



Programme Handbook for BSc. (Hons.) Computing Science

PART A: SCHOOL INFORMATION

A1. How to Use This Handbook	2
A2. Welcome and Introduction	2
A3. COVID-19 and Responsive Blended Learning	5
A4. Personal Tutors	5
A5. Key Staff Contact Details	6
A6. Programme Overview	8
A7. Programme Structure and Delivery	16
APPENDIX A	47

PART B: UNIVERSITY INFORMATION

B1. Programme and Course Content	52
B2. Our Values	52

B3. Student Partnership Agreement	52
B4. University Regulations	52
B5. Your Student Portal	54
B6. Your Virtual Learning Environment	54
B7. Quick Finder Guide to Heriot-Watt University	55

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 and Introduction

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 this year we celebrate the 200th anniversary of our founding in Scotland. 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 understand that these times remain uncertain but let me reassure you that we are here to support you step confidently through your studies using our forward-thinking approach called Responsive Blended Learning (RBL). RBL combines active, supported online learning with contextually appropriate face-to-face learning opportunities, responding dynamically to the changing external context. This way of learning offers you the best of both worlds as it enables you to proceed with your studies alongside your peers, whatever pandemic-related restrictions are lifted or imposed in specific contexts. 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 Provost and CEO, Heriot-Watt University Malaysia

It is with great pleasure that I welcome you to Heriot-Watt University Malaysia. You are starting your academic journey at a very special and challenging time for the whole world due to COVID19 crisis. The way we respond to life's challenges will shape us as individuals and I believe that choosing to continue pursuing your dreams and further your studies will positively impact you for years to come. I am confident that this crisis will pass, and our number one objective now is to prepare all of our students to be ready to lead the recovery effort when this happens.

To support our students, we developed Responsive Blended Learning (RBL) as a strategic approach where the combination of face-to-face, online and self-directed learning are used to ensure that our students' learning continues as planned. RBL capitalises on our world class digital learning platforms and Malaysia's first purpose-built green campus that offers excellent facilities while overlooking a stunning lake and providing an inspiring environment for academic study, flourishing and holistic growth.

Heriot-Watt University Malaysia will provide you with access to high quality UK higher education with a focus on delivering professionally-relevant learning and industry-linked research and knowledge exchange. The portfolio of programmes on offer at Heriot-Watt University Malaysia is aligned with the National and global plans for post pandemic recovery, economic growth and development.

Congratulations on choosing Heriot-Watt University Malaysia and I wish you a very successful and rewarding journey with us.

Professor Mushtak Al-Atabi
Provost and Chief Executive Officer

Welcome from the Associate Head of School (Malaysia Campus)

Welcome and congratulations on your acceptance to Heriot-Watt University Malaysia (HWUM). We are thrilled that you are joining our BSc. (Hons) Computing Science programme.

The information in this handbook has been carefully prepared and presented in an effort to help you adjust to, and become an integral part of, our School of Mathematical and Computer Sciences (MACS).

In attending to your academic responsibilities, we hope that you will participate in our varied activities and enjoy your studies at HWUM. Remember, your success in this programme will be directly proportional to your efforts. Set goals for the upcoming academic year; visualise where you want to go, what you want to do, and then work to unlock your potential to achieve them.

On behalf of the entire school of MACS, we wish you the very best for the upcoming academic year. Take advantage of everything a technical education can offer and strive to be the very best.

The new academic year is upon us and all our staff are looking forward to providing you with a unique, engaging, and challenging educational experience, even if we are entering an unusual and unexpected period of human existence, and we will endeavour to provide the best education we can in the circumstances.

This coming academic year Heriot-Watt University will again be employing Responsive Blended Learning (RBL). This means centring the education on a digital core through the University's virtual learning environment Canvas but also blending this with face to face classes and contact where safe and permissible, while meeting all of the requirements of government guidance.

Good luck to all and have a great academic year!

Dr Alistair Wallis
Associate Head of School

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 beginning your studies this year online. It will enable you to access materials, collaborate 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 safely facilitate the return of students and staff on to our campuses, when conditions allow. You can access RBL student resources [here](#).

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, in line with the safety guidance in your campus context. Whenever you can return, we will be here to welcome you and support you to adjust to campus life.

Details of the specific blend of on campus, online and independent study will be set out by your course teams, who will support you through your studies.

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

A4. Personal Tutors

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.

While social distancing is in operation, or if you are off campus, you can still arrange to meet your personal tutor remotely and contact them by email.

More details about personal tutoring can be found [here](#).

Help and Advice

Every year a few students run into serious personal difficulties (e.g. family illness, accommodation, financial, etc.). As well as being generally supportive, your personal tutor can help in a number of practical ways. For example, if you are prevented from completing project work or sitting exams, 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 the difficulty affects your sitting Level 9 or 10 honours papers, as once taken there are **no resits allowed for honours papers**. Also, it is essential to submit a Mitigating Circumstances Form.

With other problems, your personal tutor can put you in touch with the appropriate University support service (e.g. Student Support Services or Student Union). Personal tutors are there to help; do not hesitate to contact yours if you need help.

A5. Key Staff Contact Details

Professor Beatrice Pelloni is the Head of the School of Mathematical and Computer Sciences (MACS). The School is led by Associate Head of School and each Programme is led by the Programme Director of Studies, who is supported by an experienced team of academic staff located at the University's Campus in Putrajaya.

Associate Head of School (AHOS)

Dr Alistair Robert Wallis

Location: Staff Office 1, E1.17.2, Level 1, East Wing

Phone: +603 8894 3705

Email: A.Wallis@hw.ac.uk

Programme Director of Studies

Dr John See

Email: j.see@hw.ac.uk

Other Year 1 Lecturers:

Dr Joshua Tan

Email: Joshua.tan@hw.ac.uk

Dr Abdullah Almasri

Email: a.almasri@hw.ac.uk

Academic Staff

Students are encouraged to contact directly any member of staff whose lectures they have attended if further help or advice is needed.

The MACS academic staff for 2021-22 are listed below, together with their offices and telephone extensions.

Name	Email	Extension
Dr Alistair Robert Wallis	a.wallis@hw.ac.uk	43705
Mr Karamjeet Singh Kranthir Singh	k.kranthir_singh@hw.ac.uk	43857
Mr Larry O'Brien, ASA	l.obrien@hw.ac.uk	43794
Dr Roberto Pulmano Briones	r.briones@hw.ac.uk	43867
Dr Suzan Jabbar Obaiys	s.obaiys@hw.ac.uk	43858
Dr Soo Huei Ching	h.soo@hw.ac.uk	43703
Dr Ong Kai Lin	k.ong@hw.ac.uk	43793
Dr Teoh Wei Lin	wei_lin.teoh@hw.ac.uk	43879
Dr Sarat Chandra Dass	s.dass@hw.ac.uk	43706
Dr Mahendran Shitan	m.sshitan@hw.ac.uk	43881
Dr Joshua Tan	Joshua.tan@hw.ac.uk	TBC
Dr Abdullah Almasri	a.almasri@hw.ac.uk	43920
Prof David Ngo Chek Ling	d.ngo@hw.ac.uk	TBC
Dr John See	j.see@hw.ac.uk	TBC

University contact details

Address: Heriot-Watt University Malaysia,
No 1 Jalan Venna P5/2, Precinct 5, 62200, Putrajaya, Malaysia
Phone: +603 8894 3888
Fax: +603 8894 3999
Website: www.hw.edu.my

The programme is supported through the School Administration Office and Student Service Centre. Staff in the office can help with administrative information and procedures.

School Administration Office

Ms Nuryati Fazrina Zahari
Location: Staff Office 1, E1.17, Level 1, East Wing
Phone: +603 8894 3870
Email: n.zahari@hw.ac.uk

Student Service Centre

Location: Student Service Centre, E1.12, Level 1, East Wing
Phone: +603 8894 3610
Email: MYStudentCentre@hw.ac.uk

A6. Programme Overview

A6.1 Introduction

This handbook provides a reference to degree programme structures and other departmental information for students on the BSc. (Hons) Computing Science (CS) degree at the Malaysia campus. This handbook is intended as a summary of the CS Programme Structure, but note that the University Regulations and Programme Structure take precedence in case of any discrepancy between them and the guide.

Information concerning examination timetables, University regulations and other general information can be found on the Academic Registry website at <https://www.hw.ac.uk/uk/services/academic-registry.htm>.

Further sources of information are the MACS web site at <https://www.hw.ac.uk/uk/schools/mathematical-computer-sciences.htm>.

A6.2 Degree Awarded

The degree may be awarded at honours or ordinary level. Study for an honours degree usually takes three years, and for an ordinary degree, two years. Note that only the full three year degree is accredited by the Malaysian Qualifications Agency (MQA).

All the degrees are designed to make it easy in most cases to transfer from one to another during the first years. In addition, the Heriot-Watt course scheme is compliant with the Scottish Credit and Qualifications Framework (SCQF). This makes credit transfers between Scottish universities easier.

A6.3 Programme Structure

The academic year is divided into two semesters. In Semester 1 there will normally be around 12 weeks of teaching (including a Consolidation Week, and revision time at the end) followed by a 2-week exam session. In Semester 2 there will be around 12 weeks of teaching (including a Consolidation Week, and revision time at the end), followed by a 3-week break and then a 4-week exam session. Students must register for four MACS courses each semester, in addition to compulsory MPU courses (see Section 6.11). These courses are listed in the relevant tables overleaf.

Usually, but not always, Level 8 courses are taken in the 1st year, and Level 9 and 10/11 courses in the 2nd and 3rd years respectively. Each course has a five-character code; the first two characters indicate the department, the third is the level (0, 1 indicate Levels 10, 11 respectively).

A course is regarded as requiring 150 hours of student effort, and is worth 15 SCQF credits.

Assessment

Each course is awarded a grade in the range A-F: grade E is the minimum required for the award of credits, but at least a grade D is needed for progression to subsequent courses. Other grades are interpreted as follows:

A - excellent, B - very good, C – good, F - inadequate. (See University Regulations for further details).

The minimum mark needed to gain a grade D is usually 40%. The correspondence between marks and other grades varies from course to course, but is approximately as follows: grade A, 70% or over; grade B, 60-69%; grade C, 50-59%; grade D, 40-49%.

Level 7 and 8 Courses

Course assessment is generally based on either coursework, an exam at the end of the semester, or a combination of both. Details for individual courses can be found in the relevant course description. If you do not obtain a grade D (or higher) in a Level 7 or 8 course at the first attempt, you are entitled to one further attempt.

Level 9, 10 and 11 Courses

Assessment of Level 9, 10 and 11 courses is generally the same as for Level 7 and 8. However, in some cases, the exam for a first semester course may take place at the end of the second semester. Details are in the relevant course description. All Level 9, 10 and 11 course marks count towards the **final degree classification** (see also Section A8.4 Final Degree Assessment).

A7.4 Communications Medium

Contact Details

It is essential that the School and the University are kept informed of any changes to students' contact details, particularly term-time and home addresses. It is the responsibility of the student to ensure that the University has the most up-to-date contact information.

Please inform the University of any changes to personal details to ensure that we hold up-to-date records.

If you wish to change your address, please login to Student Self Service at www.hw.ac.uk/selfservice.

If you require your name to be changed, please inform the Student Service Centre and provide the appropriate paperwork.

Please note that letters from the University are automatically sent to students' term addresses as recorded on the student record system, so it is particularly important to ensure address details are kept up to date.

E-mail

New students will be issued with instructions on how to set up their e-mail account during enrolment. Returning students will have continued access to their e-mail.

Please note that students' Heriot-Watt e-mail addresses are used by academic and administrative staff to send important information throughout the year. Staff will only use official Heriot Watt e-mail addresses when writing to their students.

Students are expected to check their HW e-mail regularly (at least once a day). More information regarding Heriot-Watt's I.T. facilities and regulations can be found at: <https://www.hw.ac.uk/uk/services/information-services.htm>.

Social Media and Personal Channels

Students should communicate with academic and administrative staff via approved Heriot-Watt University internal channels (e.g. official Heriot-Watt email and telephone, Skype for Business, MS Teams, Collaborate Ultra and Canvas). Students should NOT use personal social media profile (e.g. Facebook, Instagram, Twitter, etc.) or other personal channels for any communications with staff (e.g. personal mobile use for calls, text / WhatsApp, personal emails, etc.).

Staff-Student Committee

The Staff-Student Liaison Committee provides an additional channel of communication between staff and students within MACS. Typically, it consists of the School Officer, the Year Co-ordinators and at least two student representatives from each of the three undergraduate years. Student representatives are elected annually.

The committee meets once or twice each semester. One of its major functions is to consider any concerns about current lecture courses, including teaching quality, and to take appropriate action for their resolution. Other matters of interest, such as the provision of computing facilities or the timing of lectures, may be discussed. Minutes of the meetings will be available on Canvas.

Course Evaluation

At the end of each course you take, you will be asked to complete a course evaluation questionnaire, normally through Canvas. Your views are important to us and the information gathered from these evaluations is analysed by the University and the resulting information is then fed into an annual review of the programme.

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.

Computing Facilities

All students are issued with accounts on the University Desktop Service. Students are expected to use the computer facilities in an appropriate and considerate way. Abuse of the facilities is subject to various disciplinary measures, ranging from a ban on access to the facilities to, in extreme and flagrant cases, expulsion from the University. Examples of abuse include monopolising a terminal for non-academic related purposes, running excessively long or inappropriate print jobs, and displaying, circulating or printing offensive material on or from the Internet. Computer games and relay chat are specifically forbidden. Further information on policy regarding the abuse of computer facilities is available from Information Technology (IT)
<https://www.hw.ac.uk/documents/it-communications-facilities-acceptable-use.pdf>.

A6.5 Course Requirements

Examinations

It is the student's responsibility to check all relevant examination timetables (including resits) on the relevant websites. Should you be required to resit any exams, you **must** be available to take them. Therefore **do not book holidays or take on any other commitments during the resit diet**. Note that students must take all examinations at the campus at which they are studying. Resits can only be taken at an overseas location in exceptional circumstances.

For on-campus examinations, any basic scientific calculator other than graphics calculators, programmable calculators, or those with text storage or retrievable facilities may be used in examinations. (Calculators are not provided). Unless there are special circumstances, students are **not** allowed to use translation dictionaries in examinations. Students are not allowed to have mobile phones or other communication devices on or about their persons during examinations. Phones may be left at the front of the examination room but they must be switched off. Students should be aware that reading exam papers or communicating with other candidates prior to the start of an exam, or taking unauthorised material into an exam (even if you don't use it), is considered to be an attempt to cheat. **Do not take any material into the exam hall with you – put it in your bag or in the bin.**

Cheating in an exam or other assessed work, whether on-campus or online, is considered to be a very serious offence.

If a student is found cheating in an exam the Student Discipline policy will apply – see <https://www.hw.ac.uk/students/doc/discguidelines.pdf>.

Coursework and Continuous Assessment

As well as end of semester examinations, most courses on the CS degree programmes involve some element of coursework or continuous assessment such as midterm tests. Students will be informed by the course lecturer of the important dates for tests and project submission and must ensure that they attend / submit at these times. These dates are fixed and cannot be altered for individual students. If you are unexpectedly unable to attend or submit due to circumstances beyond your control you should contact the course lecturer and your personal tutor as soon as possible, as well as submit an application for consideration of Mitigating Circumstances (see Section B7 Mitigating Circumstances for the link to the site with information on how to submit). If it is a scheduled midterm test you have missed, you should also submit a self-certification form in addition to the application for consideration of Mitigating Circumstances.

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 policy states:

- No individual extensions are permitted under any circumstances (unless course coordinators decide to give an extension to an entire class);
- 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 calendar days of the set submission date shall be automatically awarded no grade with no formative feedback provided.

There will be no extensions granted to coursework (this includes undergraduate and postgraduate taught dissertations).

A6.6 Plagiarism, Collusion and Cheating

Cheating in examinations and coursework, and plagiarism, that 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. Students are responsible for familiarising themselves with the University policy on these matters.

The University website contains detailed explanation of what is meant by plagiarism with examples and consequences - see <https://www.hw.ac.uk/students/studies/examinations/plagiarism.htm>, as well as Appendix A of this Guide, and Regulations 9 and 50 on the Registry's website <http://www1.hw.ac.uk/ordinances>.

Your lecturer will always be very clear about the extent to which you can collaborate and share ideas with your classmates. It is never acceptable to share your electronic files with others.

A6.7 Graduate Attributes

As a student of Heriot Watt you are part of a global community. You will meet new people, discover new interests, develop your life skills and enhance your employability and career prospects. The University will provide you with the opportunity to develop skills, qualities and academic abilities during your time as a student. These are known as the Four Heriot Watt Graduate Attributes: Specialist, Creative, Global and Professional,

These Graduate Attributes can help you shape your experiences while studying and to present your skills and qualities effectively to employers. For more information see <https://www.hw.ac.uk/services/academic-registry/quality/learning-teaching/graduate-attributes.htm>.

A6.8 Professional Development & Careers Advice

Professional development planning (PDP) is incorporated in all three years of the Actuarial Science degree. This is a structured process designed to help students reflect upon their own learning, performance and achievements. One of its main purposes is to support students in the planning of their professional, education and career development, keeping the University's Graduate Attributes in mind.

Students will periodically be invited to attend seminars on developing these skills, given by, for example, prospective employers. In later years there will be opportunities to develop presentation and group working skills. Students are encouraged to take every opportunity to help develop their own skills.

Career guidance is available through the University's Careers Advisory Service, which aims to help students identify their career goals and develop the skills required to gain employment. Students have access to the Careers Website (<http://www.careers.hw.ac.uk/>) which is managed by the Edinburgh campus and supported by local staff.

A6.9 Exchange Opportunities

Students on the Computing Science programme have the opportunity to transfer to the University's Edinburgh campus. Students can transfer for one or two semesters in Year 2 (and then return to Malaysia), or students can permanently transfer to Edinburgh in either of Years 2 or 3. Further information about Inter-Campus transfers is available on the Go Global site: <https://www.hw.ac.uk/uk/students/studies/go-global.htm>.

A6.11 Compulsory General Studies (MPU) Courses

The Malaysian Qualifications Agency (MQA) requires all Malaysian and non-Malaysian students to pass the Ministry of Education General Studies (MPU courses) as stipulated in **Section 43(3), Act 555** of the Private Higher Educational Institution Act as requirement to qualify for the award of an undergraduate degree.

The objective of General Studies is to provide a holistic education across the disciplines for both Malaysian and International undergraduate students and opportunities to engage in diverse life-long learning skills while acquiring valuable knowledge. The General Studies comprises four broad categories namely:

U1: Appreciation of the philosophy, values and history

U2: Soft skills mastery

U3: Knowledge expansion about Malaysia

U4: Community management skills that are practical, such as community service, extra-curricular.

MPU Course Schedule

Year of study	Semester	MPU group	Course code	Course name	Credit
1	1 (Sept'21)	U4 (for Malaysian students and International Students)	MPU 3422 (K20AI)	Self-Empowerment and Social Responsibility I	
		U2 (for Malaysian students only, applicable to students who did not sit for SPM or did not obtain a Credit in SPM Bahasa Melayu)	MPU 3212 (K20AE)	National Language A	2
	2 (Jan'22)	U1 (for Malaysian students)	MPU 3123 (K20AA)	Islamic Civilizations and Asia Civilizations (TITAS)	3
		U1 (for International students)	MPU 3143 (K20AB)	Malay Language Communication 2	3
		U4 (for Malaysian students and International Students)	MPU 3422 (K20CI)	Self-Empowerment and Social Responsibility II	2
	2	1 (Sept'22)	U1 (for Malaysian students)	MPU 3113 (K20AC)	Ethnic Relations
U1 (for International students)			MPU 3173 (K20AD)	Malaysian Studies 3	3

3	2 (Jan'23)	U2 (for Malaysian and International students)	MPU 3222 (K20AG)	Life Skills (Curriculum Mapping by HWUM)	2
		U3 (for Malaysian and International students)	MPU 3312 (K20AH)	Knowledge Expansion about Malaysia (Curriculum Mapping by HWUM)	2

Important Notes: It is the responsibility of each undergraduate student to complete and pass the MPU courses scheduled by the University as a prerequisite for the award of a Bachelor Degree. MPU courses must be taken within the duration of studies, regardless of the year of entry. The University is required to provide evidence of completion of compulsory courses to the relevant Malaysian authorities in order to ensure that student's academic qualifications are fully recognised upon completion of studies.

Passing Marks, Attendance and Deferment: Passing mark for compulsory courses is **40%**. An attendance record of **80%** is compulsory for all students taking MPU courses. Students who wish to defer any MPU courses in a particular semester should submit their deferment form to the MPU Coordinator by the second week of the semester, which the courses are offered. Students who are enrolled to the course but do not turn up for their classes and examinations will be given grade "F" whereas, students who were absent for their final exams will receive grade "ABS (Absent)" for their MPU courses and would need to take the August resit examination. If students fail to take the August resit examination, they must re-take the course the following year. The duration and completion for Self-Empowerment and Social Responsibility (MPU 3422) is two semesters (one Year) and final grade and marks for this course will only be revealed at the end of semester 2.

MPU Courses for Transfer Students: As long as students are registered and studying in Malaysia, they are required to take MPU courses according to the schedule above. Only students who have received their acceptance letter for transfer and are studying abroad do not need to take MPU courses. However, if they are return to complete the programme in Malaysia, they must complete all the required MPU courses for a degree to be conferred. Students who are unable to complete their MPU courses following the given schedule will be required complete their MPU courses during the Summer Break (May to August each year).

A7. Programme Structure and Delivery

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. Students should refer to the programme specific information on progression requirements. This information is detailed below. More detailed information on each course can be found here:

<https://www.macs.hw.ac.uk/students/cs/ug-programmes/>

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. The Year Co-ordinators will write to inform you if you must resit any exams. The Registry also makes the results available online.

A7.1 Year 1

- **First Year Courses**

1st Semester Courses	
F28PA	Software Development A
F28PB	Software Development B
F27ID	Introduction to Interaction Design
F27XI	Mathematics for Computer Science

2nd Semester Courses	
F28SD	Introduction to Software Engineering
F28DA	Data Structures and Algorithms
F27CS	Introduction to Computer Systems
F28DM	Database Management Systems

- **Year 1 Requirements**

Eight mandatory courses.

- **Proceeding to 2nd Year**

If you obtain a grade D or better in all eight courses at the first attempt, you will be allowed to proceed to the 2nd year of CS. Otherwise, you will be required to resit some exams in August. If you do not obtain D or better at this second attempt, you will not be able to continue on the CS programme but it may be possible to transfer to another degree programme subject to the approval of the School.

A7.2 Year 2

▪ Second Year Courses

1st Semester Courses	
F29SO	Software Engineering
F29DC	Data Communications & Networking
F29FA	Foundations 1
F28PL	Programming Languages

2nd Semester Courses	
F29PD	Professional Development
F29OC	Operating Systems & Concurrency
F29FB	Foundations 2
F28HS	Hardware-Software Interface

▪ Year 2 Requirements

Eight mandatory taught courses. In addition, you must pursue a mandatory internship of length of at least 12 weeks during the break between the 2nd and 3rd years of the degree. Further guidance on the internship will be provided closer to the time. Note that F29SO and F29PD are jointly assessed via a whole year group project.

▪ Proceeding to 3rd Year

Students who obtain a grade D or better in all eight courses will be allowed to proceed to the 3rd year.

If you obtain a grade D or better in at least six courses and have an average mark of at least 40%, you may be permitted, at the discretion of the examiners, to proceed to the 3rd year of a CS degree. In Year 2 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 2, 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.

However, note that otherwise, no resit is allowed for an Honours paper, and in all cases, it is the marks obtained at the first attempt that form part of the Final Degree Assessment (see Section A7.4). For further information, consult your personal tutor.

▪ Ordinary Degrees

A candidate who obtains a grade D or better in at least four Level 9 courses and a total of at least 360 credits may be awarded the ordinary degree of BSc.

A7.3 Year 3

▪ Third Year Courses

1st Semester Courses	
F20PA	Research Methods & Requirements Engineering
F20CN	Computer Network Security
F29AI	Artificial Intelligence and Agents

2nd Semester Courses	
F20PB	Design & Implementation
F20PC	Project Testing and Presentation

▪ Year 3 Requirements

Five mandatory courses and three optional courses. Note that F20PA, F20PB and F20PC together form the components of the final year project. We expect options will be offered as part of one or more of the following streams, depending on available staff expertise:

Data Science

F20DL Data Mining and Machine Learning (Semester 1)
F20SA Statistical Modelling & Analytics (Semester 1)
F20BD Big Data Management (Semester 2)
F20AA Applied Text Analytics (Semester 2)
F20DP Distributed & Parallel Technologies (Semester 2)

Artificial Intelligence

F20BC Biologically Inspired Computing (Semester 1)
F20RO Intelligent Robotics (Semester 1)
F20DL Data Mining and Machine Learning (Semester 1)
F29LP Language Processors (Semester 2)
F20DP Distributed & Parallel Technologies (Semester 2)

Graphics & Visualisation

F20DV Data Visualisation Analytics (Semester 2)
F20GA 3D Graphics and Animation (Semester 1)
F20GP Computer Games Programming (Semester 2)
F20DP Distributed & Parallel Technologies (Semester 2)

A7.4 Final Degree Assessment

The Examiners take into account all course marks at Level 9 and above in deciding the class of Honours. The final mark is the average of those marks, weighted as:

- 20% from 2nd year average (at first attempt),
- 50% from the 5 taught courses in 3rd year, and
- 30% from the individual dissertation in 3rd 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. In borderline cases, a positive view may be taken of an improving performance from second to third year.

Appendix A

STUDENT GUIDE TO PLAGIARISM ¹

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 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

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;
- **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 examples² 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:

“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).

² 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.

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)
- Year of Publication
- Title of Book
- Place of Publication
- Publishers Name
- All Page Numbers cited
- Edition (if more than one, e.g. 3rd edition, 2001)

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

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

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

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

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

- 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 mentor, 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://www1.hw.ac.uk/ordinances> 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.

PART B: UNIVERSITY INFORMATION

B1. Programme and Course Content

The content of our programmes and courses is reviewed annually to make sure it is 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 us 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](#) 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.

In addition to the university-wide regulations, students studying at Malaysia campus must adhere to the following policies:

1) Attendance

Students are expected to attend all scheduled face-to-face learning sessions (e.g. timetabled lectures, seminars, tutorials, workshops and laboratory sessions) as stipulated by your School.

For Online Learning, your academic progress and participation will be monitored and tracked by your lecturers to ensure that you are making adequate progress in your learning activities. Students are expected to log into the live tutorial webinar sessions as scheduled by their lecturers.

The only exception should be in circumstances where ill health or other legitimate reasons prevent student attendance. In this case, students should submit a self-certification with medical certification.

i) Self-certification form and supporting documents

Students who are absent from any learning-teaching activities are required to fill in the self-certification form which can be obtained from the Student Portal ([Self certification form](#)). Checks may be made with the authorising bodies/medical professionals to confirm the accuracy of the supporting documents (e.g., medical certificates). If there is any concern that the supporting document provided has been submitted under false pretences, the student may be disciplined by the University. Disciplinary penalties previously issued for similar offences include suspension from the University. The submission of falsified documents to the University is taken very seriously.

ii) International students attendance requirement

International students must maintain at least 80% attendance in all enrolled courses throughout each semester. Current regulations and requirements outlined by the Ministry of Education (Malaysia) and Immigration Department of Malaysia that the attendance of all international students are to be monitored and reported to the respective authorities.

2) Policy on student fee refunds

i) Scope

This policy applies to fees, charges and fines for on-campus students studying at Heriot-Watt University Malaysia.

ii) HWUM policy

Under Section E - Ordinance 1:

All fees and charges due to the University are payable in advance and except in exceptional circumstances shall not be returned.

However, at the University's discretion the following refund policy will apply and providing that a request in writing for such a refund is received:

- a) Registration Fee, Visa application and related fees are not refundable under any circumstances.
- b) Subject to sub paragraph (a) above, if a student provides notice more than 2 weeks before the commencement of the semester, 100% of the tuition fees paid may be refundable.

- c) Subject to sub paragraph (a) above, if a student provides notice within 2 weeks before the commencement of the semester, 50% of the tuition fees paid may be refundable.
- d) Subject to sub paragraph (a) above, if a student provides notice within 2 weeks after the commencement of the semester, 50% of the tuition fees paid may be refundable.
- e) No fees are refundable 2 weeks after the commencement of the semester.
- f) Subject to sub paragraph (a) above, if a student is required to leave the programme due to medical reasons based on medical evidence, the student may be eligible for a full refund of all fees paid.
- g) All refunds whether of fees, deposits or other payments, shall be free of interest and shall be subject to the right of set-off by Heriot-Watt University Malaysia against any fees or other payments due and owing to Heriot-Watt University Malaysia.
- h) For all semesters, all fees, charges and fine must be fully paid by the due dates. Heriot-Watt University Malaysia reserves the right to review the status and to take such necessary action as Heriot-Watt University Malaysia deems fit if payment is not received by the due dates. Such action may include the barring of the student from classes, examinations and facilities, result hold, suspension or termination of the student's studies. In such circumstances, Heriot-Watt University Malaysia further reserves the right and shall be entitled to defer the marking of any examination paper, and to withhold all certificates and records of the student. No student with outstanding debt shall be permitted to graduate.

In the event that a student is expelled or is suspended or discontinues the programme due to misconduct or any disciplinary matter or the non-attainment of academic requirement, there shall be no refund of fees paid.

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.
- Canvas: access your courses here, including announcements, tasks and assignments.
- 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 appointments with a range of different services (Student Wellbeing Services, Careers, Finance etc.) through your student portal.

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

B6. Your Virtual Learning Environment

For the academic year 2021-22, Heriot-Watt will have a new Virtual Learning Environment (VLE) called [Canvas](#). It is an engaging and student friendly system adopted in response to

student and staff feedback. Canvas is a vital learning and communication tool for you and your lecturers, so make sure you log in and check Canvas every day. For further support see the [Canvas Student Guides](#).

B7. 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 your 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. Please also see this guide: [Making the Most of Assessment and Feedback: A Guide for Students](#)

[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 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.

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 Canvas, 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 Summer.

[Exam Conduct and ID 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.

[External Examiners Information](#)

External Examiners are independent of Heriot-Watt and their role is to ensure that students are judged fairly according to the academic standards expected by the wider higher education sector. In addition, they ensure that that the processes for assessment, examination and determination of awards are sound and fairly operated, and that the quality

of programmes is appropriate. Students can request copies of the External Examiners' reports for their programme by emailing externalexaminerstaught@hw.ac.uk

[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.

Recording of Lectures

As part of the University's Responsive Blended Learning approach, 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. Where students have permission from the University to record sessions as part of any reasonable adjustments to ensure the accessibility of their studies, such recordings do not fall within the scope of this guidance. New and continuing students will be invited to sign up to these requirements as part of the Student Declaration at the point of enrolment.

[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.

[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.

[Student Communications Policy](#)

This policy states that only approved Heriot-Watt communication tools should be used by staff in communication with students.

[Teaching Timetables](#)

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

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.

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 \(Edinburgh Campus\)](#)

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.

UK 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](#).

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.

[Togetherall](#)

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

[Care Experienced Students](#) (Scottish Campuses)

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](#) (Scottish Campuses)

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 and School Information](#) (Scottish Campuses)

Information on nurseries, childminders and Schools is available at this link for students at Edinburgh, Scottish Borders and Orkney Campuses. You may be eligible for [financial support](#) for childcare costs.

[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.

[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.

[European Exchange](#)

Our European Exchange Programme enables you to study or work in Europe as part of your degree programme, usually for a semester or full academic year. At Heriot-Watt students, have the opportunity to study at a wide range of institutions in Europe and my benefit from an Erasmus+ grant if the placement meets the criteria and is completed by 31st May 2023.

[Exchanges](#)

An Exchange placement can be arranged with an institution abroad, outside of Europe. This can be arranged with your school Exchange Co-ordinator 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.

[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 and Liaison Librarian supporting your subject or School, who 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](#)

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 dubaicareersandgradfutures@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 Heriot-Watt 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.