School of Mathematical and Computer Sciences

Programme Handbook
BSc Data Sciences
BSc Statistical Data Science
Dubai Campus

2020 – 2021

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PART A: SCHOOL INFORMATION

A1. How to Use This Handbook

This handbook provides you with:
- An overview of your programme, its structure and its courses.
- Contact information for key staff in your programme, subject and academic School.
- Details of support and resources available to you as a Heriot-Watt student.

Take time to look through the information provided, but also use it for reference if you are unsure of anything, if you want to contact someone, or if you want to find out more about any aspect of your studies. This Handbook is not just for your first week or two at University, nor is it something to be read once and discarded, you will find it useful to refer back to its contents in the coming weeks and months. If you can't find the information you are looking for then you can ask your personal tutor.

All information is correct at the time the Handbook was produced.

A2. Welcome

Welcome from the Principal and Vice Chancellor of Heriot-Watt University

I am delighted that you have chosen our unique and innovative University and have entrusted us with your education for the next few years. Heriot-Watt has been at the forefront of pioneering education and future thinking since 1821, and each year, whether it be in league tables or the testimonies of our brilliant students and our supportive staff, we continue to lead the way in world class education.

We are very aware that you are joining us in uncertain times but let me reassure you that Heriot-Watt University continues to rise to these challenges. Our Learning and Teaching Academy has been working tirelessly to create and implement a Responsive Blended Learning (RBL) model, which enhances teaching practices both on campus and at home, ensuring that you will still receive inspiring learning experiences and practical support. Now more than ever, we are thankful for our global OneWatt community of students, colleagues and alumni, who continue to actively take part in our supportive network, which spans five campuses in three countries.

Throughout your studies you will have the opportunity to thrive both personally and academically, and I would encourage you to take advantage of all that our campuses, student societies and global community has to offer you. As a University committed to preparing you for your future, we're delighted to offer opportunities for students to gain a global perspective, whether at a single campus or abroad. As travel restrictions are eased, our Go Global programme will continue to offer inter-campus transfers and exchanges across our campuses in Dubai, Scotland and Malaysia, allowing you to study, socialise or experience new cultures and places. We encourage you to connect with likeminded individuals across the globe and grasp every opportunity with both hands.

Our graduates are sought-after by global professions and industries all over the world. The very nature of a Heriot-Watt education is one that allows you to benefit from our research-informed approach, underpinned by our rich heritage and values. We're dedicated to providing you with the confidence and leadership skills to be a global citizen, and the expertise to one day become a leader in your chosen field or career. Together we will help shape tomorrow to deliver benefits for all of society.

We look forward to supporting you as you grow and become a successful graduate of Heriot-Watt University. On behalf of our global OneWatt community, I'd like to take this opportunity to say: welcome to the family.

Professor Richard A. Williams OBE, *Principal and Vice-Chancellor*

Welcome from the Head of Dubai Campus
It is with great pleasure that we welcome you to the University's Dubai Campus

Heriot-Watt University is proud to be here in the UAE, providing a range of high quality programmes, relevant to the Middle East region, to the UAE and to the aspirations of its people. Heriot-Watt has a long tradition of providing vocationally relevant academic programmes, with strong industry and research links. There are currently over 500 Heriot-Watt Alumni living and working in the UAE and the Gulf States as well as our current students, so you will be joining a successful and vibrant community!

We welcome you to your chosen degree programme either as a postgraduate or undergraduate student and look forward to working with you to help you achieve your personal ambitions and goals.

Professor Ammar Kaka
A Vice Principal of Heriot-Watt University and
Head of Heriot-Watt University Dubai Campus

Welcome from Head of School
I am delighted to echo my colleagues' welcome to our University and to our Dubai campus. It is also my pleasure to welcome you to the School of Mathematical and Computer Sciences. You are joining a thriving School with a strong tradition of research, scholarship and teaching in Computer Science and Information Technology. You are about to start on a well-established undergraduate programme leading to a highly regarded and internationally recognised qualification. As our student, you will enjoy the professionalism, enthusiasm and friendliness of our Dubai-based staff, confident that you are receiving the same high standards of teaching and assessment as your fellow students in Scotland.

I trust that you will find studying with us both stimulating and rewarding.

Professor Beatrice Pelloni
Head of the School of Mathematical & Computer Sciences

A3.   COVID-19 and Responsive Blended Learning

The COVID-19 pandemic means that we have adapted the way we deliver learning and teaching across our campuses to enable us to continue to offer an inspiring learning experience, whatever pandemic-related restrictions may be in place.

Our approach is called **Responsive Blended Learning (RBL).**

- **Responsive** to the changing environments our students are living and learning in, to the wellbeing concerns of students and staff, and to the diversity of students' learning needs at this challenging time.

- **Blended** to combine the very best use of online and on-campus teaching, learning and student support. The exact balance of this blend of online and on-campus learning will flex depending on local conditions and individual student context.

Our Responsive Blended Learning approach means that you will be able to learn, interact and collaborate with your classmates, whether you are on campus or studying at a distance. It will enable you to access materials, work with and learn alongside your class cohort, and build and strengthen friendships, wherever you begin your studies from. This means our response will flex with the local conditions, and with your particular circumstances. It will also allow us to slowly and safely phase the return of students and staff on to our campuses, when conditions allow.

As campuses reopen, there will be increasing opportunities for on-campus teaching activities. Labs, studios and maker-spaces will, when safe to do so, be opened to allow students to engage in practical activities. Tutorials and

other class teaching will also resume on campus, when space and safety guidance allows this. Whenever you can return, we will be here to welcome you and support you to adjust to campus life.

You can discuss any issues around your learning or your wellbeing with your personal tutor (see below) and with the University's support services (see section B6 below).

A4.   Dubai Campus Information

A4.1   Key Contacts

Professor Ammar Kaka is the Head of the Heriot-Watt University Dubai Campus (HWUDC). There are 8 Academic Schools functioning within the Heriot Watt University Dubai Campus and each of them is managed by the Associate Head of School based in Dubai. Each Academic programme is led by a Programme Coordinator, supported by an experienced academic staff team located at the University's campus at Dubai International Academic City. The address and contact details are noted overleaf. In the first instance, students should contact us via our Reception staff who will be pleased to help direct queries to the appropriate person.

Web: www.hw.ac.uk/dubai.htm

A4.2   Significant Dates in Academic Year

HWU operates a two twelve-week semester system as shown below:

2020/21 dates	Activity
6-10 September 2020	Welcome Week
13 September – 5 December 2020	Semester 1 Teaching
19-23 October 2020	Semester 1 Consolidation Week
7-18 December 2020	Semester 1 Exams
20 December 2020 – 9 January 2021	Semester 1 Break
10 January – 3 April 2021	Semester 2 Teaching
4-24 April 2021	Semester 2 Break
26 April – 21 May 2021	Semester 2 Exams
5-13 August 2021	Resit Exams

The Teaching Timetable for each Semester will be published before the start of each Semester.

All examinations take place during the assessment blocks. Resit examinations are scheduled during the summer vacation. Full details of examination timetabling.

Dubai Campus Holidays 2020/21

The University buildings will be closed for the following official UAE holidays*:

- 29 October 2020 (The Prophet's Birthday)

- 1-3 December 2020 (Commemoration Day and National Day)

- 1 January 2021 (New Year's Day)

- 13-15 May 2021 (Eid Al Fitr)

- 19-22 July 2021 (Arafah Day and Eid Al Adha)

- 9 August 2021 (Hijri New Year)

*All dates given are approximate. The exact date(s) of observation will be announced by the UAE government and confirmed by the University closer to each holiday.

A4.3   General Information about Heriot-Watt University and The Dubai Campus

Heriot-Watt University is an international university, based in Edinburgh, the capital of Scotland in the UK, with campuses in the north and south of Scotland, Dubai and Malaysia. The University also has a worldwide network of Learning Partners.

Wherever they are located, Heriot-Watt students have the opportunity to study programmes which will equip them to contribute immediately to the economy and wellbeing of the region in which they choose to work. This ethos of "doing things that matter" stretches right back to the origins of Heriot-Watt in 1821, when programmes were run to suit the needs of developing industries in Scotland.

The Dubai Campus is certified and permitted by Knowledge and Human Development Authority (KHDA) which is part of the Dubai Government (UAE). Heriot-Watt is running all its Programmes and activities of higher education in UAE under the rules and regulations of KHDA.

A4.4   Key Staff and Contact Details

Campus Contacts

Campus Contacts	Staff Name	Contact Details
Vice-Principal of Heriot-Watt University and Head of Dubai Campus	Professor Ammar Kaka	provostdubai@hw.ac.uk
Deputy Vice-Principal of Heriot-Watt University Dubai Campus	Prof Bryn Jones	provostdubai@hw.ac.uk
Student Council President	Mr Soehl Mathew Abraham	Council.president@hw.ac.uk
Reception		+971 52 376 0408
Dubai Student Service Centre **(all student enquiries, both general and academic)**		dubaistudentservices@hw.ac.uk +971 52 205 7232
Visa Office		dubaistudentservices@hw.ac.uk +971 52 205 7232
Finance Office		Dubai-finance@hw.ac.uk
Recruitment and Admissions Office		dubaienquiries@hw.ac.uk +971 52 213 9432
Library		DubaiLibHelp@hw.ac.uk
IT Office (Help Desk)		DubaiIShelp@hw.ac.uk

Point of Contact	Responsible Staff Name	Email
Careers & Graduate Futures		dubaicareers@hw.ac.uk
Effective Learning Advisor	Dr Allyson Noble	A.noble@hw.ac.uk
Student Success Advisor	Mr Mohammed Al-Chalabi	M.Al-Chalabi@hw.ac.uk
Students of Determination / Disability Services	Ms Laetitia Grobbelaar	L.Van_Deventer@hw.ac.uk
Wellbeing		dubaiwellbeing@hw.ac.uk

Academic School Contacts

Point of Contact	Responsible Staff Name	Email
Dubai Campus		
Academic Head	Mr Steve Gill	S.Gill@hw.ac.uk
Deputy Academic Head	Dr Hind Zantout	H.Zantout@hw.ac.uk
Associate Director of Learning & Teaching	Ms Smitha Kumar	Smitha.Kumar@hw.ac.uk
Associate Director of Academic Quality	Dr Mohammad Hamdan	M.Hamdan@hw.ac.uk
Undergraduate Director of Studies	Mr Talal Shaikh	T.A.G.Shaikh@hw.ac.uk
Programme Director of BSc Statistical Data Science	Dr Haslifah Hasim	H.Hasim@hw.ac.uk
Programme Director of BSc Data Sciences	Dr Hadj Batatia	H.Batatia@hw.ac.uk
Director of Research	Dr Neamat El Gayar	N.Elgayar@hw.ac.uk
Edinburgh Campus		
Head of School	Professor Beatrice Pelloni	B.Pelloni@hw.ac.uk
Head of Computer Science	Professor Andrew Ireland	A.Ireland@hw.ac.uk
Undergraduate Administrator	Mrs Lisa Kinnaird	L.M.Kinnaird@hw.ac.uk

Academic Staff Contacts

Point of Contact	Responsible Staff Name	Email
First Year co-ordinator	Dr Adrian Turcanu	A.Turcanu@hw.ac.uk
Second Year co-ordinator	Dr Ryad Soobhany	R.Soobhany@hw.ac.uk
Third Year co-ordinator	Dr Abrar Ullah	A.Ullah@hw.ac.uk
Fourth Year co-ordinator	Dr Hani Ragab Hassen	H.RagabHassen@hw.ac.uk

Support Staff Contacts

Point of Contact	Responsible Staff Name	Email
IT Lab	IT Help Desk	DubaiHelpdesk@hw.ac.uk
Dubai Student Service Centre	Counter Service	DubaiStudentServices@hw.ac.uk

A5.   PROGRAMME OVERVIEW

Introduction

This handbook contains information on the programme structure, notes, description and the courses offered on the BSc Data Sciences.

Information Resources and Links

Resource	Description	Location
MACS Student Website	Lots of information regarding MACS programmes and courses.	http://www.macs.hw.ac.uk/students
University Student Website	The main University website for information and resources.	https://www.hw.ac.uk/students
Student Portal	Access to the University Student Portal (e.g. email, room bookings, timetables).	https://portal.hw.ac.uk
Virtual Learning Environment (VLE)	All courses have materials available at the University's learning Environment (VISION).	https://vision.hw.ac.uk
Student Self Service	You can update your address and where you will get your on-line results.	https://www.hw.ac.uk/selfservice

Programme Structure

Our academic year is divided into 2 semesters corresponding to 30 weeks. There will be 12 weeks teaching in each semester. You are expected to study 4 courses each semester, giving a total of 8 courses in a full year. Contact hours through lecture, lab and tutorial slots, are only part of your study time for each course. You are expected to spend 10 hours in total per week on each of the 4 courses. Each course is worth 15 credits. Courses may be mandatory or optional.

- Mandatory courses: These courses are compulsory.
- Optional courses: Students are required to choose from a specified list of courses relevant to the subject area of their degree discipline.

All undergraduate courses are designed to be of equal length in terms of student effort. The average student is expected to put in a total effort of 150 hours per course. These 150 hours include all lectures, tutorials, computing labs, workshops, background reading, writing up notes, coursework, revision and examinations for the course.

Timetables

A timetable of classes will be available online here

Consolidation Week

The Consolidation Week is an opportunity to pause within the semester. It will allow both staff and students to reflect on courses, catch-up with outstanding pieces of work and consolidate material that has been covered in the first half of semester to determine aspects of the course that may need to be revisited, re-enforced, etc. There will also be the opportunity for students to engage in additional induction and wellbeing activities, careers sessions, etc.

The following outlines the main expectations for both staff and students:
- The Consolidation Week is not a vacation/break. It is intended to slow the pace, somewhat, and allow reflection and consolidation of learning. Support activities will still take place during this week.
- No new material will to be covered during Consolidation Week.
- There will be no assessment submissions for students during Consolidation Week.

- Schools can continue to actively support student learning activities, for example, laboratory, studio and workshop sessions as this helps to consolidate theoretical learning that has taken place.
- For example, during Consolidation Week, instead of providing activities which staff actively lead, students can be asked to work independently, catch up with coursework/tasks, undertake some revision and reflection activities, and so on.
- Staff are not expected to fill the timetable up with additional activities in Consolidation Week – remember this is meant to be a change of pace at a point in the middle of semester.

Staff/Student Expectations

What you can expect from staff

Teaching is one of the most important duties for staff. Although we have research and admin duties which need our attention too, we promise students:

- Commitment to helping you learn.
- Politeness and respect.
- A regular office hour slot for face to face meetings.
- Written feedback and a mark for coursework within 3 teaching weeks after the hand-in time.
- A reply to general email questions within 5 working days.
- A response from your Personal Tutor within 2 working days.
- If you would like to see your exam script to see where you went wrong, go along to the school office and ask for a form to request this. (It'll take a bit of time to get the paper out of archives). You can also make an appointment with the lecturer to get further advice on how to improve your work.
- Sometimes staff members are away on university business (for example at a research project meeting outside the UK), and won't be able to respond as quickly as normal. If this happens, they will tell you about it (e.g. on an "out of office" message) and will advise you who to contact instead.

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 University you need to be independent and proactive. We understand that you have other demands on your time, such as paid employment, but as full-time students, your studies should come first.

- Commitment to your learning.
- Politeness and respect.
- Attendance at classes, unless they are specifically identified as voluntary. During semester it is your responsibility to be available on campus to attend classes and in particular class tests.
- Attention, courtesy and participation during classes.
- Preparation and practice for classes as specified by the lecturers, such as reading or coding. For every hour of timetabled class, we expect you to spend 2-3 hours in private study.
- Practice, practice, practice! In order to become a good programmer, you need to program regularly. If you are having trouble we will help, but the most useful thing you can do for yourself is devote time to programming.
- Basic organisation skills, such as coming to classes with pen and paper ready to take notes, and using a calendar so you don't forget deadlines and documents.
- If you can't make a scheduled meeting with a staff member, please notify them in advance rather than just not turning up.
- Check your email and logging to Vision at least every other day.
- A reply to email from staff within 5 working days (if it requires a reply).
- We expect you to pay attention to the feedback we give you, and to attempt to improve your work based on that feedback.
- We encourage you to keep yourself informed about new and interesting developments in computer science above and beyond what you learn in the taught courses. The department is full of experts in a wide range of areas who would love to chat to keen students about their research. Please seek them out.

- If you have a problem which is interfering with your studying, please discuss it with your Personal Tutor. We are here to help.

http://www.macs.hw.ac.uk/macshome/StaffStudentExpectationsHWCS.pdf

Personal Tutor

You will be allocated a Personal Tutor when you arrive at the University and, normally, you will retain the same Personal Tutor as long as you are registered in the Department of Computer Science. The Personal Tutor is your main academic link with the University, and is there to provide you with help and advice about your studies. Under certain circumstances, with the permission of the Head of Computer Science, it may be possible to change your Personal Tutor.

Every year a few students run into personal difficulties (e.g. family illness, accommodation, financial, etc.). As well as being generally supportive, Personal Tutors can help in a number of practical ways. For example, if illness prevents you from completing project work or sitting examinations, your Personal Tutor can sometimes help with re-scheduling or making alternative arrangements for assessment. However, you _must_ notify your Personal Tutor as soon as possible, or there is very little that can be done. This is particularly important if illness affects your Examinations. Also, it is essential to provide a medical certificate (see Notification of Mitigating Circumstances,). With other problems, your Personal Tutor can put you in touch with the appropriate University support service (Chaplaincy, Medical Centre, Student Welfare Services or Student Association). _Personal Tutors are there to help; do not hesitate to contact yours if you need them._

Our Personal Tutoring team have been selected because they specialise in different areas of expertise. If you have a problem you can go to see your allocated Personal Tutor, or contact one of the others depending on the nature of your difficulty.

Meetings with your Personal Tutor
Your personal tutors will offer a face to face meeting on at least three points during the academic year.

Key contact points for new students (first year and direct entrants)
- *Welcome Week*: during your induction programme you will find out about the personal tutoring system and have the opportunity to ask any questions.
- *End of teaching week 2:* you will be invited to a meeting to discuss settling in and check that things are going well.
- *Week 8 or 9*: you will meet with your personal tutor to discuss end of semester assessments. It is an opportunity for you to discuss any anxieties you have over assessments, seek guidance on revision, and reflect on your learning and the academic skills they need to develop to be successful in your assessments.
- *Post-assessment*: early in semester 2, you will be invited to a meeting to discuss your semester 1 results. This is an opportunity for you to discuss what has gone well, or not so well, and how the 1st semester experience will help in semester 2 and beyond.

In addition, you may be invited to other meetings throughout the year and should attend. You may request meetings at other times if you need to talk to your personal tutor, you don't have to wait until the scheduled meeting.

Key contact points for continuing students
- *By the end of teaching week 5:* you will be invited to discuss how you are settling into the new academic year, if any optional courses you have chosen are going well and if there are any points of discussion arising from the previous semester's assessments.
- *Semester 2 post assessments*: early in semester 2 you will be invited to a meeting to discuss your semester 1 results. This is an opportunity for you to reflect on what has gone well, or not so well, and how your 1st semester experience will help you in semester 2 and beyond.

In addition, you may be invited to other meetings throughout the year and should attend. You may request meetings at other times if you need to talk to your personal tutor, you don't have to wait until the next scheduled meeting.

Your personal tutor details can be found on the Student Self Service.

Further information on the role of personal tutors can be found here:

Staff-Student Liaison

Students are asked to elect a class representative at the start of every academic year. Your representative will keep the staff up to date with any problems which students in the year have identified, and they also keep students informed of actions taken by staff to address these problems.

If you have a request or suggestion about a course, the first thing to do is to talk to the lecturer in question, or ask the class representative to do this for you. If that doesn't work, you can talk to the year supervisor or the Programme Director for your degree.

Enrolment for Courses

You must be enrolled for the courses which you are studying. This will be done initially during online enrolment.

If you wish to change your course, you can do this online after you complete online enrolment up until the end of the second week of the semester. To swap a course you go to the 'Student menu' in self-service and select 'Course Swap'. There is further guidance online as you follow the process.

In 2020/21, learning, teaching and assessment will be delivered through a combination of online and face-to-face methods as part of the University's Responsive Blended Learning Approach. Online activities will be delivered through Vision, the University's VLE. **Prompt course registration will ensure that you are able to participate in all online activities.**

Any subsequent changes to optional choices must be agreed between you and your Programme Director or Personal Tutor, and then recorded on a Change of Course Form found here. The form must then be returned to the School Office for processing.

All course changes must be made by the end of week 2 of each semester.

Course Requirements

Attendance

In order to achieve course and programme learning outcomes, students are expected to attend all scheduled course learning sessions (e.g. timetabled lectures, tutorials, lab sessions, etc). Should you have to missed a timetabled session due to ill health or other legitimate reasons, you should submit a self-certification or medical certification or an application for consideration of Mitigating Circumstances

Students who fail to satisfy course attendance requirements may, after due warning, be disallowed from presenting themselves for examination in the course (see http://www.hw.ac.uk/students/doc/withdrawalprocedures.pdf).

Plagiarism & Cheating

Cheating in examination and plagiarism, which is, the presentation of another person's ideas or work as one's own, are very serious offences and are dealt with severely. They carry a range of penalties up to and including expulsion from the University. The University guidelines on plagiarism can be found here

Submission of Coursework

All courses will include some coursework which must be done during the semester. The submission of this coursework will most likely be in digital form, but in some rare cases it can be in physical form. Most coursework will need to be submitted using Vision or using GitLab. Please follow the instructions provided for each course

All coursework must be submitted by 3.30pm on the deadline date unless otherwise specified by the lecturer. A list of coursework deadlines will normally appear on the undergraduate student website from the start of the semester, which will also detail the amount of effort that is expected for each piece of coursework. Penalties may be imposed for late submission of coursework.

Submission of Coursework Policy

The University recognises that, on occasion, students may be unable to submit coursework and dissertations by the submission date. As such, the University has agreed a new policy from 2018/19 which states:

- No individual extensions are permitted under any circumstances (unless course coordinators decide to give an extension to an entire class in exceptional circumstances).
- Standard 30% deduction from the mark awarded (maximum of five working days).
- In the case where you submit coursework up to five working days late and you have valid mitigating circumstances, the mitigating circumstances policy will apply and appropriate mitigation will be applied.
- Formative feedback will be provided on all coursework submitted up to five working days late. Any coursework submitted after five working days of the set submission date shall be automatically awarded a no grade with no formative feedback provided.

The policy can be found here.

Examinations

It is the student's responsibility to check the relevant examination timetables (including resits) on the Registry web page. Some examinations are run as electronic exams, in particular in Years 1 and 2. Details on how these electronic exams are run will be announced in the course.

Should you be required to be re-assessed in any examinations, you *must* make yourself available to take them.

Past exam papers for courses can be found at their corresponding Vision course pages.

Grades & Assessments

Grades for each course are awarded as follows:

Grade	Overall Range	Description	Notes
A	70% or more	Excellent	
B	60% to 69%	Very Good	
C	50% to 59%	Good	
D	40% to 49%	Satisfactory	
E	30% to 39%	Adequate	Minimum required for the award of credits, but at least a grade D is needed for progression to subsequent courses.
F	Below 30%	Inadequate	Fail

Feedback

Feedback is a two-way process. Feedback is provided to students in a variety of ways in order to help you to reflect on and to evaluate your progress and to assist you to take steps to improve before the next relevant assessment. For most courses, students can expect feedback on assessed coursework within three teaching weeks of the coursework due date.

Feedback is sought from students via Student-Staff Liaison Committees and various surveys so that the School can continue to enhance the student learning experience. Your feedback is valued by the School, so please be sure to provide feedback whenever it is sought.

Assessment Results and Progress Decisions

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 later in this handbook. You can also contact your Personal Tutor for information.

You will get your assessment results online following the relevant Assessment Boards which take place in January, May and August (resit diet).

The Progression Board meets at the end of the academic year to decide which students will be allowed to proceed to the next year of their degree programme. You will receive an email from the University containing a link to a summary of your results for the year and the Board's progression decision whether you must resit any courses.

In years 1, 2 and 3 if you do not pass a course at the first attempt, you have one opportunity to resit the course during the resit diet in early August. In Year 3, re-assessment is for credit only and you cannot improve your overall average (which accounts for 20% of your final degree results) unless you are re-sitting for mitigating circumstances. There are no re-sit opportunities for courses in Year 4.

If you receive a pass/proceed decision that allows you to progress at the Summer Progression Board you can enrol online from mid-August. If you have resits, and are able to progress following the Resit Progression Board you may enrol online once you have received your Assessment Results email confirming this.

Final Degree Assessment
The Award Board meets in the last week of May to consider the assessment marks and make recommendations on degree classifications.

For the <u>BSc Computer Science and Computer Systems honours degree</u>, the Examiners take into account 3rd and 4th year course marks in deciding the class of Honours. The final mark is the average of those marks, weighted as:
- 20% from 3rd year average (at first attempt),
- 50% from the 5 taught courses in 4th year, and
- 30% from the individual dissertation in 4th year.

In broad terms, an average mark of over 70% for first class honours, 60% - 70% for upper second-class honours, 50% - 60% for lower second-class honours, and 40% - 50% for third class honours, would be required, subject to the agreement of the Examiners. (Note that 480 credits are required for the award of an honours degree.).

Graduation
When you have completed your degree your award is conferred at a graduation ceremony. Details on graduation, including how to apply, deadlines for applying and the cost, can be found here. This website also includes details of gown hire and guest tickets.

University Prizes
The Department and University award prizes every year to exceptional students.

Final Year Awards

- Watt Club Medal: Awarded for exceptional merit and distinction in the <u>final year</u> of any degree course in the Department of Computer Science. No more than one medal can be awarded in each discipline within a School in any year.
- Systems Consultants Ltd Prize (£200): The best student in the final year of the course for the degree of BSc in Computer Science.
- Cooper-Walker Engineering Ltd Prize (£200)*:* For outstanding project work in a degree course in the Department of Computer Science.
- Andrew Stewart Prize 1 (£200): For the most deserving student in the <u>fourth year</u> of a degree course in the Department of Computer Science.

- Don Godfrey Prize (£200): For the best student in the fourth year of the BSc Information Systems degree.

Continuing Years Awards

- University Prizes, Years 1, 2 & 3 (£100): For outstanding merit (In practice an average mark of at least 70% is regarded as the minimum standard). Available to students on any undergraduate course in the Department of Computer Science. There is one prize per academic year per year of study.
- Andrew Stewart Prize 2 (£200): For the most deserving student in the <u>second year</u> of a degree course in the Department of Computer Science.
- ICL Prize (£200): The best student in the <u>first year</u> of the course for the degree of BSc in Computer Science.
- British Computer Society Prize (£150): Awarded to the best student in the <u>final year</u> of the MEng Software Engineering.
- Vindhya Liyanage Citizenship Award (£100): Awarded to a student, or group of students, who have shown exceptional citizenship in their 1st year of study within the Department of Computer Science.

Notification of Mitigating Circumstances (MC)

If you have been affected by mitigating circumstances which have affected your ability to complete your assessments you must notify us as soon as possible.

You should read the University's Policy on Mitigating Circumstances in Relation to Assessment. Further details can be found [here](#)

It is <u>very important</u> that you also notify your Personal Tutor <u>as soon as possible</u> of any mitigating circumstances, such as illness or bereavement, which could adversely affect your assessment performance. In the case of illness, a medical certificate must be supplied to the School Office. The Examiners will always take such circumstances into account where appropriate, but the later the notification, the less scope there is to do so.

In particular, notification should be before the results are announced. Late notification will mean that either no account can be taken, or that formal procedures have to be invoked. In the latter case, final year students will not be permitted to graduate until these procedures have been completed. For further details, see the University Regulations.

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.

A6   PROGRAMME STRUCTURE

Programme structure and progression requirements can be found at the following link:

BSc Data Sciences
https://www.macs.hw.ac.uk/students/cs/ug-programmes/bsc-data-sciences/

BSc Statistical Data Sciences
https://www.macs.hw.ac.uk/students/ams/ug-programmes/bsc-statistical-data-science-2/

Course descriptors can also e found at these links.

PART B: University Information

B1. Programme and Course Content

The content of our programmes and courses is reviewed annually to make sure it's up-to-date and relevant. Individual courses are occasionally updated or withdrawn. This is in response to discoveries through our world-leading research; funding changes; professional accreditation requirements; student or employer feedback; outcomes of reviews; and variations in staff or student numbers. In the event of changes the University will consult and inform students in good time and will take reasonable steps to minimise disruption.

B2. Our Values

At Heriot-Watt, we have an established set of values that help up to nurture innovation and leadership and show our commitment to continuous development in all our activities. They are:

- **Belong** to a diverse, inclusive and international community working together across boundaries and cultures
- **Inspire** curiosity to learn and find solutions that transform lives
- **Collaborate** by working in partnership to shape the future whilst taking responsibility for our own actions
- **Celebrate** excellence and take pride in the achievements of our students, staff and alumni

Find out more about the Heriot-Watt values https://strategy2025.hw.ac.uk/our-new-values/ and what they mean to us.

B3. Student Partnership Agreement

Heriot Watt University and the Heriot Watt University Student Representative Bodies work in partnership to develop a Student Partnership Agreement (SPA) each year. The Agreement identifies the main, agreed priorities for working in partnership each academic year and outlines an associated action plan.

Heriot-Watt University has a long and proud tradition of student engagement in institutional governance and decision-making and the Student Partnership Agreement sets out our ambition to continue to work in partnership across all of our campus locations, with the aim of increasing engagement with the institution, enhancing the student experience and engendering a sense of belonging to the University community.

The Student Partnership Agreement is available here

B4. University Regulations

Heriot-Watt has a detailed set of rules that govern how the University operates, these are the University's Ordinances and Regulations. Ordinances are set by the Court, which is the University's governing body, outline how the University is governed. University regulations provide the framework for the University's academic work and the education of our students and they define the policies, procedures and support outlined in the **Quick Finder Guide to Heriot-Watt University** section of this Handbook.

B5. Your Student Portal

The Student Portal brings together your services and relevant information in one place. Below is a summary of the services available to you via the portal:

- Office 365 suite: through single sign-on, all of your Office 365 services will be accessible through the Portal.
- Library: whether you want to search for books or view your loans & reservations, the Portal allows you to do this on your phone or desktop.
- Vision: your Portal will present you with announcements and tasks related to your course.
- Student Information: all university-level regulations and policies relating to your studies can be found on the Portal.
- Campus and School News: the Portal enables the University to promote events and experiences which will help you develop your skills.
- Personalised: You can hide, add and move tiles on your dashboard.
- AskHWU: You can find everything you need to help you navigate your time at HWU through the new AskHWU search tile. Ask questions of the University and enquire directly with members of staff to get information about ID cards, student finance, confirmation of studies letters, exams, enrolment, careers, wellbeing services and much more.
- Appointments: Book Careers & Wellbeing appointments through your student portal

You can access your student portal [here.](#)

B6. Quick Finder Guide to Heriot-Watt University

The following provides a guide to the support, resources, procedures and more which are available to you during your studies. This section is arranged alphabetically under four thematic headings:

- **Learning and Teaching**
  This covers issues related to your academic study.
- **Our Community**
  As a Heriot-Watt student you are part of a community where we value and draw strength from our diversity, and from the range of different experiences which have brought us together. This section helps you to find out about events, activities and opportunities for you to meet new people and get to know other students.
- **Supporting Success**
  This covers issues relating to student life in general and the support resources available to help you.
- **Developing Your Skills**
  It's not just knowledge of a subject that you acquire as a student, you will develop a range of skills that will not only help you study, but also help in everyday life. You will also develop skills which will help you get a job and develop your career.

Clicking on the links below allows you to find relevant information on the student web pages. Please make sure that you check myHWU the Student Portal, and the University web pages throughout the year for the most up-to-date information.

Learning & Teaching

Academic Appeals
An academic appeal is a formal request by a student for the review of a decision made by the University on the student's progression, assessment or academic award. There are valid and invalid grounds for an appeal. Appeals cannot be made on the basis of academic judgment (for example, thinking that your work deserves a higher grade). You are strongly advised to seek advice before starting an appeal, and to try and seek an informal resolution before making a formal appeal

Assessment
Assessment is an essential part of learning at University. Make sure you are aware of the guidelines and regulations around University assessment.

Assessment Feedback
Heriot-Watt University aims to support students in becoming confident, independent learners; feedback is a key part of the student learning experience, as it is designed to help students to learn and improve. It's also important to know what to do with the feedback when you receive it.

Assessment Results
Once your course results have been released, you will automatically be sent an email (to your Heriot-Watt email address) to inform you that new assessment results are available online to view/download via the Student Self-Service. Guidance is available on the results and the grading system used by the University.

Changing Your Course
If you wish to change your course in 2020/21, you can do this online after you complete online enrolment up until the end of the second week of the semester. To swap a course you go to the 'Student menu' in self-service and select 'Course Swap'. There is further guidance online as you follow the process.

In 2020/21, learning, teaching and assessment will be delivered through a combination of online and face-to-face methods as part of the University's Responsive Blended Learning Approach. Online activities will be delivered through Vision, the University's VLE. Prompt course registration will ensure that you are able to participate in all online activities.

Changing Your Programme
The University recognises that students may wish to transfer to a different programme of study and will normally allow this provided that a student's prior study or subject knowledge meets the entry requirements of the new programme. Transferring after year 1 may be difficult without repeating stages of study. If you are considering changing to another Heriot-Watt programme please make sure you discuss this with your personal tutor and see the following advice.

- Think carefully about what you want to study instead
- Access all sources of information about any alternative programme. Find out who the programme contact is, what the entry requirements are and what careers it might lead to. You can find out the programme contact by contacting the School Office. Find out if you would you have to repeat a year.
- Talk to programme staff and students who are currently studying the programme.
- Remember, it is not automatic that you will be allowed to transfer to a different programme.
- If you are able to transfer, make sure you complete the correct forms and have the appropriate approval. Your new programme leader can advise you on this.

- You may have to repeat a year on your new programme, e.g. start again at Year 1, in which case you should check with your funding body what financial support will be available if you do this. Repeat funding can sometimes be offered but this will depend on your circumstances.

Examinations & Examination Diets
There are three examination diets (assessment periods): December, Spring and the Resit Diet in the Summer.

Exam Conduct and Identity Checks
Make sure you know what is required and permitted within each of your exams and understand the University exam conduct.

Exam Timetables
Information on the exam timetable and when it will be available. Please note that exam timetables are subject to change so check regularly – we recommend checking the morning of each exam for any adjustments.

Exit Awards
You will receive an award if you successfully complete your programme of study, however, if you leave the University part way through your programme, you may still have met the required criteria for receiving a Certificate of Higher Education, a Diploma of Higher Education or an Ordinary/Bachelors Degree as an exit award. (see also intermediate awards).

External Examiners Information
External Examiners ensure that students are judged fairly according to academic standards. In addition, they ensure that that the processes for assessment, examination and determination of awards are sound and fairly operated.

Learning and Teaching Matters
Across our campuses and global community of students, we are promoting learning and teaching with a series of key messages to provide you with advice and information at crucial points during your Heriot-Watt experience.

Periods of Study
The University Regulations explain the maximum time allowed to complete your programme of study.

Plagiarism
Plagiarism is the act of taking the ideas, writings or inventions of another person and using these as if they were your own, whether intentionally or not. Here you can find out more about plagiarism, how the University responds to it and guidance on how to avoid plagiarism in your academic work. The Library also provides workshops and support on citing and referencing to avoid plagiarism.

Reassessment
If you fail an assessment during the first or second semester of an academic year, then you will have to sit a reassessment for that course before being able to progress. This page contains information on reassessment procedures, how to register and pay for reassessments on your campus, reassessment diet dates, and information about additional reassessment opportunities.

Requirements for Awards
Refer to the regulation(s) that are appropriate for your level of study. These regulations explain the number of credits required to receive an award from the University.

Recording of Lectures
As part of the University's Responsive Blended Learning approach, in 2020/21 learning and teaching activities may be recorded for academic purposes. Students will have access to these recordings for use

in their studies, but must not download, access or use these recordings for any purpose other than their studies at the University. Equally, students must not copy or share the recordings, in whole or in part, in any way with any other party. New and continuing students will be invited to sign up to these requirements as part of the Student Declaration at the point of enrolment.

Recognition of Prior Learning & Credit Transfer

If you have previously been in higher education, have passed courses or have academically relevant professional experience, then this could count as credit towards your Heriot-Watt degree. In the linked page, scroll down to 'Recognition of Prior Learning & Credit Transfer to view the policy and procedures relating to this, as well as other information.

Submission of Coursework Policy

You will have a set submission deadline for each piece of coursework. This policy explains how the deadline works.

Teaching Timetables

Use the link above to find out when and where your lectures, tutorials, or labs will be taking place on your campus.

Use of Calculators in Examinations

Refer to the link above to find out when you can use a calculator in an examination, and what kind of calculators are permitted.

Use of Dictionaries in Examinations

Dictionaries are generally not permitted in exams. However, the following link details the exceptions and circumstances when a dictionary may be permitted.

Our Community

Alumni
Information on the opportunities available to students after they graduate from Heriot-Watt. These include membership of The Watt Club (Heriot-Watt's alumni association), how to network and connect with other alumni, and how alumni can give back to the University after they have left.

Armed Forces Reservists
The University has signed up to the Armed Forces Covenant and we are committed to ensuring that current and former Armed Forces personnel and their families are treated fairly. We will ensure that students who are reservists are not disadvantaged in their studies by undertaking compulsory training and service, and this includes the consideration of Mitigating Circumstances in assessments. You can discuss any issues relating to your service with your personal tutor.

Accommodation
Information about student accommodation at each of our campuses
Accommodation (Dubai Campus)
Accommodation (Edinburgh Campus)
Accommodation (Malaysia Campus)
Accommodation (Scottish Borders Campus)
Accommodation (Orkney Campus)

Faith and Belief
Heriot-Watt University respects religious and cultural diversity and aims to support individuals in their religious and cultural observance.
Faith and Belief: Edinburgh Campus
Faith and Belief: Scottish Borders Campus
Faith and Belief: Orkney Campus
Faith and Belief: Dubai Campus
Faith and Belief: Malaysia Campus

Residence Life
Residence Life (Res Life) provide help and support for students living in University accommodation. This can be practical help and information, help with the transition to living in halls of residence, signposting to other sources of support and providing a calendar of social events.

Sport and Exercise
Opportunities for a range of sport and exercise activities are available at all our campuses. From recreational fun to competition, there's a place in the WattFamily for everyone regardless of sporting ability or experience. The Edinburgh campus is also home to Oriam Scotland's Sports Performance Centre.
Sport and Exercise: Edinburgh Campus
Sport and Exercise: Scottish Borders Campus
Sport and Exercise: Orkney Campus
Sport and Exercise: Dubai Campus
Sport and Exercise: Malaysia Campus

Student Representation
All students have representative bodies for their campus who will also oversee clubs and societies and organise events for students.
Heriot-Watt University Student Union (Edinburgh, Orkney and Scottish Borders Campuses)
All Heriot-Watt students at Scottish campuses are a member of the Student Union. In addition to the wide range of societies, the Student Union offers volunteering opportunities for students to get

involved in and make friends and connections during their time at University. The Union regularly hold events and host campaigns for good causes. The Student Union can also provide advice and support for all Heriot-Watt students via the Advice Hub .

Heriot-Watt University Dubai Student Council is the primary representative body for all students at Dubai campus. Further details can be found on the Student Council's Facebook page

Heriot-Watt University Malaysia Student Association represents students at Malaysia campus, manages clubs, implements welfare projects and organises events for students.

Supporting Success

Amendment to Enrolment
Amendments can be made to a student's enrolment at any point during their studies. This can include Temporary Suspension of Studies, extension of study period or amendment to study level or method.

Assistive Technology
We have a variety of assistive technology available at Heriot-Watt University. Our Technology Assistant is here to help you with the enabling technology that we have and can assist you with any queries or support needs.

Assistive Technology at Edinburgh Campus
Assistive Technology at Scottish Borders Campus
Assistive Technology at Orkney Campus
Assistive Technology at Dubai Campus
Assistive Technology at Malaysia Campus

Attendance and Absence
It is extremely important that you keep the University informed if you are unable to attend classes. Absence may affect your academic progress, so you should discuss with your personal tutor whether you may need to temporarily suspend your studies or apply for Mitigating Circumstances. If you are unable to attend an exam or complete an assessment due to an unforeseen absence beyond your control, such as significant illness, you will need to make an application for consideration of Mitigating Circumstances in writing with supporting evidence.

Big White Wall
Big White Wall is an online support resource 24 hours a day every day which you can sign up to with your university email addressemail choose an anonymous username for your time on Big White Wall. You can use Big White Wall for help with a wide range of mental health and wellbeing issues.

Care Experienced Students
We recognise that students with care experience are under-represented in higher education and are committed to offering support for you to study at Heriot-Watt. We can provide access to the advice, guidance, financial support and accommodation required to help you succeed at University. We offer a named point of contact and support within the University,

Caring Responsibilities
Heriot-Watt University is committed to supporting students who are carers. A carer is anyone who cares, unpaid, for a friend or family member who due to illness, disability, a mental health problem or an addiction cannot cope without their support.

Change of Address
For legal, academic and administrative purposes it is very important that the information the University holds about you is correct and up to date, including your address details. You can check and amend your personal information by logging in to Student Self Service.

Childcare
There is a nursery based at Edinburgh campus run by an independent company called Pinocchio's. At Scottish Borders there is no on-campus nursery, however Osito Nursery is close to the campus. You are advised to ensure that any nursery or childminder you use is registered with the Care Commission. Information about childcare provision in your area is available from the Scottish Family Information Service You may be eligible for help with childcare fees through the Childcare Fund. Students wishing

to apply must be home students who are fulltime, undergraduate and eligible for student loan support. Students must have applied for the maximum student loan available.

Complaints
If for any reason you are unhappy with action taken (or not taken) by the University, or by the standard of service you have received, you may be able to make a formal complaint using the University's Complaints Procedure.

Counselling
Being a student can be a very positive experience but there are also many challenges to deal with such as being away from home, being in a new country, exam pressures and building new relationships with friends. If you are worried about any issue or are thinking about dropping out of University we can offer you counselling, support, and information to help you deal with the difficulties you may face. It may be that you only need one appointment but can attend more if you wish

Data Protection
Information about how the University uses and protects data.

Disability Support
The Disability Service provides support for students with a range of disabilities (dyslexia and other specific learning difficulties, sensory impairment, mental health, medical and physical health conditions, Autistic Spectrum Condition). Let us know if you have a disability and we'll arrange an appointment. We also offer advice and screening if you think that you may have a disability. You may be eligible for additional funding from the Disabled Students Allowance. Drop-in times and contact details are available via the link above.

Discipline
The University can take action against any student if they have committed an academic offence (such as plagiarism, collusion or cheating in an exam) or a non-academic offense such as improper use of, or damage to, university property, or unacceptable behaviour.

Discretionary Credit
A student who has not achieved the minimum number of credit points necessary to qualify for consideration of an award or the minimum number of credit points to progress from one stage to another may be awarded the requisite credit points at the discretion of the Award Board or Progression Board, as appropriate.

Effective Learning Service
Our global team of Effective Learning Advisers can provide advice and guidance on study skills for University work e.g. academic writing, study strategies, managing your time and effective group working.

Email
Make sure you keep checking your Heriot-Watt email at least every day and use it if you need to contact the University. Sometimes mail from personal e-mail addresses is blocked by the University's IT systems, so use your Heriot-Watt e-mail to be sure your message gets through to us. Essential messages and information will also be available via myHWU the Student Portal.

Enrolment
Enrolment is the formal process of becoming a student of the University, agreeing to abide by its rules and accepting any liability for fees or other costs associated with your studies. All new and continuing students must be enrolled while studying at Heriot Watt University. The enrolment process must be completed online at the start of each new academic year.

[Equality and Diversity](#)
As well as meeting our [legal requirements](#) we make sure that people across the University Community understand how they contribute to a Culture of Inclusion for All. This holistic approach helps us maintain an open and accessible working, living and learning environment where all are supported to reach their full potential.

[Erasmus+](#)
Erasmus+ enables you to study or work in Europe as part of your degree programme, usually for a full academic year. At Heriot Watt students have the opportunity to study at a wide range of institutions in Europe.

[Estranged Students](#)
An estranged student is "someone who no longer has the support of their family due to a breakdown in their relationship which has led to ceased contact. This might mean biological or adoptive parents or wider family members who have been responsible for supporting a student in the past". We recognise that estrangement causes particular challenges to students and the University is able to provide a range of support. If this applies to you, please get in contact.

[Exchanges](#)
An exchange can be arranged with an institution abroad. This can be arranged with your school Exchange Coordinator but it is the responsibility of the student to complete the application for that institution.

[Failing a course](#)
Failing a course may be a setback, but it is not necessarily a disastrous one. Students who have failed can go on to pass resits and still graduate with a good degree. If you fail a course it is important you discuss this with your personal tutor in the first instance. Your personal tutor will be able to offer advice on how to obtain detailed feedback and suggest sources of support.

[Go Global](#)
Go Global is the University's inter-campus transfer opportunity and offers students the opportunity to study at a different Heriot-Watt campus.

[Graduate Attributes](#)
Through your experience at Heriot-Watt University you will develop the skills and qualities of the four graduate attributes: specialist, creative, professional and global.

[Graduation](#)
All the information you need to apply for and attend your graduation ceremony.

[Guide to Student Life](#)
This A to Z guide, also available via the Student Portal, is another way you can access essential information on a range of issues you may encounter.

[Harassment and Bullying](#)
Heriot-Watt University is committed to a working, learning and living environment that is free of discrimination and intimidation. If you feel that you are being bullied or harassed, in person or online, please talk to your personal tutor, or to Student Wellbeing.

[Health and Wellbeing](#)
During your time at University it is important to look after yourself and use the resources available to help you with this, including Wellbeing Services, and medical and dental services.

[Library Essentials](#)

Library essentials covers how to navigate the library service across campuses at the University. If you need to borrow a book or book out a study space this can be accessed from the library essentials webpage.

Library Resources for your Subject

There is an Academic Support & Liaison Librarians supporting your subject or School. Together with Library staff at Malaysia and Dubai campuses they can provide advice and guidance on library resources and developing your information skills. See also the online subject guides for information about books, journals and online resources for each subject area.

Managing Your Money

As a student you will find there is a lot to think about financially. For some of you, studying at University will be the first time you have had to manage your money and keep your expenditure within a fixed budget. Advice and support on money matters is available at all Heriot-Watt campuses.

Maternity and Paternity

The University has a set of published guidelines to ensure that students who become pregnant during their studies know where to seek advice and support, including on matters such as returning to study following a period of maternity leave and on requests for shared leave or paternity leave.

Mental Health

If you experience a mental health difficulty while at the University, or have a pre-existing mental health condition, you can discuss any issues and concerns with a professional counsellor or Student Advisor

Mitigating Circumstances

There are circumstances which, through no fault of your own, may have affected your performance in an assessment (exams or other assessment), meaning that the assessment has not accurately measured your ability. These circumstances are described as 'mitigating circumstances'. You can submit an application to have mitigating circumstances taken into account.

 Next Steps: Post result help

Next Steps is a simple guide that can help you after you have received your course assessment results. The guide has information about importance of obtaining feedback from your assessments, and how to reflect and act on feedback to ensure you are more successful in your studies.

People Finder

Find a key person on campus by using People Finder

Sexual Misconduct

The University is committed to providing a safe environment that allows you to work, study, and fulfil your potential without fear of sexual misconduct and has a policy to combat sexual misconduct.

Software

You can access a range of IT software provided by the University to help in your studies.

Student Success Advisors

Nobody knows the challenges of being a Heriot-Watt student better than those who have been through it all themselves. With the benefit of recent experience and successful study at Heriot-Watt, the Student Success Advisors will be able to offer advice to students based on their own experiences. They will also have an overview of the other support resources available at Heriot-Watt and point you in the right direction if you need it.

Student Service Centre

The Student Service Centre offers help and support relating to matters on enrolment, examinations, paying tuition fees, graduation, as well as advice for students holding a visa.

Dubai Campus
Edinburgh Campus
Malaysia Campus

Student Fees, Funding and Additional Charges
The University can give you advice about paying your tuition fees as well as information on scholarships and bursaries, and other means of financial support.

Student Policies and Guidance
Our list of student policies can give you information on University regulations and guidance relating to issues including attendance, mitigating circumstances, mental health, and programme transfer.

Student Surveys
Feedback from students is extremely important as it allows the University to further improve and enhance what it offers to students. Surveys give students the opportunity to feedback their thoughts and opinions to the University.

Temporary Suspension of Studies
In certain situations, it may be in a student's best interests for them to suspend their studies temporarily to enable them to deal with particular issues and return at an agreed date. A Temporary Suspension of Studies (TSS) can be applied for and approved on the basis of genuine medical, personal, financial reasons or military service.

Thinking of Leaving
If you are thinking about leaving University for whatever reason please talk through your decision with a member of staff at the University. Many students think about leaving University at some stage during their studies. If anything is bothering you or you are thinking about leaving, you can come along to a drop in to speak to a member of support staff to explore and understand all of your options.

Visa Advice
Advice on visa requirements for studying at Heriot-Watt is available at all our campuses.

Visa Advice: UK Campuses
Visa Advice: Dubai Campus
Visa Advice: Malaysia Campus

Virtual Learning Environment (Vision)
Vision is Heriot-Watt's Virtual Learning Environment (VLE) and is a vital learning and communication tool for you and your lecturers, so make sure you log in and check Vision every day. A Student Guide to VISION can be found here.

Developing Your Skills

Careers
Careers advice and guidance is available to all students and recent graduates to help:
- Develop your employability skills
- Identify your potential career options
- Help you to find work experience/part time work
- Market yourself to employers

Careers: UK Campuses
Careers: Dubai Campus, contact Benita Maben, Careers Advisor, B.Maben@hw.ac.uk
Careers: Malaysia Campus, contact MYCareers@hw.ac.uk

Career Mentoring
Career Mentoring can connect a student with a professional working in a student's area of interest. The programme gives students an opportunity to gain an insight into what it is like working in a certain field. A mentor will also be able to support a student with their long-term career planning. This programme is mostly aimed at students in their penultimate year, however all students are welcome to apply.

Enhanced Transcript
An Enhanced Transcript is a formal University document which will include not only details of your award and grades, but also a range of academic and extra-curricular activities undertaken whilst at University. The Transcript is designed to help you to maximise your employability as it records your University achievements in one document which you can share with prospective employers and postgraduate recruiters.

LinkedIn Learning
As a Heriot-Watt student, you have full, free access to LinkedIn Learning. The platform hosts over 12,000 digital courses on business, creative and technology topics. These courses are broken into bitesize sections, making it easy to focus on developing the skills you need.

Maths Gym
The Maths Gym is a cross-campus initiative aimed at supporting all HW students, from any subject, to strengthen their mathematical or statistical skills and gain confidence in applying these skills. We provide support through a variety of activities including:
- drop-in sessions
- one-to-one or small group appointments
- workshops.

Whether you want to brush up on basic skills or need help to understand new material from your course, the Maths Gym is there to help you.

Skills Development
Studying at University gives you the opportunity to learn new skills or build on existing skills you already have. Information Services provide many workshops and resources to help you gain or develop the skills you will need to have a successful time at University.

Study Spaces
Heriot-Watt provide a large number of modern and contemporary study spaces for both individuals and groups in convenient locations. Some of these spaces are open late, and offer IT access as well as food and drink.

Volunteering

Volunteering offers you the opportunity to develop your skills and experience while helping your fellow students, your community or a charitable organisation. There are numerous opportunities for volunteering within and outside the University. The Careers service also provide advice on volunteering. Your experience as a volunteer can be logged and evidenced, and help enhance your employability.