of course work. Unscrupulous students have been known to take copies of other users' coursework files for their own use. Would-be perpetrators of such an act are hereby warned that this is viewed as a serious offence and will be the subject of disciplinary proceedings.

Innocent users are also warned that they should take steps to protect files which they do not intend to be for public consumption. This is relatively straightforward to achieve with a few simple commands either from an XP environment or a Unix environment.

### **3.2.3 Password Security**

Do not give out your password to anyone. In particular do not reply to email messages purporting to be from IT staff asking for your password. These are fraudulent "phishing" emails and if you reply your account may be used to defraud other users or send out large volumes of spam. University IT staff will NEVER ask for your password.

### **3.2.4 Assistance**

Information on the use of computing facilities, etc is available on the World Wide Web in the School Information System. To browse these pages, start from the school's main 'front page' (this will usually be the default 'home' page displayed by school browsers) :<http://www.macs.hw.ac.uk>.

From there, click 'Current Students'. The page displayed has a section 'Other Computing Facilities', containing links to further information, including a link for 'Getting Help'. The school's 'helpdesk' service is described in detail at that location. An important part of that service is the requesting of assistance and reporting of problems by e-mail to the 'help' email alias, [help@macs.hw.ac.uk](mailto:help@macs.hw.ac.uk). To quote from the 'Getting Help' page - 'If you require assistance in any aspect of using the computing facilities, or wish to report a problem which has arisen, do this by sending electronic mail to [help@macs.hw.ac.uk](mailto:help@macs.hw.ac.uk). This causes your message to go to a group of support staff, one of whom will respond quickly to you. Please do not take your problems to your favourite computer officer or technician individually.'

### **3.3 Student Mail**

Mail addressed to students will be placed in alphabetically arranged mailboxes in the crush area outside the Student Office (EM 1.25). Please check your mailbox regularly. Please also check your internal e-mail regularly and clear out your folders as e-mail is the most common means by which academic staff will contact you.

### **3.4 Coursework hand-in facility**

Coursework boxes are situated outside the Student Office (EM 1.25). Each section has its own marked box and unless otherwise indicated by an academic member of staff, work should be posted in the box for the section delivering the module e.g. actuarial student taking a module provided by Mathematics should use the Mathematics box, even though the student is registered to Actuarial Mathematics & Statistics. A front cover must be completed and attached to the coursework before placing it in the box. Front covers are available above the boxes.

### **3.5 Lockers**

Lockers are available for use by students. Lockers are situated in various sites throughout the EM and SR buildings. Keys are available, for a deposit of £10.00,

from Mr. A. Houstin, EM 1.31, between 12 noon and 1 p.m. during the first three weeks of term. If you are unable to pick up the key between these times, please email [A.Houstin@hw.ac.uk](mailto:A.Houstin@hw.ac.uk) to arrange a suitable time. Keys remain the property of the university and must be returned at the end of the academic year.

### **3.6 General Safety**

#### **3.6.1 Fire Precautions**

The fire extinguishers provided are mostly of the carbon dioxide hand-operated type and are located in all corridors and are also installed in most laboratories.

The fire alarm system consists of sirens activated by ceiling-mounted smoke detectors situated throughout the building or glass-protected operating buttons.

A practice fire drill, indicated by continuous sounding of the fire alarm, may be held at any time. Students should leave the building by the nearest exit and assemble at the designated fire point at the north end car park as signposted. The lifts will not be working at this time, and will remain on the ground floor with the doors open, so that no-one can be trapped in a lift if the power should fail in an emergency.

On discovering a fire, either lift the nearest red telephone or ring the Control Janitor (extension 2222) on the nearest telephone, and give the location of the fire and your name. If it is safe to do so, tackle the fire with the extinguishers provided. If the fire is serious and likely to endanger others, you should break the glass panel of the nearest operating button, whereby the continuous sounding of the sirens is automatically initiated.

In all university buildings, the continuous operation of the fire alarm siren signifies full evacuation.

Attention is drawn to the Fire Instructions which are printed in blue and displayed throughout the university buildings.

#### **3.6.2 Security**

Regrettably, from time to time, the University suffers from theft and vandalism. During the day, there are thousands of people on the various sites and it is practically impossible to detect intruders. However, every student is expected to carry an identify card and to produce it if requested.

Thefts of University and personal property occur and students are warned that the University does not accept responsibility for any loss of personal property. Each student is advised to obtain, where possible, a locker, keep personal property in it when not in use and keep it properly locked.

Any theft or suspicious happening should be reported to the School Office (EM 1.24) or to a member of staff.

Apparatus must not be removed from any laboratory/classroom without obtaining permission from the Electronics Technician, Mr. Adrian Hurt (Room EM 1.32).

Failure to obtain permission can result in suspicion of theft. It is, therefore, important that this procedure is adhered to at all times, even if apparatus is only taken to a nearby laboratory for a short time.

#### 4 Key staff and office locations

A list of all MACS staff can be found at:-

<http://www.macs.hw.ac.uk/macshome/peoplefinder.htm>

#### Actuarial Mathematics & Statistics

<b>Head of Department</b>	Prof. Angus Macdonald	<a href="mailto:A.S.Macdonald@hw.ac.uk">A.S.Macdonald@hw.ac.uk</a>	Room CM T.04	451 3209
<b>Year Directors of Studies</b>				
Year 1	Prof. Gavin Gibson	<a href="mailto:G.J.Gibson@hw.ac.uk">G.J.Gibson@hw.ac.uk</a>	Room CM F.07	451 3205
Year 2	Mr. John Phillips	<a href="mailto:J.Phillips@hw.ac.uk">J.Phillips@hw.ac.uk</a>	Room CM S.06	451 4376
Year 3	Dr. Terence Chan	<a href="mailto:T.Chan@hw.ac.uk">T.Chan@hw.ac.uk</a>	Room CM G.06	451 3212
Year 4	Dr. Jennie Hansen	<a href="mailto:J.Hansen@hw.ac.uk">J.Hansen@hw.ac.uk</a>	Room CM T.22	451 3213
<b>Financial Maths (Years 3 &amp;4)</b>				
	Dr. Tim Johnson	<a href="mailto:T.C.Johnson@hw.ac.uk">T.C.Johnson@hw.ac.uk</a>	Room CM G.05	451 8343

**Special Needs Advisor** Students with special needs should contact Mrs Lorna Morrow (Room EM 1.20, [L.H.Morrow@hw.ac.uk](mailto:L.H.Morrow@hw.ac.uk)) for information and advice.

#### Computer Science

<b>Head of Department</b>	Prof. Nick Taylor	<a href="mailto:N.K.Taylor@hw.ac.uk">N.K.Taylor@hw.ac.uk</a>	Room EM 1.62	451 3436
<b>U/G Programme Director / CS/SE Programme Director</b>	Prof. Andrew Ireland	<a href="mailto:A.Ireland@hw.ac.uk">A.Ireland@hw.ac.uk</a>	Room EM G.57	451 3409
<b>IS Programme Director</b>	Mr Brian Palmer	<a href="mailto:B.V.W.Palmer@hw.ac.uk">B.V.W.Palmer@hw.ac.uk</a>	Room EM G.31	451 3772
<b>MEng placements</b>	Prof. Phil Trinder	<a href="mailto:P.W.Trinder@hw.ac.uk">P.W.Trinder@hw.ac.uk</a>	Room EM G.52	451 3435
<b>Year Directors of Studies</b>				
Year 1	Mr. Brian Palmer	<a href="mailto:B.V.W.Palmer@hw.ac.uk">B.V.W.Palmer@hw.ac.uk</a>	Room EM G.31	451 3772
Year 2	Ms. Jenny Coady	<a href="mailto:J.Coady@hw.ac.uk">J.Coady@hw.ac.uk</a>	Room EM G.37	451 4178
Year 3	Ms. Monica Farrow	<a href="mailto:M.Farrow@hw.ac.uk">M.Farrow@hw.ac.uk</a>	Room EM G.30	451 4160
Year 4	Dr. Peter King	<a href="mailto:P.J.B.King@hw.ac.uk">P.J.B.King@hw.ac.uk</a>	Room EM G. 51	451 3344

**Special Needs Advisor** Students with special needs should contact Dr Pierluigi Frisco (Room EM G.35, [P.Frisco@hw.ac.uk](mailto:P.Frisco@hw.ac.uk)) for information and advice.

#### Mathematics

<b>Head of Department</b>	Prof. Jim Howie	<a href="mailto:J.Howie@hw.ac.uk">J.Howie@hw.ac.uk</a>	Room CM T.10	451 3240
<b>Year Directors of Studies</b>				
Year 1	Dr. Mark Lawson	<a href="mailto:M.V.Lawson@hw.ac.uk">M.V.Lawson@hw.ac.uk</a>	Room CM S.21	451 3210

Year 2	Dr. Anatoly Konechny	Room CM T.09	<a href="mailto:A.Konechny@hw.ac.uk">A.Konechny@hw.ac.uk</a>	451 3077
Year 3	Dr. Martin Youngson	Room CM S.03	<a href="mailto:M.A.Youngson@hw.ac.uk">M.A.Youngson@hw.ac.uk</a>	451 3241
Year 4	Dr. Andy White	Room CM S.07	<a href="mailto:A.R.White@hw.ac.uk">A.R.White@hw.ac.uk</a>	451 3222
Year 5	Dr. Andrew Lacey	Room CM T.07	<a href="mailto:A.A.Lacey@hw.ac.uk">A.A.Lacey@hw.ac.uk</a>	451 3228

**Special Needs Advisor** Students with special needs should contact Mrs Lorna Morrow (Room EM 1.20, [L.H.Morrow@hw.ac.uk](mailto:L.H.Morrow@hw.ac.uk)) for information and advice.

## 5 Programme Overview

Each subject section, Actuarial Mathematics & Statistics, Computer Science/ Information Technology and Mathematics produces its own Student Guide. Each Guide provides full information on the academic content of the courses offered by that subject section and the local administrative arrangements applicable to students taking one of those courses.

A Director of Studies is appointed for each year of study within each subject section. Copies of the relevant Guides are distributed by Directors of Studies at the appropriate pre-registration meetings at the start of the Autumn term. Further copies of the Guides can be obtained from the relevant Directors of Studies, or from the Student Office, EM 1.25.

Heriot-Watt University reserves the right to update materials from time to time and will ensure that advance notification concerning changes to materials is provided to students on the relevant section of the University website. It is the responsibility of students to check the website, particularly if they are returning to studies after a period during which their studies have been in abeyance.

## 6 Programme Structure and Delivery

As stated in Section 5 above, the subject section Student Guides provide full information on the academic content of the various programmes, their structure, delivery, progression/award/reassessment criteria and the administrative arrangements as applied in each section.

## PART B – UNIVERSITY INFORMATION

The Academic Registry is responsible for producing Part B of the handbook to provide information and assistance on University policies and support services. Kathy Patterson is the Academic Registrar and Deputy Secretary.

Students should contact the appropriate School/Institute in the first instance for any academic query or assistance.

*Please note that the following sections are standard sources of information provided to all students. However, certain aspects are programme-specific and students should refer to Part A where directed.*

### B1. ORDINANCES AND REGULATIONS

Heriot-Watt University has a detailed set of rules which governs the operation and management of University business. These are referred to as Ordinances and these Ordinances are set by the Court, which is the governing body of the University. The University Ordinances are also supported by University Regulations which detail the rules, policies and practices which Staff and Students must adhere to for all academic matters.

The following section on Academic Support Services often refers to Ordinances and Regulations. These links will provide you with information and guidance on all matters relating to your academic life.

A full list of Ordinances and Regulations are available at the following weblink:

<http://www.hw.ac.uk/ordinances/regulations.pdf>

### B2. QUICK FINDER GUIDE TO ACADEMIC SUPPORT SERVICES

Subject Area		For More Information Please Refer to:
<b>1. Academic Support</b>		
1.1	Mentoring	<a href="http://www.hw.ac.uk/quality/studentsupport.htm">http://www.hw.ac.uk/quality/studentsupport.htm</a> and <a href="http://www.hw.ac.uk/registry/enrolment.htm">http://www.hw.ac.uk/registry/enrolment.htm</a>  <i>Specific information on Mentoring can be found in the relevant subject section Student Guides distributed at the start of the academic session.</i>
1.2	Professional Development Planning	<a href="http://www.hw.ac.uk/careers/pdp/index.php">http://www.hw.ac.uk/careers/pdp/index.php</a>  <i>Specific information on Professional Development Planning can be found in the relevant subject section Student Guides distributed at the start of the academic session.</i>

1.3	Student Feedback	<a href="http://www.hw.ac.uk/quality/studentfeedback.htm">http://www.hw.ac.uk/quality/studentfeedback.htm</a> and <a href="http://www.HWUnion.com">http://www.HWUnion.com</a>  <i>Specific on Student Feedback can be found in the relevant subject section Student Guides distributed at the start of the academic session.</i>
<b>2. Enrolment, Attendance and Periods of Study</b>		
2.1	Absence from University	<a href="http://www.hw.ac.uk/ordinances/regulations.pdf">http://www.hw.ac.uk/ordinances/regulations.pdf</a>  <b>Regulation 1</b> – General Regulation, paragraph 6 <b>Regulation 3 (new)</b> – Modular First Degrees, paragraph 11 <b>Regulation 4</b> – Postgraduate Diplomas and Graduate Diplomas, paragraph 12 <b>Regulation 18</b> – Postgraduate Certificates and Graduate Certificates, paragraph 12
2.2	Accreditation of Prior Learning	<a href="http://www.hw.ac.uk/ordinances/regulations.pdf">http://www.hw.ac.uk/ordinances/regulations.pdf</a>  <b>Regulation 46</b> – Accreditation of Prior Learning (APL)
2.3	Amendment to Registration	Application Form: <a href="http://www.hw.ac.uk/registry/resources/amendmenttoregistration.doc">http://www.hw.ac.uk/registry/resources/amendmenttoregistration.doc</a>
2.4	Attendance	Policy on Student Attendance: <a href="http://www.hw.ac.uk/registry/resources/studentattendancepolicy.pdf">http://www.hw.ac.uk/registry/resources/studentattendancepolicy.pdf</a>  Withdrawal from University: <a href="http://www.hw.ac.uk/registry/resources/withdrawalprocedures.pdf">http://www.hw.ac.uk/registry/resources/withdrawalprocedures.pdf</a>
2.5	Change of Address	Application Form: <a href="http://www.hw.ac.uk/registry/resources/ChangeofAddress.pdf">http://www.hw.ac.uk/registry/resources/ChangeofAddress.pdf</a>
2.6	Enrolment	<a href="http://www.hw.ac.uk/registry/enrolment.htm">http://www.hw.ac.uk/registry/enrolment.htm</a>  <i>Specific information on enrolment can be found in the relevant subject section Student Guides distributed at the start of the academic session.</i>
2.7	Periods of Study	<a href="http://www.hw.ac.uk/ordinances/regulations.pdf">http://www.hw.ac.uk/ordinances/regulations.pdf</a>  <b>Regulation 3 (new)</b> – Modular First Degrees, paragraph 5 <b>Regulation 4</b> – Postgraduate Diplomas and Graduate Diplomas, paragraph 10 <b>Regulation 18</b> – Postgraduate Certificates and Graduate Certificates, paragraph 10
2.8	Student Personal Information (Data Protection)	<a href="http://www.hw.ac.uk/students/data_protection_policy.pdf">www.hw.ac.uk/students/data_protection_policy.pdf</a>
2.9	Suspension of Studies	Application Form: <a href="http://www.hw.ac.uk/registry/resources/studentappealform.doc">http://www.hw.ac.uk/registry/resources/studentappealform.doc</a>
2.10	Teaching Timetables	<a href="http://www.hw.ac.uk/timetabling">www.hw.ac.uk/timetabling</a>

3. Guidance on Assessment		
3.1	Assessment	<a href="http://www.hw.ac.uk/ordinances/regulations.pdf">http://www.hw.ac.uk/ordinances/regulations.pdf</a> <b>Regulation 3 (new)</b> – Modular First Degrees, paragraphs 13 -19 <b>Regulation 4</b> – Postgraduate Diplomas and Graduate Diplomas, paragraphs 13 – 19 <b>Regulation 18</b> – Postgraduate Certificates and Graduate Certificates, paragraphs 13 – 19
3.2	Common Assessment and Progression System (CAPS)	<a href="http://www.hw.ac.uk/registry/policies.htm">http://www.hw.ac.uk/registry/policies.htm</a>
3.3	Extension to Assessment Deadlines	<a href="http://www.hw.ac.uk/registry">http://www.hw.ac.uk/registry</a> <i>Specific information on extensions to assessment deadlines can be found in the relevant subject section Student Guides distributed at the start of the academic session.</i>
3.4	Ill Health and Extenuating Circumstances - Assessment	A University wide policy on Special Circumstance in Relation to Assessment is in the final stages of development. This will be made available on the Registry website as soon as possible at: <a href="http://www.hw.ac.uk/registry/policies.htm">http://www.hw.ac.uk/registry/policies.htm</a> <a href="http://www.hw.ac.uk/ordinances/regulations.pdf">http://www.hw.ac.uk/ordinances/regulations.pdf</a> <b>Regulation 1</b> – General Regulation, paragraph 6 <b>Regulation 3 (new)</b> – Modular First Degrees, paragraph 11, 16, 26 <b>Regulation 4</b> – Postgraduate Diplomas and Graduate Diplomas, paragraph 12, 17, 21 <b>Regulation 18</b> – Postgraduate Certificates and Graduate Certificates, paragraph 12, 17, 21
3.5	Non-Submission of Assessment	<i>Specific information on non-submission of assessments can be found in the relevant subject section Student Guides distributed at the start of the academic session.</i>
3.6	Submission of Assessment	<i>Specific information on submission of assessment can be found in the relevant subject section Student Guides distributed at the start of the academic session.</i>
4. Examination and Re-assessment Procedures		
4.1	Assessment Results	<a href="http://www.hw.ac.uk/registry/examinations.htm">http://www.hw.ac.uk/registry/examinations.htm</a> <i>Specific information on assessment results and their notification can be found in the relevant subject section Student Guides distributed at the start of the academic session.</i>
4.2	Discretionary Credits	<a href="http://www.hw.ac.uk/ordinances/regulations.pdf">http://www.hw.ac.uk/ordinances/regulations.pdf</a> <b>Regulation 3</b> – Modular First Degrees, paragraph 23 <b>Regulation 4</b> – Postgraduate Diplomas and Graduate Diplomas, paragraph 20 <b>Regulation 18</b> – Postgraduate Certificates and Graduate Certificates, paragraph 20

4.3	Examinations	<a href="http://www.hw.ac.uk/ordinances/ordinances.pdf">http://www.hw.ac.uk/ordinances/ordinances.pdf</a> <b>Ordinance 2</b> – Fees, Charges, Fines and Debts  <i>Specific information on examinations can be found in the relevant subject section Student Guides distributed at the start of the academic session.</i>
4.4	Examination Diets	<a href="http://www.hw.ac.uk/registry/examinations.htm">http://www.hw.ac.uk/registry/examinations.htm</a>  <i>Specific information on examinations diet can be found in the relevant subject section Student Guides distributed at the start of the academic session.</i>
4.5	Examination Timetables	<a href="http://www.hw.ac.uk/registry/examinations/timetable.htm">http://www.hw.ac.uk/registry/examinations/timetable.htm</a>  <i>Specific information on examination timetables can be found in the relevant subject section Student Guides distributed at the start of the academic session.</i>
4.6	Ill Health and Extenuating Circumstances – Examinations	<a href="http://www.hw.ac.uk/ordinances/regulations.pdf">http://www.hw.ac.uk/ordinances/regulations.pdf</a> <b>Regulation 1</b> – General Regulation, paragraph 6 <b>Regulation 9</b> – Assessments and Examinations, paragraphs 9 and 12  <i>Specific information for related local procedures in the School of Mathematical and Computer Sciences can be found in the relevant subject section Student Guides distributed at the start of the academic session.</i>
4.7	Policy on Student Fees and Charges	<a href="http://www.hw.ac.uk/policy/student_fees.pdf">http://www.hw.ac.uk/policy/student_fees.pdf</a>
4.8	Re-assessment	Application Form: <a href="http://www.hw.ac.uk/registry/examinations/reassessmentprocedures.htm">http://www.hw.ac.uk/registry/examinations/reassessmentprocedures.htm</a>  <i>Specific information on re-assessment can be found in the relevant subject section Student Guides distributed at the start of the academic session.</i>
4.9	Use of Calculators and Dictionaries in Examinations	<a href="http://www.hw.ac.uk/registry/policies.htm">http://www.hw.ac.uk/registry/policies.htm</a>  <a href="http://www.hw.ac.uk/ordinances/regulations.pdf">http://www.hw.ac.uk/ordinances/regulations.pdf</a> <b>Regulation 9</b> – Assessments and Examinations, paragraph 8
<b>5. Grading, Awards and Qualifications</b>		
5.1	Honours Classification and Grading	<a href="http://www.hw.ac.uk/ordinances/regulations.pdf">http://www.hw.ac.uk/ordinances/regulations.pdf</a>  For information regarding the qualifying courses used to determine honours classifications, please refer to: <b>Regulation 3 (new)</b> – Modular First Degrees, paragraph 15  For information on credit levels relating to degree awards can be found at: <b>Regulation 3 (new)</b> – Modular First Degrees, paragraph 21
5.2	Intermediate Award	<a href="http://www.hw.ac.uk/registry/awards/intermediateawards.htm">http://www.hw.ac.uk/registry/awards/intermediateawards.htm</a>

<b>6. Graduation</b>		
<b>6.1</b>	<b>Graduation Information and Application Forms</b>	<a href="http://www.hw.ac.uk/registry/graduation.htm">http://www.hw.ac.uk/registry/graduation.htm</a>
<b>7. Conduct, Discipline and Appeals</b>		
<b>7.1</b>	<b>Academic Conduct (including copying, plagiarism and collusion)</b>	Further Information is available from: <a href="http://www.hw.ac.uk/ordinances.htm">http://www.hw.ac.uk/ordinances.htm</a>  <b>Ordinance 9</b> – Student Discipline <b>Regulation 9</b> – Assessment and Examinations, Paragraph 8 <b>Regulation 50</b> – Student Discipline
<b>7.2</b>	<b>Appeals</b>	Further Information is available from: <a href="http://www.hw.ac.uk/ordinances/regulations.pdf">http://www.hw.ac.uk/ordinances/regulations.pdf</a>  <b>Regulation 36</b> – Student Appeals
<b>7.3</b>	<b>Detection of Plagiarism</b>	<a href="http://www.hw.ac.uk/registry/discipline.htm">http://www.hw.ac.uk/registry/discipline.htm</a>  <a href="http://www.hw.ac.uk/registry/resources/plagiarismjiscnote.pdf">http://www.hw.ac.uk/registry/resources/plagiarismjiscnote.pdf</a>
<b>7.4</b>	<b>Guidelines for Students and Staff on Student Discipline Procedures</b>	<a href="http://www.hw.ac.uk/registry/resources/discguidelines.pdf">http://www.hw.ac.uk/registry/resources/discguidelines.pdf</a>
<b>7.5</b>	<b>Plagiarism</b>	Further Information is available from: <a href="http://www.hw.ac.uk/registry/discipline/plagiarism.htm">http://www.hw.ac.uk/registry/discipline/plagiarism.htm</a>  Plagiarism Guide: For an English language version, please refer to <a href="http://www.hw.ac.uk/registry/resources/plagiarismguide.pdf">http://www.hw.ac.uk/registry/resources/plagiarismguide.pdf</a> (this document is attached in Appendix A)  For the Chinese language version, please refer to <a href="http://www.hw.ac.uk/registry/resources/plagiarismguidechinese.pdf">http://www.hw.ac.uk/registry/resources/plagiarismguidechinese.pdf</a>  For the Arabic language version, please refer to <a href="http://www.hw.ac.uk/registry/resources/plagiarismguidearabic.pdf">http://www.hw.ac.uk/registry/resources/plagiarismguidearabic.pdf</a>
<b>8. Deferred Progression, Suspension and Withdrawal</b>		
<b>8.1</b>	<b>Deferred Progression</b>	Students should complete an Amendment to Registration Form (Approval by School/Institute) available from:  <a href="http://www.hw.ac.uk/registry/resources/amendmenttoregistration.doc">http://www.hw.ac.uk/registry/resources/amendmenttoregistration.doc</a>
<b>8.2</b>	<b>Exit Awards</b>	<a href="http://www.hw.ac.uk/registry/awards/exitawards.htm">http://www.hw.ac.uk/registry/awards/exitawards.htm</a>

8.3	<b>Suspension</b>	<p>Students should complete an Amendment to Registration Form (Approval by School/Institute) in the first instance:</p> <p><a href="http://www.hw.ac.uk/registry/resources/amendmenttoregistration.doc">http://www.hw.ac.uk/registry/resources/amendmenttoregistration.doc</a></p> <p>Further Information is available from:  <a href="http://www.hw.ac.uk/ordinances/regulations.pdf">http://www.hw.ac.uk/ordinances/regulations.pdf</a></p> <p><b>Regulation 3 (new)</b> – Modular First Degrees, paragraph 20  <b>Regulation 4</b> – Postgraduate Diplomas and Graduate Diplomas, paragraph 10  <b>Regulation 18</b> – Postgraduate Certificates and Graduate Certificates, paragraph 10</p>
8.4	<b>Withdrawal</b>	<p>Application Form to withdraw from studies is available form:  <a href="http://www.hw.ac.uk/registry/studentrecords.htm">http://www.hw.ac.uk/registry/studentrecords.htm</a></p>
<b>9. Student Fees and Charges</b>		
9.1	<b>Charges for Transcripts, Certifications, Late Enrolment and Student Identity Cards</b>	<p>Follow the link for Additional Notes on Fees at:  <a href="http://www.hw.ac.uk/registry/resources/additionalfees.pdf">http://www.hw.ac.uk/registry/resources/additionalfees.pdf</a></p>
9.2	<b>Fees Status Enquiry Form</b>	<p><a href="http://www.hw.ac.uk/support/isao/docs/Fee%20Form%202011.pdf">http://www.hw.ac.uk/support/isao/docs/Fee%20Form%202011.pdf</a></p>
9.3	<b>Information on Student Fees</b>	<p><a href="http://www.hw.ac.uk/student-life/scholarships/tuition-fees.htm">www.hw.ac.uk/student-life/scholarships/tuition-fees.htm</a>  <b>and</b>  <a href="http://www.hw.ac.uk/ordinances/ordinances.pdf">http://www.hw.ac.uk/ordinances/ordinances.pdf</a>  <b>Ordinance 2</b> – Fees, Charges, Fines and Debts</p>
9.4	<b>Policy on Student Fees and Charges</b>	<p><a href="http://www.hw.ac.uk/policy/student_fees.pdf">http://www.hw.ac.uk/policy/student_fees.pdf</a></p>
9.5	<b>Re-assessment Fees and Procedures</b>	<p><a href="http://www.hw.ac.uk/registry/examinations/reassessmentprocedures.htm">http://www.hw.ac.uk/registry/examinations/reassessmentprocedures.htm</a></p>
9.6	<b>Repeated Courses</b>	<p>Policy on Additional Courses:  <a href="http://www.hw.ac.uk/students/AdditionalCoursesPolicy.pdf">http://www.hw.ac.uk/students/AdditionalCoursesPolicy.pdf</a></p>

### B3. QUICK FINDER GUIDE TO STUDENT ADMINISTRATION AND SUPPORT SERVICES

Much of the detail this handbook provides guidance and links for the academic operations of a complex institution like Heriot-Watt University. However, as well as helping to inform students, the University also hopes to ensure that students are happy members of a vibrant community.

This section outlines the range of services available for students to help them get the most out of their time here and to assist with any problems they may experience along the way.

Student Administration and Support Service		
1	<b>Academic Counselling and Skills Coaching</b>	<a href="http://www.hw.ac.uk/sbc/library/academic_skills/index.htm">http://www.hw.ac.uk/sbc/library/academic_skills/index.htm</a>
2	<b>Academic Registry</b>	<a href="http://www.hw.ac.uk/registry">http://www.hw.ac.uk/registry</a>
3	<b>Careers Advisory Service</b>	<a href="http://www.hw.ac.uk/careers">http://www.hw.ac.uk/careers</a>
4	<b>Centre for Sport and Exercise</b>	Edinburgh Campus: <a href="http://www.hw.ac.uk/sports/">http://www.hw.ac.uk/sports/</a>
5	<b>Chaplaincy</b>	<a href="http://www.hw.ac.uk/chaplaincy/">http://www.hw.ac.uk/chaplaincy/</a>
6	<b>Computing Services</b>	<b>Regulation 29 'Use of Computing Facilities':</b> <a href="http://www.hw.ac.uk/it/Rules_%20Regulations/conditionsofuse.html">http://www.hw.ac.uk/it/Rules_%20Regulations/conditionsofuse.html</a>  <b>General IT information and Help:</b> <a href="http://www.hw.ac.uk/it/Help_Support/index.html">http://www.hw.ac.uk/it/Help_Support/index.html</a>  or contact IT Help on +44 (0)130 451 4050  <b>Freewire:</b> <a href="http://www.freewiretv.com/hw">http://www.freewiretv.com/hw</a>
7	<b>Development and Alumni Office</b>	<a href="http://www.hw.ac.uk/alumni.htm">http://www.hw.ac.uk/alumni.htm</a>
8	<b>Equality and Diversity Service</b>	<a href="http://www.hw.ac.uk/equality">http://www.hw.ac.uk/equality</a>
9	<b>Finance Office</b>	<a href="http://www.hw.ac.uk/student-life/scholarships-fees.htm">http://www.hw.ac.uk/student-life/scholarships-fees.htm</a>  or contact <a href="mailto:Finance@hw.ac.uk">Finance@hw.ac.uk</a>
10	<b>Guide to Student Life</b>	<a href="http://www.hw.ac.uk/student-life.htm">http://www.hw.ac.uk/student-life.htm</a>
11	<b>Health Service</b>	<a href="http://www.hw.ac.uk/health">http://www.hw.ac.uk/health</a>
12	<b>Heriot Watt University Students' Association</b>	<a href="http://HWUnion.com">http://HWUnion.com</a>  or contact <a href="mailto:hwusa@hw.ac.uk">hwusa@hw.ac.uk</a>
13	<b>Information Security (Data Protection)</b>	To find out more please contact <a href="mailto:foi@hw.ac.uk">foi@hw.ac.uk</a>
14	<b>International Student Advice</b>	<a href="http://www.hw.ac.uk/support/isao/about-us.htm">http://www.hw.ac.uk/support/isao/about-us.htm</a>
15	<b>Library</b>	<a href="http://www.hw.ac.uk/library/">http://www.hw.ac.uk/library/</a>

16	<b>Sports Union</b>	<a href="http://www.hw.ac.uk/sports/sports-union.htm">http://www.hw.ac.uk/sports/sports-union.htm</a>
17	<b>Student Service Centre</b>	<a href="http://www.hw.ac.uk/studentcentre">http://www.hw.ac.uk/studentcentre</a>
18	<b>Student Support and Accommodation</b>	<a href="http://www.hw.ac.uk/support/isao/accommodation.htm">http://www.hw.ac.uk/support/isao/accommodation.htm</a> or contact - <a href="mailto:studentsupport@hw.ac.uk">studentsupport@hw.ac.uk</a>
19	<b>Wider Access Unit</b>	Information on the Wider Access Unit can be found at: <a href="http://www.undergraduate.hw.ac.uk/wider-access/">http://www.undergraduate.hw.ac.uk/wider-access/</a>

### **University Policy and Guidance**

The University publishes many policies and reference information on its website that may be of use and of interest to students throughout their programme of studies at Heriot-Watt University

Wherever practicable, University policies are designed to include all members of the University's community, both in and outwith the main campus environments. Policies of specific interest and relevance to students can be accessed via:

[www.hw.ac.uk/registry](http://www.hw.ac.uk/registry)

and,

Freshers' Guide

<http://www.hw.ac.uk/registry/resources/freshersguide.pdf>

## STUDENT GUIDE TO PLAGIARISM <sup>1</sup>

***Plagiarism is intellectual theft and is a major offence which the University takes seriously in all cases. Students must therefore avoid committing acts of plagiarism by following these guidelines and speaking to academic staff if they are uncertain about what plagiarism means. Those who are found to have plagiarised will be subject to the University's disciplinary procedures, which may result in penalties ranging from the deduction of credits and courses already achieved by students to compulsory termination of studies. Students are advised to refer to Regulation 50 at <http://www.hw.ac.uk/ordinances/regulations.pdf> and to the Guidelines for Staff and Students on Discipline at <http://www.hw.ac.uk/registry/discipline.htm> for further details of how the University deals with all acts of plagiarism.***

### 1 Introduction

- 1.1 This guide is intended to provide students at Heriot-Watt University with a clear definition of plagiarism and examples of how to avoid it.
- 1.2 The guide may also be of use to members of staff who seek to advise students on the various issues outlined below.

### 2 Definition

- 2.1 Plagiarism involves the act of taking the ideas, writings or inventions of another person and using these as if they were one's own, whether intentionally or not. Plagiarism occurs where there is no acknowledgement that the writings or ideas belong to or have come from another source.
- 2.2 Most academic writing involves building on the work of others and this is acceptable as long as their contribution is identified and fully acknowledged. It is not wrong in itself to use the ideas, writings or inventions of others, provided that whoever does so is honest about acknowledging the source of that information. Many aspects of plagiarism can be simply avoided through proper referencing. However, plagiarism extends beyond minor errors in referencing the work of others and also includes the reproduction of an entire paper or passage of work or of the ideas and views contained in such pieces of work.

### 3 Good Practice

- 3.1 Academic work is almost always drawn from other published information supplemented by the writer's own ideas, results or findings. Thus drawing from other work is entirely acceptable, but it is unacceptable not to acknowledge such work. Conventions or methods for making acknowledgements can vary slightly from subject to subject, and students should seek the advice of staff in their own School/Institute about ways of doing this. There are two systems fall into the Harvard (where the text citation is by author and date) and numeric (where the text citation is by using a number). Both systems refer readers to a list at the end of the piece of work where sufficient information is provided to enable the reader to locate the source for themselves.
- 3.2 When a student undertakes a piece of work that involves drawing on the writings or ideas of others, they must ensure that they acknowledge each contribution in the following manner:
  - **Citations:** when a direct quotation, a figure, a general idea or other piece of information is taken from another source, the work and its source must be acknowledged and identified where it occurs in the text;

---

<sup>1</sup> The author acknowledges the following sources of information used in preparing this guide to Plagiarism: "Plagiarism – A Good Practice Guide", Carroll, J and Appleton, J (2001) and various extracts from Student/Programme Handbooks 2004/2005, Schools and Institutes at Heriot-Watt University

- **Quotations:** inverted commas must always be used to identify direct quotations, and the source of the quotation must be cited;
- **References:** the full details of all references and other sources must be listed in a section at the end of any piece of work, such as an essay, together with the full publication details. This is normally referred to as a “List of References” and it must include details of any and all sources of information that the student has referred to in producing their work. (This is slightly different to a Bibliography, which may also contain references and sources which, although not directly referred to in your work, you consulted in producing your work).

3.3 Students may wish to refer to the following examples which illustrate the basic principles of plagiarism and how students might avoid it in their work by using some very simple techniques:

3.3.1 Example 1: A Clear Case of Plagiarism

Examine the following example in which a student has simply inserted a passage of text (*in italics*) into their work directly from a book they have read:

University and college managers should consider implementing strategic frameworks if they wish to embrace good management standards. *One of the key problems in setting a strategic framework for a college or university is that the individual institution has both positive and negative constraints placed upon its freedom of action.* Managers are employed to resolve these issues effectively.

This is an example of bad practice as the student makes no attempt to distinguish the passage they have inserted from their own work. Thus, this constitutes a clear case of plagiarism. Simply changing a few key words in such a passage of text (e.g. replace ‘problems’ with ‘difficulties’) does not make it the student’s work and it is still considered to be an act of plagiarism.

3.4 What follows are examples of the measures that students should employ in order to correctly cite the words, thought or ideas of others that have influenced their work:

3.4.1 Example 2: Quoting the work of others

APPENDIX A

If a student wishes to cite a passage of text in order to support their own work, the correct way of doing so is to use quotation marks (e.g. “ ”) to show that the passage is someone else’s work, as follows:

*“One of the key problems in setting a strategic framework for a college or university is that the individual institution has both positive and negative constraints placed upon its freedom of action”.*

3.4.2 Example 3: Referencing the work of others

In addition to using quotation marks as above, students must also use a text citation. If the work being cited is a book, page numbers would also normally be required. Thus, using the Harvard system for a book:

*“One of the key problems in setting a strategic framework for a college or university is that the individual institution has both positive and negative constraints placed upon its freedom of action” (Jones, 2001, p121).*

The same reference could also be made to a book using the numeric system:

*“One of the key problems in setting a strategic framework for a college or university is that the individual institution has both positive and negative constraints placed upon its freedom of action” (Ref.1, p121).*

More often, a piece of work will have multiple references and this serves to show an examiner that the student is drawing from a number of sources. For example, articles by Brown and by Smith may be cited as follows in the Harvard system

*"It has been asserted that Higher Education in the United Kingdom continued to be poorly funded during the 1980's [Brown, 1991], whereas more modern writers [Smith, 2002] argue that the HE sector actually received, in real terms, more funding during this period than the thirty year period immediately preceding it".*

or as follows using the numeric system:

*"It has been asserted that Higher Education in the United Kingdom continued to be poorly funded during the 1980's [Ref 1], whereas more modern writers [Ref 2] argue that the HE sector actually received, in real terms, more funding during this period than the thirty year period immediately preceding it".*

### 3.4.3 Example 4: Use of reference lists

#### APPENDIX A

Whichever system is used, a list must be included at the end, which allows the reader to locate the works cited for themselves. The Internet is also an increasingly popular source of information for students and details must again be provided. You should adhere to the following guidelines in all cases where you reference the work of others:

If the source is a book, the required information is as follows:

- Author's name(s)
- Year of Publication
- Title of Book
- Place of Publication
- Publishers Name
- All Page Numbers cited
- Edition (if more than one, e.g. 3<sup>rd</sup> edition, 2001)

If the source is an article in a journal or periodical, the required information is as follows:

- Author's name(s)
- Year of Publication
- Title of Journal
- Volume and part number
- Page numbers for the article

If the source is from the Internet, the required information is as follows:

- Author's or Institution's name ("Anon", if not known)
- Title of Document
- Date last accessed by student
- Full URL (e.g. <http://www.lib.utk.edu/instruction/plagiarism/>)
- Affiliation of author, if given (e.g. University of Tennessee)

The way in which the information is organised can vary, and there are some types of work (for example edited volumes and conference proceedings) where the required information is slightly different. Essentially, though, it is your responsibility to make it clear where you are citing references within your work and what the source is within your reference list.

**Failure to do so is an act of plagiarism.**

3.5 Students may find the following examples<sup>2</sup> of common plagiarism mistakes made by other students useful when reflecting on their own work:

- "I thought it would be okay as long as I included the source in my bibliography" [without indicating a quotation had been used in the text]
- "I made lots of notes for my essay and couldn't remember where I found the information"
- "I thought it would be okay to use material that I had purchased online"
- "I thought it would be okay to copy the text if I changed some of the words into my own"
- "I thought that plagiarism only applied to essays, I didn't know that it also applies to oral presentations/group projects etc"
- "I thought it would be okay just to use my tutor's notes"

<sup>2</sup> Extract from 'Plagiarism at the University of Essex' advice copyrighted and published by the Learning, Teaching and Quality Unit at the University of Essex (<http://www.essex.ac.uk/plagiarism/pages/reasons.htm>), reproduced with kind permission.

- “I didn't think that you needed to reference material found on the we’ ”
- “I left it too late and just didn't have time to reference my sources”

APPENDIX A

**None of the above are acceptable reasons for failing to acknowledge the use of others' work and thereby constitute plagiarism.**

- 3.6 Students are encouraged to use a style of acknowledgement that is appropriate to their own academic discipline and should seek advice from their mentor, programme leader or other appropriate member of academic staff. There are also many reference sources available in the University Library which will provide useful guidance on referencing styles.

#### 4 Managing Plagiarism

- 4.1 Students, supervisors and institutions have a joint role in ensuring that plagiarism is avoided in all areas of academic activity. Each role is outlined below as follows:

*How you can ensure that you avoid plagiarism in your work:*

- Take responsibility for applying the above principles of best practice and integrity within all of your work
- Be aware that your written work will be checked for plagiarism and that all incidents of plagiarism, if found, are likely to result in severe disciplinary action by the University. The standard penalty is to annul all assessments taken in the same diet of examinations (for details please refer to Regulation 50 at <http://www.hw.ac.uk/ordinances/regulations.pdf> and to the Guidelines for Staff and Students on Discipline at <http://www.hw.ac.uk/registry/discipline.htm>).

*How your School/Institute will help you to avoid plagiarism:*

- Highlight written guidance on how you can avoid plagiarism and provide you with supplementary, verbal guidance wherever appropriate
- Regularly check student work to ensure that plagiarism has not taken place (this may involve both manual and electronic methods of checking, an example of the latter being use of the Joint Information Standards Committee (JISC) “Turnitin” plagiarism detection software).
- Alert you to the procedures that will apply should you be found to have committed or be suspected of having committed an act of plagiarism and explain how further action will be taken in accordance with University policy and procedures.

*How the University will endeavour to reduce student plagiarism:*

- Provide clear written guidance on what constitutes plagiarism and how to avoid it directly to your School/Institute and to you
- Alert you and staff in your School/Institute to the penalties employed when dealing with plagiarism cases
- Take steps to ensure that a consistent approach is applied when dealing with cases of suspected plagiarism across the institution
- Take the issue of academic dishonesty very seriously and routinely investigate cases where students have plagiarised and apply appropriate penalties in all proven cases.

For information on plagiarism-detection software used across the University, please refer to:

[www.hw.ac.uk/registry/resources/plagiarismjiscnote.pdf](http://www.hw.ac.uk/registry/resources/plagiarismjiscnote.pdf)