

# School of Mathematical and Computer Sciences Undergraduate Handbook - Edinburgh 2016/2017

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## PART A – SCHOOL INFORMATION

### 1 Summary of Key Information

#### Head of School

Prof. Beatrice Pelloni  
[B.Pelloni@hw.ac.uk](mailto:B.Pelloni@hw.ac.uk)

Room CM F.06

#### Director of Learning & Teaching

Prof. Jennie Hansen  
[J.Hansen@hw.ac.uk](mailto:J.Hansen@hw.ac.uk)

Room CM S.05

#### Director of Research

Dr Lynne Baillie  
[L.Baillie@hw.ac.uk](mailto:L.Baillie@hw.ac.uk)

Room EM G.30

#### HEADS OF DEPARTMENT

##### Actuarial Mathematics & Statistics

Dr Anke Wiese  
[A.Wiese@hw.ac.uk](mailto:A.Wiese@hw.ac.uk)

Room CM T.13

##### Computer Science

Prof. Andrew Ireland  
[A.Ireland@hw.ac.uk](mailto:A.Ireland@hw.ac.uk)

Room EM G.57

##### Mathematics

Prof. Bernd Schroers  
[HoD.Maths@hw.ac.uk](mailto:HoD.Maths@hw.ac.uk)

Room CM T.11

#### 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).

#### SCHOOL OFFICE – EM 1.25

The School Office counter is open Monday – Friday, 10am – 4pm. This office is the initial point of enquiry for students and most University forms can be obtained here e.g. change of course registration, programme transfer. Student forms are also available on-line from Registry's website at [www.hw.ac.uk/registry/forms.htm](http://www.hw.ac.uk/registry/forms.htm). Standard certification letters and academic transcripts should be obtained from the Student Service Centre. However, the School Office can also advise on requesting certification letters for specific purposes such as for sponsors.

#### ACCESS TO BUILDINGS

The Earl Mountbatten and Colin Maclaurin Buildings are open from 8am to 7pm Monday to Friday. In addition, students studying on Computer Science programmes can request an access card via the School Office (EM1.25) for EMB which will allow them access to that building from 8am until 10pm including weekends. Anyone working after 7pm must enter and exit via the main door at the north side of EMB and register both in and out in the Out-of-Hours register there. All other routes are time locked after 7pm on weekdays and all day on

Saturdays and Sundays. Nobody is allowed to remain in the buildings after 10 pm without specific authorisation.

## **2 Welcome and Introduction**

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

I would like to take this opportunity to welcome you to the Heriot-Watt University community!

We are delighted you have chosen to study at Heriot-Watt. We are an exciting and distinctive University, unique in terms of our global reach. As one of the most progressive and international institutions based in Scotland, we are confident you will have the opportunity to thrive, both personally and academically, during your time with us. Our learning environment offers the very best in terms of study programmes which apply knowledge to real world challenges, together with the latest learning technologies, and outstanding support and facilities.

We hope you will thoroughly enjoy the experience of being a Heriot-Watt student and we look forward to you commencing your studies with us.

Professor Richard A Williams OBE  
*University 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, 150 MSc students and 100 research postgraduate students.

Further information for students is available at:  
<http://www.macs.hw.ac.uk/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.45 - Tutorial Room EM G.46 - Computer Suite - Multimedia Laboratory EM G.47 - Computer Suite - Multimedia Laboratory EM G.61 - Tutorial Room CM G.01 - Lecture Room
First Floor	EM 1.25 – School Office EM 1.33 - MACS Computer Systems Help Desk EM 1.70 - Tutorial Room EM 1.82 - Lecture Room EM 1.83 - Lecture Room
Second Floor	EM 2.44 - Lecture Room EM 2.45 - Computer Suite - Windows Laboratory EM 2.50 - Computer Suite – MACS Linux Laboratory

EM 2.52 - Computer Suite – HWU 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

### 3.2 IT Facilities

All students have access to IT facilities managed centrally by **Information Services (IS)**. Information can be found at: <https://www.hw.ac.uk/is/>

The University Desktop Service for students can be found within centrally timetabled labs and the Library. A centrally timetabled lab is located in the Earl Mountbatten Building room EM 2.52.

The IT help desk can be found in the library on the Edinburgh campus – the desk is next to the library service desk on the first floor. The desk will not be manned at all times – but you can contact IT by phone, email or the portal and appointments can be made to see helpdesk staff if required.

Contact options:

Portal: <https://support.hw.ac.uk>

Email: [ITHelp@hw.ac.uk](mailto:ITHelp@hw.ac.uk)

Telephone (from off campus): +44 (0) 131 451 4045

Telephone extension (on campus): 4045

Personal Visit Library – 1st floor (if the helpdesk is unattended please contact us to arrange an appointment)

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".

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!

Further operational procedures which users must observe include :

- No food or drink should be consumed in a computing laboratory.
- Do not boot a computer from your own personal diskette.
- 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.

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 (but are not limited to) :

- 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.
- Forwarding 'chain email' messages, junk mail, etc.

### **Game playing is not permitted on Departmental computing facilities.**

Users must not cause or allow their accounts to be used in any way which may tarnish the good name and reputation of the Department 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 a Windows 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 is available at: <http://www.macs.hw.ac.uk/home> - click Support Services, MACS Computing.

The School's 'helpdesk' service is available for requesting assistance and reporting of problems. They can be contacted at [help@macs.hw.ac.uk](mailto:help@macs.hw.ac.uk) and are located in Room EM 1.33. 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). Your message goes 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 School 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 on the 1<sup>st</sup> floor between the Earl Mountbatten and Colin Maclaurin Building along from the School 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 course e.g. actuarial student taking a course 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. Houston, 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 1.25) 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

##### Actuarial Mathematics & Statistics

**Head of Department:** Dr Anke Wiese [A.Wiese@hw.ac.uk](mailto:A.Wiese@hw.ac.uk)  
Room CM T.13 451 3717

##### **Year Directors of Studies**

Year 1	Prof Gavin Gibson/ Dr James Cruise	Room CM G.01 Room CM T.27	G.J.Gibson@hw.ac.uk R.Cruise@hw.ac.uk	451 3205 451 3741
Year 2	Ms. Andrea Sneddon	Room CM S.10	A.E.Sneddon@hw.ac.uk	451 3226
Year 3	Dr. Torsten Kleinow	Room CM F.11	T.Kleinow@hw.ac.uk	451 3252
Year 4	Mr. John Phillips	Room CM S.06	J.Phillips@hw.ac.uk	451 4376

##### Computer Science

**Head of Department** Prof. Andrew Ireland A. Ireland@hw.ac.uk  
Room EM G.57 451 3409

**CS Programme Director** Dr Hans Wolfgang Loidl H.W.Loidl@hw.ac.uk  
Room EM G.48 451 3421

**IS Programme Director** Ms Jenny Coady J.Coady@hw.ac.uk  
Room EM G.37 451 4178

**MEng placements** Prof. Sven-Bodo Scholz S.Scholz@hw.ac.uk  
Room EM G.27 451 3814

##### **Year Directors of Studies**

Year 1	Dr Michael Lones	Room EM G.31	M.Lones@hw.ac.uk	451 8434
Year 2	Prof Fairouz Kamareddine	Room EM 1.65	F.D.Kamareddine@hw.ac.uk	451 3868
Year 3	Dr Helen Hastie	Room EM1.42	H.Hastie@hw.ac.uk	451 3344
Year 4	Dr Peter King	Room EMG.51	P.J.B.King@hw.ac.uk	451 3433
Year 5	Dr Peter King	Room EMG.51	P.J.B.King@hw.ac.uk	451 3433

##### Mathematics

**Head of Department** Prof. Bernd Schroers HoD.Math@hw.ac.uk  
Room CM T.11 451 3243

##### **Year Directors of Studies**

Year 1	Prof Mark Lawson	Room CM S.21	M.V.Lawson@hw.ac.uk	451 3210
Year 2	Dr. Anatoly Konechny	Room CM T.09	A.Konechny@hw.ac.uk	451 3077
Year 3	Dr. Martin Youngson	Room CM S.03	M.A.Youngson@hw.ac.uk	451 3241
Year 4	Dr. Andy White	Room CM S.07	A.R.White@hw.ac.uk	451 3222
Year 5	Dr. Andy White	Room CM S.07	A.R.White@hw.ac.uk	451 3222

**Special Needs Advisor** Students with special needs should contact the School Office, EM 1.25 or [macs-schooloffice@hw.ac.uk](mailto:macs-schooloffice@hw.ac.uk) for information and advice.



## **Personal Tutor**

Every student has a member of academic staff allocated to them as a personal tutor who will be a key source of advice, guidance and support during your time at Heriot-Watt. Your personal tutor is your first point of contact if you need advice on any issue, both academic and non-academic, and can refer you to other support services where relevant for non-academic matters. Personal tutors provide a clear point of contact for you throughout your degree.

### **Making the most of your personal tutor**

Your personal tutor is an important source of advice, guidance and support, and can direct you to other University support systems and resources as required. However, as a student you have certain responsibilities to help make personal tutoring as effective as possible:

- Make sure you check your Heriot-Watt e-mail (this is vital for all communications with the University) and respond to any meeting invitations
- If you are unable to attend an arranged meeting at the agreed time, then let your personal tutor know as soon as you can.
- If you have any changes in personal circumstances which may affect your studies, let your personal tutor know as soon as you can.
- Remember that your personal tutor is not just there if things go wrong, they can advise you on a range of issues and also direct you to other sources of advice.

### **Contacting your personal tutor**

Don't forget that you can request a meeting with your personal tutor. Sometimes your personal tutor may be unavailable due to a planned absence or other University commitments, if you need to speak to someone while your personal tutor is unavailable, you should contact your year co-ordinator, programme director or head of discipline (contact details for each will be in your programme handbook).

### *Changing personal tutor*

Students can request a change of personal tutor by contacting their Student Office.

Your personal tutor may change during your time at University. You will be notified by your School Office by email of any change in your personal tutor. You will also receive an introductory email from your new personal tutor giving details of how to contact them and when they are available.

Further information on the role of personal tutors can be found at:  
<https://www.hw.ac.uk/students/studies/personal-tutors.htm>

## **5 PROGRAMME OVERVIEW**

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

For more information on undergraduate programmes go to:  
<http://www.macs.hw.ac.uk/students/>

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 School 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 suspended.

## **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.

The University operates the Heriot-Watt Assessment and Progression System (HAPS) which specifies minimum progression requirements. Schools have the option to apply progression requirements above the minimum University requirement, which are approved by the Studies Committees. Students should refer to the programme specific information on progression requirements. This information is detailed in the individual Programme Handbooks.

## **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.**

**It is important to read through Part A of the Handbook which provides more specific information on the requirements of your particular programme of study. Students should contact the appropriate School 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. Students are advised that the University will make changes to study programmes and progression requirements from time to time in accordance with strategic developments and it is therefore important to ensure that students check the most recent version of their handbook for up-to-date information.**

### **B1. UNIVERSITY POLICY AND GUIDANCE**

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

Wherever practicable, University policy is designed to include all members of the University's community, both within and outwith the main campus environments.

Important information for students is contained in the Student Learning Code of Practice. This document is attached in Appendix A.

Policies of specific interest and relevance to students can be accessed via:

<http://www1.hw.ac.uk/committees/lrb/lrb-policies.htm>

### **B2. 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 Ordinances provide a regulatory framework for corporate governance.

The University Ordinances are supported by University Regulations which provide a regulatory framework for the governance of academic-related matters which Staff and Students must adhere to for all academic matters.

There are a number of policies and procedures that underpin the Ordinances and Regulations.

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/staff/policies-governance/procedures/charter-statutes-ordinances-regulations.htm>

### B3. QUICK FINDER GUIDE TO ACADEMIC SUPPORT SERVICES

How to use this guide.

The following guide lists academic support services and resources and provides appropriate weblinks. The guide is divided into 10 sections:

1. Academic Support
2. Enrolment Attendance and Periods of Study
3. Guidance of Assessment
4. Examination and Re-assessment Procedures
5. Grading Awards and Qualifications
6. Graduation
7. Conduct, Discipline and Appeals
8. Complaints
9. Suspension, Withdrawal and Exit Award
10. Student Fees and Charges

1. Academic Support		
1.1	Personal Tutoring	<a href="http://www.hw.ac.uk/students/studies/personal-tutors.htm">http://www.hw.ac.uk/students/studies/personal-tutors.htm</a>  <i>Please refer to the programme-specific information in Part A of this handbook for further details on Personal Tutoring.</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>Please refer to the programme-specific information in Part A of this handbook for further details on Professional Development Planning.</i>
1.3	Student Feedback	<a href="http://www.hwunion.com">http://www.hwunion.com</a>  <i>Please refer to the programme-specific information in Part A of this handbook for further details on Student Feedback.</i>
1.4	Learning and Teaching Matters	<a href="http://www.hw.ac.uk/students/studies/learning-teaching.htm">http://www.hw.ac.uk/students/studies/learning-teaching.htm</a>
2. Enrolment, Attendance and Periods of Study		
2.1	Attendance/Absence from the University	Policy on Student Attendance: Student Attendance: <a href="http://www.hw.ac.uk/students/studies/record/attendance.htm">http://www.hw.ac.uk/students/studies/record/attendance.htm</a>  Withdrawal from the University: <a href="http://www.hw.ac.uk/students/studies/leaving.htm">http://www.hw.ac.uk/students/studies/leaving.htm</a>  <a href="http://www.hw.ac.uk/staff/policies-governance/procedures/charter-statutes-ordinances-regulations.htm">http://www.hw.ac.uk/staff/policies-governance/procedures/charter-statutes-ordinances-regulations.htm</a>

		<b>Regulation 1</b> – General Regulation, paragraph 6 <b>Regulation 4</b> – Postgraduate Diplomas and Graduate Diplomas, paragraph 12 <b>Regulation 18</b> – Postgraduate Certificates and Graduate Certificates, paragraph 12 <b>Regulation 48</b> – Higher Degrees of Master (Taught), paragraph 12
2.2	Recognition of Prior Learning & Credit Transfer	<a href="http://www.hw.ac.uk/staff/policies-governance/procedures/charter-statutes-ordinances-regulations.htm">http://www.hw.ac.uk/staff/policies-governance/procedures/charter-statutes-ordinances-regulations.htm</a>  <b>Regulation 46</b> – Accreditation of Prior Learning (APL)  Policies and Procedures: <a href="http://www.hw.ac.uk/services/academic-registry/quality/learning-teaching/policy-bank.htm">http://www.hw.ac.uk/services/academic-registry/quality/learning-teaching/policy-bank.htm</a>
2.3	Amendment to Enrolment	Amendment to Enrolment: <a href="http://www.hw.ac.uk/students/studies/record/amending-your-enrolment.htm">http://www.hw.ac.uk/students/studies/record/amending-your-enrolment.htm</a>
2.4	Change of Address	Please login to Student Self Service <a href="http://www.hw.ac.uk/selfservice">www.hw.ac.uk/selfservice</a>
2.5	Enrolment	<a href="http://www.hw.ac.uk/students/studies/enrolment.htm">http://www.hw.ac.uk/students/studies/enrolment.htm</a>  <i>Please refer to the programme-specific information in Part A of this handbook for further details on enrolment.</i>
2.6	Periods of Study	<a href="http://www.hw.ac.uk/staff/policies-governance/procedures/charter-statutes-ordinances-regulations.htm">http://www.hw.ac.uk/staff/policies-governance/procedures/charter-statutes-ordinances-regulations.htm</a>  <b>Regulation 3</b> – Modular First Degrees, paragraph 6
2.7	Data Protection	<a href="http://www.hw.ac.uk/about/policies/data-protection.htm">http://www.hw.ac.uk/about/policies/data-protection.htm</a>
2.8	Suspension of Studies	Students are advised to consult with their personal tutor /Year Co-ordinator/Director of Studies in the first instance  Further information and details of how to apply can be found here: <a href="http://www.hw.ac.uk/students/studies/leaving/temporary-suspension-studies.htm">http://www.hw.ac.uk/students/studies/leaving/temporary-suspension-studies.htm</a>
2.9	Teaching Timetables	<a href="http://www.hw.ac.uk/students/studies/timetables.htm">http://www.hw.ac.uk/students/studies/timetables.htm</a>
<b>3. Guidance on Assessment</b>		
3.1	Assessment	<a href="http://www.hw.ac.uk/staff/policies-governance/procedures/charter-statutes-ordinances-regulations.htm">http://www.hw.ac.uk/staff/policies-governance/procedures/charter-statutes-ordinances-regulations.htm</a>  <b>Regulation 3</b> – Modular First Degrees, paragraphs 13 -19
3.2	Heriot-Watt Assessment and Progression System (HAPS)	<a href="http://www.hw.ac.uk/services/academic-registry/quality/learning-teaching/policy-bank.htm">http://www.hw.ac.uk/services/academic-registry/quality/learning-teaching/policy-bank.htm</a>  <i>The University operates a Heriot-Watt Assessment and Progression System (HAPS) which specifies minimum progression requirements. Schools have the option to apply progression requirements above the minimum University requirement, which are approved by the Studies Committees. Please refer to the programme-specific information in Part A of this handbook for further details on progression requirements.</i>
3.3	Extension to	<i>Please refer to the programme-specific information in Part A of this</i>

	<b>Assessment Deadlines</b>	<i>handbook for further details on extensions to assessment deadlines.</i>
3.4	<b>Ill Health and Mitigating Circumstances - Assessment</b>	<a href="http://www.hw.ac.uk/staff/policies-governance/procedures/charter-statutes-ordinances-regulations.htm">http://www.hw.ac.uk/staff/policies-governance/procedures/charter-statutes-ordinances-regulations.htm</a> <b>Regulation 1</b> – General Regulation, paragraph 6 <b>Regulation 3</b> – Modular First Degrees, paragraph 10, 15, 25 <a href="http://www.hw.ac.uk/students/studies/examinations/mitigating-circumstances.htm">http://www.hw.ac.uk/students/studies/examinations/mitigating-circumstances.htm</a>
3.5	<b>Non-Submission of Assessment</b>	<i>Please refer to the programme-specific information in Part A of this handbook for further details on non-submission of assessments.</i>
3.6	<b>Submission of Assessment</b>	<i>Please refer to the programme-specific information in Part A of this handbook for further details on submission of assessment.</i>
<b>4. Examination and Re-assessment Procedures</b>		
4.1	<b>Assessment Results</b>	<a href="http://www.hw.ac.uk/students/studies/examinations/results.htm">http://www.hw.ac.uk/students/studies/examinations/results.htm</a> <i>Please refer to the programme-specific information in Part A of this handbook for further details on assessment results.</i>
4.2	<b>Discretionary Credits</b>	<a href="http://www.hw.ac.uk/staff/policies-governance/procedures/charter-statutes-ordinances-regulations.htm">http://www.hw.ac.uk/staff/policies-governance/procedures/charter-statutes-ordinances-regulations.htm</a> <b>Regulation 3</b> – Modular First Degrees, paragraph 22
4.3	<b>Examinations</b>	<a href="http://www.hw.ac.uk/students/studies/examinations.htm">http://www.hw.ac.uk/students/studies/examinations.htm</a> <i>Please refer to the programme-specific information in Part A of this handbook for further details on examinations.</i>
4.4	<b>Examination Diets</b>	<a href="http://www.hw.ac.uk/students/studies/examinations.htm">http://www.hw.ac.uk/students/studies/examinations.htm</a> <i>Please refer to the programme-specific information in Part A of this handbook for further details on examinations diets.</i>
4.5	<b>Examination Timetables</b>	<a href="http://www.hw.ac.uk/students/studies/examinations/timetables.htm">http://www.hw.ac.uk/students/studies/examinations/timetables.htm</a> <i>Please refer to the programme-specific information in Part A of this handbook for further details on examination timetables.</i>
4.6	<b>Examination Conduct</b>	<a href="http://www.hw.ac.uk/students/studies/examinations/exam-conduct-id-checks.htm">http://www.hw.ac.uk/students/studies/examinations/exam-conduct-id-checks.htm</a>
4.7	<b>External Examiners Information and Reports</b>	<p>Students can find details of the External Examiners for their programme on the web:  <a href="http://www.hw.ac.uk/students/studies/examinations.htm">http://www.hw.ac.uk/students/studies/examinations.htm</a></p> <p>Students can request the External Examiners Report for their Programme by emailing <a href="mailto:J.Stewart@hw.ac.uk">J.Stewart@hw.ac.uk</a></p> <p>Further guidance on the sharing of External Examiners Reports can be found at:  <a href="http://www.hw.ac.uk/services/academic-registry/quality/qa/external-examiners.htm">http://www.hw.ac.uk/services/academic-registry/quality/qa/external-examiners.htm</a></p>
4.8	<b>Ill Health and Mitigating Circumstances – Examinations</b>	<a href="http://www.hw.ac.uk/staff/policies-governance/procedures/charter-statutes-ordinances-regulations.htm">http://www.hw.ac.uk/staff/policies-governance/procedures/charter-statutes-ordinances-regulations.htm</a> <b>Regulation 1</b> – General Regulation, paragraph 6 <b>Regulation 3</b> – Modular First Degrees, paragraph 10, 15, 25 <b>Regulation 9</b> – Assessments and Examinations, paragraph 9, 12 <i>Students should refer to the programme-specific information in Part A of this handbook for related procedures in Schools.</i>

		<a href="http://www.hw.ac.uk/students/studies/examinations/mitigating-circumstances.htm">http://www.hw.ac.uk/students/studies/examinations/mitigating-circumstances.htm</a>
4.9	Examination in Different Time Zones	Policy: <a href="http://www.hw.ac.uk/services/academic-registry/quality/learning-teaching/policy-bank.htm">http://www.hw.ac.uk/services/academic-registry/quality/learning-teaching/policy-bank.htm</a>
4.10	Information on Student Fees and Charges	Information on student fees and charges: <a href="http://www.hw.ac.uk/students/money/tuition-fees.htm">http://www.hw.ac.uk/students/money/tuition-fees.htm</a>  <a href="http://www.hw.ac.uk/staff/policies-governance/procedures/charter-statutes-ordinances-regulations.htm">http://www.hw.ac.uk/staff/policies-governance/procedures/charter-statutes-ordinances-regulations.htm</a>  <b>Ordinance E1</b> ( <i>previously Ordinance 2</i> ) – Fees, Charges, Fines and Debts
4.11	Re-assessment	<b>Information on re-assessment can be found:</b> <a href="http://www.hw.ac.uk/students/studies/examinations/reassessment/what-if-i-fail-.htm">http://www.hw.ac.uk/students/studies/examinations/reassessment/what-if-i-fail-.htm</a>  <b>Students who study on one of the University's campuses are reminded of the University policy that examinations must be taken at the campus at which the student is studying. Students must note that this includes examinations during the December and Spring diets, and Resit examinations scheduled during the Autumn diet (ie the diet which takes place over the summer vacation).</b>  Reassessment Procedures: <a href="http://www.hw.ac.uk/students/studies/examinations/re-assessment.htm">http://www.hw.ac.uk/students/studies/examinations/re-assessment.htm</a>  <b>Please refer to the programme-specific information in Part A of this handbook for further details on re-assessment.</b>
4.12	Use of Calculators in Examinations	Policy on the Use of Calculators: <a href="http://www.hw.ac.uk/services/academic-registry/quality/learning-teaching/policy-bank.htm">http://www.hw.ac.uk/services/academic-registry/quality/learning-teaching/policy-bank.htm</a>  <a href="http://www.hw.ac.uk/staff/policies-governance/procedures/charter-statutes-ordinances-regulations.htm">http://www.hw.ac.uk/staff/policies-governance/procedures/charter-statutes-ordinances-regulations.htm</a>  <b>Regulation 9</b> – Assessments and Examinations, paragraph 8
4.13	Use of Dictionaries	<b>Dictionaries are not permitted in any examinations, wherever or whenever the examination is held.</b>  <a href="http://www.hw.ac.uk/services/academic-registry/quality/learning-teaching/policy-bank.htm">http://www.hw.ac.uk/services/academic-registry/quality/learning-teaching/policy-bank.htm</a>
<b>5. Grading, Awards and Qualifications</b>		
5.1	Honours Classification and Grading	<a href="http://www.hw.ac.uk/staff/policies-governance/procedures/charter-statutes-ordinances-regulations.htm">http://www.hw.ac.uk/staff/policies-governance/procedures/charter-statutes-ordinances-regulations.htm</a>  For information regarding the qualifying courses used to determine honours classifications, please refer to: <b>Regulation 3</b> – Modular First Degrees, paragraphs 14, 20, 23  For information on credit levels relating to degree awards can be found at: <b>Regulation 3</b> – Modular First Degrees, paragraphs 14, 20
5.2	Intermediate Award	<a href="http://www.hw.ac.uk/students/studies/record/awards.htm">http://www.hw.ac.uk/students/studies/record/awards.htm</a>
<b>6. Graduation</b>		



6.1	Graduation Information	<a href="http://www.hw.ac.uk/students/studies/graduation.htm">http://www.hw.ac.uk/students/studies/graduation.htm</a>
<b>7. Conduct, Discipline and Appeals</b>		
7.1	Academic Conduct (including copying, plagiarism and collusion)	<p>Further Information is available from:  <a href="http://www.hw.ac.uk/staff/policies-governance/procedures/charter-statutes-ordinances-regulations.htm">http://www.hw.ac.uk/staff/policies-governance/procedures/charter-statutes-ordinances-regulations.htm</a></p> <p><b>Regulation 9</b> – Assessment and Examinations, Paragraph 8  <b>Regulation 50</b> – Student Discipline</p> <p>Student Discipline Policy and Procedures:  <a href="http://www.hw.ac.uk/students/studies/record/discipline.htm">http://www.hw.ac.uk/students/studies/record/discipline.htm</a></p> <p>Examination Conduct:  <a href="http://www.hw.ac.uk/students/studies/examinations/exam-conduct-id-checks.htm">http://www.hw.ac.uk/students/studies/examinations/exam-conduct-id-checks.htm</a></p>
7.2	Appeals	<p>Further Information is available at:  <a href="http://www.hw.ac.uk/students/studies/complaints/student-appeals.htm">http://www.hw.ac.uk/students/studies/complaints/student-appeals.htm</a></p> <p>Student Academic Appeal Policy and Procedures  <b>Regulation 36</b> - Student Academic Appeals</p> <p>Appeals relating to all disciplinary matters are located within the Student Discipline Policy and Procedures:  <a href="http://www.hw.ac.uk/students/studies/record/discipline.htm">http://www.hw.ac.uk/students/studies/record/discipline.htm</a></p>
7.3	Detection of Plagiarism	<a href="http://www.hw.ac.uk/students/studies/examinations/plagiarism.htm">http://www.hw.ac.uk/students/studies/examinations/plagiarism.htm</a>
7.4	Student Discipline Policy and Procedures	<p>The purpose of the Student Discipline Policy and Procedures is to regulate student behaviour in order to secure the proper working of the University in the broadest sense. These procedures cover both academic and non-academic misconduct.</p> <p>Further information is available from:  <a href="http://www.hw.ac.uk/students/studies/record/discipline.htm">http://www.hw.ac.uk/students/studies/record/discipline.htm</a></p> <p>Misconduct and Law  At any time during enrolment a student is cautioned or arrested for, or charges with a criminal offence, including motoring offences (see exceptions) the student is required to report this immediately to the Academic Registrar. The Academic Registrar must also be kept informed of any criminal or court proceedings.</p> <p>For further information on Misconduct and the Law see:  <a href="http://www.hw.ac.uk/students/studies/record/discipline.htm">http://www.hw.ac.uk/students/studies/record/discipline.htm</a></p>
7.5	Plagiarism	<p>Further Information is available from:  <a href="http://www.hw.ac.uk/students/studies/examinations/plagiarism.htm">http://www.hw.ac.uk/students/studies/examinations/plagiarism.htm</a></p> <p>Plagiarism Guide:  For an English language version, please refer to  <a href="http://www.hw.ac.uk/services/academic-registry/quality/learning-teaching/policy-bank.htm">http://www.hw.ac.uk/services/academic-registry/quality/learning-teaching/policy-bank.htm</a> (this document is attached in Appendix B)</p> <p>For the Chinese language version, please refer to  <a href="http://www.hw.ac.uk/services/academic-registry/quality/learning-teaching/policy-bank.htm">http://www.hw.ac.uk/services/academic-registry/quality/learning-teaching/policy-bank.htm</a></p>

		For the Arabic language version, please refer to <a href="http://www.hw.ac.uk/services/academic-registry/quality/learning-teaching/policy-bank.htm">http://www.hw.ac.uk/services/academic-registry/quality/learning-teaching/policy-bank.htm</a>
7.6	Unauthorised Equipment in Examinations	<a href="http://www.hw.ac.uk/staff/policies-governance/procedures/charter-statutes-ordinances-regulations.htm">http://www.hw.ac.uk/staff/policies-governance/procedures/charter-statutes-ordinances-regulations.htm</a> <b>Regulation 9</b> – Assessment and Examinations, paragraph 8 <b>Regulation 50</b> – Student Discipline
<b>8. Complaints</b>		
8.1	Complaints Policy and Procedures	Further information on the University's Complaints Policy and procedures is available from: <a href="http://www.hw.ac.uk/students/studies/complaints/complaints.htm">http://www.hw.ac.uk/students/studies/complaints/complaints.htm</a>
<b>9. Suspension, Withdrawal and Exit Award</b>		
9.1	Temporary Suspension of Studies	Students are advised to consult with their personal tutor /Year Co-ordinator/Director of Studies in the first instance  Application forms are available on the current student website,  <a href="http://www.hw.ac.uk/students/studies/record/amending-your-enrolment.htm">http://www.hw.ac.uk/students/studies/record/amending-your-enrolment.htm</a>  Further Information is available from: <a href="http://www.hw.ac.uk/staff/policies-governance/procedures/charter-statutes-ordinances-regulations.htm">http://www.hw.ac.uk/staff/policies-governance/procedures/charter-statutes-ordinances-regulations.htm</a>  <b>Regulation 1</b> – General Regulation, paragraph 6 <b>Regulation 3</b> Modular First Degrees, paragraph 19
9.2	Withdrawal	Thinking of leaving: <a href="http://www.hw.ac.uk/students/studies/leaving.htm">http://www.hw.ac.uk/students/studies/leaving.htm</a>  Application Form to withdraw from studies is available form: <a href="http://www.hw.ac.uk/students/studies/leaving/withdrawing-from-university.htm">http://www.hw.ac.uk/students/studies/leaving/withdrawing-from-university.htm</a>
9.3	Exit Awards	<a href="http://www.hw.ac.uk/students/studies/record/awards.htm">http://www.hw.ac.uk/students/studies/record/awards.htm</a>
<b>10. Student Fees and Charges</b>		
10.1	Charges for Transcripts, Certifications, Late Enrolment and Student Identity Cards	Follow the link for Additional Notes on Fees at: <a href="http://www.hw.ac.uk/students/doc/additionalfees-uk-alp-idl.pdf">http://www.hw.ac.uk/students/doc/additionalfees-uk-alp-idl.pdf</a>
10.2	Fees Status Enquiry Form	<a href="http://www.hw.ac.uk/student-life/scholarships/tuition-fees/undergraduate.htm">http://www.hw.ac.uk/student-life/scholarships/tuition-fees/undergraduate.htm</a>
10.3	Information on Student Fees and charges	Information on Tuition Fees: <a href="http://www.hw.ac.uk/student-life/scholarships/tuition-fees.htm">www.hw.ac.uk/student-life/scholarships/tuition-fees.htm</a>  Information on Additional Fees and Charges: <a href="http://www.hw.ac.uk/students/doc/additionalfees-uk-alp-idl.pdf">http://www.hw.ac.uk/students/doc/additionalfees-uk-alp-idl.pdf</a>

		Further information available from: <a href="http://www.hw.ac.uk/staff/policies-governance/procedures/charter-statutes-ordinances-regulations.htm">http://www.hw.ac.uk/staff/policies-governance/procedures/charter-statutes-ordinances-regulations.htm</a>  <b>Ordinance E1</b> (previously Ordinance 2) – Fees, Charges, Fines and Debts
10.4	Re-assessment Fees and Procedures	<a href="http://www.hw.ac.uk/students/studies/examinations/re-assessment.htm">http://www.hw.ac.uk/students/studies/examinations/re-assessment.htm</a>
10.5	Repeated Courses	<a href="http://www.hw.ac.uk/students/money/tuition-fees.htm">http://www.hw.ac.uk/students/money/tuition-fees.htm</a>

## B4. 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	Study Support	<a href="http://www.hw.ac.uk/is/skills-development/study-support.htm">http://www.hw.ac.uk/is/skills-development/study-support.htm</a>
2	Academic Registry	<a href="http://www.hw.ac.uk/services/academic-registry.htm">http://www.hw.ac.uk/services/academic-registry.htm</a>
3	Careers Service	<a href="http://www.hw.ac.uk/careers/">http://www.hw.ac.uk/careers/</a>
4	Centre for Sport and Exercise	Edinburgh Campus: <a href="http://www.hw.ac.uk/sports/">http://www.hw.ac.uk/sports/</a>
5	Chaplaincy	<a href="http://www.hw.ac.uk/students/health-wellbeing/faith/chaplaincy.htm">http://www.hw.ac.uk/students/health-wellbeing/faith/chaplaincy.htm</a>
6	Information Services	<b>General IT information:</b> <a href="http://www.hw.ac.uk/is/">http://www.hw.ac.uk/is/</a> or contact IT Help on +44 (0)130 451 4045
7	Development and Alumni Office	<a href="http://www.hw.ac.uk/alumni.htm">http://www.hw.ac.uk/alumni.htm</a>
8	Equality and Diversity Service	<a href="http://www1.hw.ac.uk/equality">http://www1.hw.ac.uk/equality</a>
9	Finance Office	<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:studentcentre@hw.ac.uk">studentcentre@hw.ac.uk</a>
10	Guide to Student Life	<a href="http://www.hw.ac.uk/student-life.htm">http://www.hw.ac.uk/student-life.htm</a>
11	Health Service	<a href="http://www.hw.ac.uk/health">http://www.hw.ac.uk/health</a>
12	Heriot Watt University Students' Association	<a href="http://HWUnion.com">http://HWUnion.com</a> or contact <a href="mailto:info@hwunion.com">info@hwunion.com</a>
13	Information Security (Data Protection)	<a href="http://www.hw.ac.uk/about/policies/data-protection.htm">http://www.hw.ac.uk/about/policies/data-protection.htm</a> To find out more please contact <a href="mailto:foi@hw.ac.uk">foi@hw.ac.uk</a>

14	International Student Advice	<a href="http://www1.hw.ac.uk/support/isao/accommodation.htm">http://www1.hw.ac.uk/support/isao/accommodation.htm</a>
15	Library	<a href="http://www.hw.ac.uk/is/library-essentials.htm">http://www.hw.ac.uk/is/library-essentials.htm</a>
16	Sports Union	<a href="http://www.hw.ac.uk/sports/sports-union.htm">http://www.hw.ac.uk/sports/sports-union.htm</a>
17	Student Service Centre	<a href="http://www1.hw.ac.uk/studentcentre">http://www1.hw.ac.uk/studentcentre</a>
18	Student Support and Accommodation	<p>Student Support:  <a href="http://www.hw.ac.uk/student-life/campus-life/student-support.htm">http://www.hw.ac.uk/student-life/campus-life/student-support.htm</a></p> <p>Accommodation:  <a href="http://www.hw.ac.uk/student-life/campus-life/edinburgh/accommodation.htm">http://www.hw.ac.uk/student-life/campus-life/edinburgh/accommodation.htm</a></p> <p>or contact - <a href="mailto:studentsupport@hw.ac.uk">studentsupport@hw.ac.uk</a></p>
19	Religious Services	<p><b><i>In addition to the multi-denominational Chaplaincy, a Muslim Prayer Room is provided for students at the main University campus Edinburgh. There is also a prayer room for students within the Dubai Campus.</i></b></p> <p>Details fo the Chaplaincy (which is open to students of all faiths and none, can be found at:  <a href="http://www.hw.ac.uk/students/health-wellbeing/faith/chaplaincy.htm">http://www.hw.ac.uk/students/health-wellbeing/faith/chaplaincy.htm</a></p>
20	Widening Participation	<p>Further information on Widening Participation can be found at:  <a href="http://www.hw.ac.uk/student-life/campus-life/student-support.htm">http://www.hw.ac.uk/student-life/campus-life/student-support.htm</a></p>

## APPENDIX A - STUDENT LEARNING CODE OF PRACTICE for those studying on campus

### What staff can expect from students

Most importantly, we expect you to take charge of your own learning. This is your degree; to get the most of your time at the University you need to be independent, self-motivated and proactive in your studies. We understand that you may have other demands on your time, but your studies should come first. In addition, we expect:

- Preparation for classes as specified by your lecturers, including studying lecture notes, working on tutorial questions and participating in online activities. To do well in your studies you will need to undertake a significant amount of private study in addition to attending your timetabled classes
- Full engagement and attendance on time for lectures, laboratories, seminars and tutorials: during the semester it is your responsibility to be available to attend classes and, in particular, class tests
- Basic organisational skills, including coming to classes with pen and paper ready to take notes or with equipment for electronic note-taking, and using a calendar so that you don't forget deadlines and appointments
- Attention, courtesy and participation during classes; this includes asking and answering questions in lectures and tutorials
- Respecting deadlines for any assignments
- Taking responsibility for your work, whether completed individually or as part of a group
- Attendance at any scheduled meetings with a member of staff. If you can't make a scheduled meeting, please notify the member of staff in advance rather than just not attending
- Checking your University email, providing timely responses to emails from members of staff
- Provision of feedback on your courses and programme
- Commitment to your learning and a professional approach to your academic work
- Self-reflection on progress and willingness to learn from feedback on tutorial work, projects, exams, and trying to improve your work based on that feedback
- Determination and persistence; some topics and problems will be challenging and we expect you to make a sustained effort to master difficult topics. Lecturers are there to help if you need it
- To keep yourself informed about new and interesting developments in your discipline (beyond what is covered in your courses)
- Full referencing of all work \*
- Adherence with regulations and requirements, including health and safety
- Politeness and respect for all members of the Heriot-Watt University community (<http://www.hw.ac.uk/about/careers/culture/our-values.htm>) and for the facilities/ services provided. This includes switching off your phones and other social media during classes

\* Full referencing is required in accordance with the conventions of your subject area/discipline. Guidance on referencing and the use of sources is available from your subject librarian and the Effective Learning Service (<http://www.hw.ac.uk/is/skills-development/study-support.htm>). Remember that plagiarism is an academic offence even if it is unintentional; you need to take care to avoid it.

## What students can expect from staff

Teaching is one of the most important duties for members of staff. Although members of academic staff have research and administrative duties which also require attention, we aim to provide:

- Commitment to helping you learn, with support, encouragement and technical back-up to help you develop your skills
- Research informed teaching and high quality delivery of learning materials in accordance with the syllabus
- Advice and support on course content at tutorials, laboratories and through pre-arranged meetings
- Appropriate supervision of project/dissertation work
- Clear information and guidance on assessment requirements
- Availability for face-to-face meetings, either during scheduled office hours or at pre-arranged times
- Timely oral and written feedback
- Timely provision of marks/grades for coursework and exams
- A prompt response from your personal tutor
- A timely response to general email questions
- Guidance on specific regulations and requirements including those related to health and safety
- Politeness and respect (<http://www.hw.ac.uk/about/careers/culture/our-values.htm>)

Sometimes members of staff are away on University business and are not able to respond as quickly as normal. If this happens, they will leave an "out-of-office" message and will advise you who to contact instead.

### If you have a problem

If you have a personal or any other type of problem that is having an adverse effect on your studies, please discuss it with your personal tutor. We are here to help. You can also discuss any personal problems including counselling, disability and financial difficulties with the staff in the Student Support (and Accommodation) Office (<http://www.hw.ac.uk/student-life/campus-life/student-support.htm>, or email [studentsupport@hw.ac.uk](mailto:studentsupport@hw.ac.uk)).

For problems about your course or study programme, talk to the lecturer first. If you need further help, you can raise the matter with your Class Representative or the Year Director of Studies.

Academic Registrar

September 2013; rev January 2014; rev April 2016

## APPENDIX B - 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 modules 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/students/studies/examinations/plagiarism.htm> for further details of how the University deals with all acts of plagiarism.

### 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.

### Definition

- 1.3. 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.
- 1.4. 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.

### Good Practice

- 1.5. 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 about ways of doing this. Generally, referencing 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.
- 1.6. 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;
  - **Quotations:** inverted commas must always be used to identify direct quotations, and the source of the quotation must be cited;

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<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/Course Handbooks 2004/2005, Schools at Heriot-Watt University



- **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).

1.7. 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:

#### 1.7.1. 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.

#### 1.7.2. Common Mistakes

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

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

1.8. 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:

#### 1.8.1. Example 2: Quoting the work of others

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:

<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/reasons.html>), reproduced with kind permission.

*“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”.*

#### 1.8.2. 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”.*

#### 1.8.3. Example 4: Use of reference lists

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

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

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

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

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

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.**

- 1.9. Students are encouraged to use a style of acknowledgement that is appropriate to their own academic discipline and should seek advice from their personal tutor, course 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.

## Managing Plagiarism

- 1.10. 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/staff/policies-governance/procedures/charter-statutes-ordinances-regulations.htm> and to the Guidelines for Staff and Students on Discipline at <http://www.hw.ac.uk/students/studies/record/discipline.htm>).

*How your School 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. A number of plagiarism detection packages are in use at Heriot-Watt University, one example being the Joint Information Systems 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 and to you
- Alert you and staff in your School 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.