School of Mathematical and Computer Sciences

Postgraduate Programme Handbook

MSc/PGD Artificial Intelligence
MSc/PGD Business Information Management
MSc/PGD Computer Systems Management
MSc/PGD Data Science
MSc/PGD Information Technology (Business)
MSc/PGD Information Technology (Software Systems)
MSc/PGD Network Security
MSc/PGD Software Engineering

Dubai Campus

2020-2021
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PART A: SCHOOL INFORMATION

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 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.
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 postgraduate 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
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).

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.
1 SUMMARY OF KEY INFORMATION

1.1 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 Knowledge Park. 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.

Heriot-Watt University Dubai Campus  
Dubai Knowledge Park  
PO Box 38103  
Dubai  
UAE  
Email: provostdubai@hw.ac.uk  
Web: www.hw.ac.uk/dubai.htm

1.2 SIGNIFICANT DATES IN ACADEMIC YEAR
HWU operates a two twelve-week semester system as shown below:

<table>
<thead>
<tr>
<th>Activity</th>
<th>2020/21 dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome Week</td>
<td>6-10 September 2020</td>
</tr>
<tr>
<td>Semester 1 Teaching</td>
<td>13 September – 5 December 2020</td>
</tr>
<tr>
<td>Semester 1 Exams</td>
<td>7-18 December 2020</td>
</tr>
<tr>
<td>Semester 1 Break</td>
<td>20 December 2020 – 9 January 2021</td>
</tr>
<tr>
<td>Semester 2 Teaching</td>
<td>10 January – 3 April 2021</td>
</tr>
<tr>
<td>Semester 2 Break</td>
<td>4-24 April 2021</td>
</tr>
<tr>
<td>Semester 2 Exams</td>
<td>26 April – 21 May 2021</td>
</tr>
<tr>
<td>Graduation</td>
<td>7-8 July 2020 (to be confirmed)</td>
</tr>
<tr>
<td>Resit Exams</td>
<td>5-13 August 2021</td>
</tr>
<tr>
<td>Graduation</td>
<td>TBC</td>
</tr>
</tbody>
</table>

The Teaching Timetable for each Semester would be published on the link https://www.hw.ac.uk/students/studies/timetables.htm 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 are published at the campus and can be found at: http://www.hw.ac.uk/students/studies/examinations/timetables.htm

OFFICIAL UAE LOCAL HOLIDAYS & HERIOT-WATT UNIVERSITY DUBAI CAMPUS CLOSED DAYS
The official National holidays in the United Arab Emirates (UAE) are listed below. The Heriot-Watt University Dubai Campus will be closed on the approximate dates mentioned below:

<table>
<thead>
<tr>
<th>Dubai Campus Holidays</th>
<th>Proposed HWU Dubai Campus closed days *</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Prophet’s Birthday</td>
<td>29 October 2020</td>
</tr>
<tr>
<td>Commemoration Day</td>
<td>1 December 2020</td>
</tr>
<tr>
<td>National Day</td>
<td>2 - 3 December 2020</td>
</tr>
<tr>
<td>New Year’s Day</td>
<td>1 January 2021</td>
</tr>
<tr>
<td>Eid Al Fitr</td>
<td>13- 15 May 2021</td>
</tr>
</tbody>
</table>
Arafah Day and Eid Al Adha  
19 July – 22 July 2020
Hijri New Year  
9 August 2020

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

1.3 LINKS TO FURTHER INFORMATION/SERVICES
Please refer to the University’s websites at https://www.hw.ac.uk/ and https://www.hw.ac.uk/dubai.htm which contain detailed information about Heriot-Watt University and the Dubai Campus.

Information Resources and Links

<table>
<thead>
<tr>
<th>Resource</th>
<th>Description</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>MACS Student Website</td>
<td>Lots of information regarding MACS programmes and courses.</td>
<td><a href="http://www.macs.hw.ac.uk/students">http://www.macs.hw.ac.uk/students</a></td>
</tr>
<tr>
<td>University Student Website</td>
<td>The main University website for information and resources.</td>
<td><a href="https://www.hw.ac.uk/students">https://www.hw.ac.uk/students</a></td>
</tr>
<tr>
<td>Student Portal</td>
<td>Access to the University Student Portal (e.g. email, room bookings, timetables).</td>
<td><a href="https://portal.hw.ac.uk">https://portal.hw.ac.uk</a></td>
</tr>
<tr>
<td>Virtual Learning Environment (VLE)</td>
<td>All courses have materials available at the University’s learning Environment (VISION).</td>
<td><a href="https://vision.hw.ac.uk">https://vision.hw.ac.uk</a></td>
</tr>
<tr>
<td>Student Self Service</td>
<td>You can update your address and where you will get your on-line results.</td>
<td><a href="https://www.hw.ac.uk/selfservice">https://www.hw.ac.uk/selfservice</a></td>
</tr>
<tr>
<td>Information Services</td>
<td>Information about our Information Services</td>
<td><a href="https://www.hw.ac.uk/services/is/guides/getting-started.htm">https://www.hw.ac.uk/services/is/guides/getting-started.htm</a></td>
</tr>
</tbody>
</table>

2 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 Heriot-Watt University Dubai Campus is located in the Dubai Knowledge Park. The University is the first to operate from this rapidly-developing site, and is offering programmes that meet the demands of the region and beyond.

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.
3 KEY STAFF AND CONTACT DETAILS

3.1 Campus Contacts

<table>
<thead>
<tr>
<th>Campus Contacts</th>
<th>Staff Name</th>
<th>Contact Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vice-Principal of Heriot-Watt University and Head of Dubai</td>
<td>Professor Ammar Kaka</td>
<td><a href="mailto:provostdubai@hw.ac.uk">provostdubai@hw.ac.uk</a></td>
</tr>
<tr>
<td>Campus</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deputy Vice-Principal of Heriot-Watt University Dubai</td>
<td>Prof Bryn Jones</td>
<td><a href="mailto:provostdubai@hw.ac.uk">provostdubai@hw.ac.uk</a></td>
</tr>
<tr>
<td>Campus</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Council President</td>
<td>Mr Soehl Mathew Abraham</td>
<td><a href="mailto:Council_president@hw.ac.uk">Council_president@hw.ac.uk</a></td>
</tr>
<tr>
<td>Reception</td>
<td></td>
<td>+971 52 376 0408</td>
</tr>
<tr>
<td>Dubai Student Service Centre (all student enquiries, both</td>
<td><a href="mailto:dubaistudentservices@hw.ac.uk">dubaistudentservices@hw.ac.uk</a></td>
<td>+971 52 205 7232</td>
</tr>
<tr>
<td>general and academic)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Visa Office</td>
<td><a href="mailto:dubaistudentservices@hw.ac.uk">dubaistudentservices@hw.ac.uk</a></td>
<td>+971 52 205 7232</td>
</tr>
<tr>
<td>Finance Office</td>
<td><a href="mailto:Dubai-finance@hw.ac.uk">Dubai-finance@hw.ac.uk</a></td>
<td></td>
</tr>
<tr>
<td>Recruitment and Admissions Office</td>
<td><a href="mailto:dubaienquiries@hw.ac.uk">dubaienquiries@hw.ac.uk</a></td>
<td>+971 52 213 9432</td>
</tr>
<tr>
<td>Library</td>
<td><a href="mailto:DubaiLibHelp@hw.ac.uk">DubaiLibHelp@hw.ac.uk</a></td>
<td></td>
</tr>
<tr>
<td>IT Office (Help Desk)</td>
<td><a href="mailto:DubaiIShelp@hw.ac.uk">DubaiIShelp@hw.ac.uk</a></td>
<td></td>
</tr>
<tr>
<td>Careers &amp; Graduate Futures</td>
<td><a href="mailto:dubaicareers@hw.ac.uk">dubaicareers@hw.ac.uk</a></td>
<td></td>
</tr>
<tr>
<td>Effective Learning Advisor</td>
<td>Dr Allyson Noble</td>
<td><a href="mailto:A.Noble@hw.ac.uk">A.Noble@hw.ac.uk</a></td>
</tr>
<tr>
<td>Student Success Advisor</td>
<td>Mr Mohammed Al-Chalabi</td>
<td><a href="mailto:M.Al-Chalabi@hw.ac.uk">M.Al-Chalabi@hw.ac.uk</a></td>
</tr>
<tr>
<td>Students of Determination / Disability Services</td>
<td>Ms Laetitia Grobbelaar</td>
<td><a href="mailto:L.Van_Deventer@hw.ac.uk">L.Van_Deventer@hw.ac.uk</a></td>
</tr>
<tr>
<td>Wellbeing</td>
<td></td>
<td><a href="mailto:dubaiwellbeing@hw.ac.uk">dubaiwellbeing@hw.ac.uk</a></td>
</tr>
</tbody>
</table>

3.2 Academic School Contacts

<table>
<thead>
<tr>
<th>Point of Contact</th>
<th>Responsible Staff Name</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dubai Campus</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Academic Head</td>
<td>Mr Steve Gill</td>
<td><a href="mailto:S.Gill@hw.ac.uk">S.Gill@hw.ac.uk</a></td>
</tr>
<tr>
<td>Deputy Academic Head</td>
<td>Dr Hind Zantout</td>
<td><a href="mailto:H.Zantout@hw.ac.uk">H.Zantout@hw.ac.uk</a></td>
</tr>
<tr>
<td>Director of Postgraduate Studies</td>
<td>Dr Abrar Ullah</td>
<td><a href="mailto:A.Ullah@hw.ac.uk">A.Ullah@hw.ac.uk</a></td>
</tr>
<tr>
<td>Director of Undergraduate Studies</td>
<td>Mr Talal Shaikh</td>
<td><a href="mailto:T.A.G.Shaikh@hw.ac.uk">T.A.G.Shaikh@hw.ac.uk</a></td>
</tr>
<tr>
<td>Associate Director of Learning &amp;</td>
<td>Ms Smitha Kumar</td>
<td><a href="mailto:Smitha.Kumar@hw.ac.uk">Smitha.Kumar@hw.ac.uk</a></td>
</tr>
</tbody>
</table>
### 3.3 Academic Staff Contacts

<table>
<thead>
<tr>
<th>Programmes</th>
<th>Point of Contact</th>
<th>Responsible Staff Name</th>
<th>Direct line/Email/ Office location</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSc/PGD Information Technology (software systems) &amp; Software Engineering</td>
<td>Programme Director: Artificial Intelligence</td>
<td>Dr Mohammad Hamdan</td>
<td><a href="mailto:M.Hamdan@hw.ac.uk">M.Hamdan@hw.ac.uk</a></td>
</tr>
<tr>
<td>MSc/PGD Network Security</td>
<td>Programme Director:</td>
<td>Dr Hani Ragab Hassen</td>
<td><a href="mailto:H.RagabHassen@hw.ac.uk">H.RagabHassen@hw.ac.uk</a></td>
</tr>
<tr>
<td>MSc/PGD Data Science</td>
<td>Programme Director:</td>
<td>Dr Hind Zantout</td>
<td><a href="mailto:H.Zantout@hw.ac.uk">H.Zantout@hw.ac.uk</a></td>
</tr>
<tr>
<td>MSc/PGD IT (Business)/ MSc/PGD Business Information Management</td>
<td>Programme Director:</td>
<td>Dr Neamat El Gayar</td>
<td><a href="mailto:n.elgayar@hw.ac.uk">n.elgayar@hw.ac.uk</a></td>
</tr>
<tr>
<td>MSc/PGD Computer Systems Management</td>
<td>Programme Director:</td>
<td>Dr Ryad Soobhany</td>
<td><a href="mailto:R.Soobhany@hw.ac.uk">R.Soobhany@hw.ac.uk</a></td>
</tr>
</tbody>
</table>
4 PROGRAMME OVERVIEW

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

All students registered for the programme are expected to have read and to be familiar with the contents of this Handbook.

Disclaimer: Every effort has been made to ensure the contents of this handbook are accurate at the time of printing. Unforeseen circumstances may necessitate changes to the procedures, curricula and syllabus described.

5 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 later in this handbook.

Graduate Attributes
As a student of Heriot-Watt University, you are part of our 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 opportunities to develop skills, qualities and academic abilities during your time as a Heriot-Watt student. These are known as the Four Heriot-Watt Graduate Attributes:

- Specialist
- Creative
- Global
- Professional

Further information can be found at:
https://www.hw.ac.uk/students/doc/StudentGraduateAttributes.pdf

While very effort is made to ensure that the contents of this handbook are correct at time of printing, changes may occur during the academic year. The most up-to-date version can be found at: https://www.macs.hw.ac.uk/students/home/dubai/
MSc PROGRAMMES
ARTIFICIAL INTELLIGENCE

Programme Director: Dr Mohammad Hamdan

The aim of this MSc programme is to impart the skills and understanding required to develop intelligent software applications especially those involving evolutionary computation and learning. Students will acquire critical skills and knowledge in Data Mining and Machine Learning, Biologically Inspired Computation, as well as applicable skills concerning applications of Artificial Intelligence to the World Wide Web and (optionally) computer games.

Therefore the aims are to enable the students to:

- Develop detailed knowledge and critical understanding of the main areas of artificial intelligence (including theories, principles and concepts).
- Develop and use a significant range of principal and specialist skills, techniques and practices in the domain.
- Critically review existing practice and develop original and creative solutions to problems within the domain.
- Communicate and work effectively with peers and academic staff in a variety of tasks, demonstrating appropriate levels of autonomy and responsibility.
- Plan and execute a significant project of research, investigation or development in a specialist area within artificial intelligence, demonstrating extensive, detailed and critical understanding of that specialism.

The Programme provides opportunities for learners to achieve the following outcomes:

Understanding, Knowledge and Cognitive Skills

- Critical understanding of the principal theories, principles and concepts relating to the domain of artificial intelligence.
- Extensive, detailed and critical understanding of at least one specialist area within the domain of artificial intelligence.
- Understanding and use of a significant range of the principal skills, techniques and practices in artificial intelligence, and a range of specialised skills, research and investigation techniques, and practices informed by leading-edge research within the domain.
- A broad knowledge of the main areas of artificial intelligence, including terminology, conventions, underpinning theory, techniques and practices.
- Application-based knowledge and skills relating to the broad range of activities within the domain, and specialist knowledge and skills in applications relating to a number of specialist areas within the domain.
- Extensive and detailed knowledge of theories and algorithms relating to artificial intelligence, with specialist applicative skills appropriate to the subdisciplines.
- Extensive and detailed knowledge and understanding of technologies relating to artificial intelligence, and their application, including the ability to critically analyse and review such technologies to support original and creative application development.
- Specialist and critical knowledge, understanding and skills in a number of mainstream and specialist areas within the domain of artificial intelligence, including machine learning, web intelligence and biologically inspired models of computation.
- Develop and apply skills in critical analysis, evaluation and synthesis in consideration of the range of theories, concepts and techniques in use within the domain of artificial intelligence, and in the design of projects and experimental models.
- Develop and utilise advanced problem-solving skills and techniques in the development of original and creative solutions to general and specialist issues within the domain.
Scholarship, Enquiry and Research
◆ Research skills and the capability of critical analysis, through review and analysis of current research literature.
◆ An understanding of research ethics, and how to appropriately build on the work of others.

Industrial, Commercial and Professional Practice
◆ Demonstrate critical awareness of current legal, social, ethical and professional issues within the discipline.
◆ Make informed judgements with incomplete or inconsistent data, or where there are no professional or ethical codes or practices for guidance.

Autonomy, Accountability and Working with Others
◆ Work autonomously and within teams, as appropriate, demonstrating a capability for both taking and critically reflecting on roles and responsibilities.

Communication, Numeracy and ICT
◆ Develop and demonstrate skills and techniques in communication with peers and academic/industrial staff, using a range of appropriate methods to suit different levels of knowledge and expertise within the audience.
◆ Develop and demonstrate critical knowledge and skills in the planning and usage of software tools and numerical techniques to develop, present and communicate information on projects and processes.

Students take 8 courses, 4 each in semesters 1 & 2, including a taught Research Methods and Project Planning course in semester 2. There are 3 mandatory courses and students must choose 5 courses from options (see below). In semester 3 students, who have met the required criteria, will undertake their Masters dissertation.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Mandatory/Optional</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester 1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>F21DL</td>
<td>Data Mining &amp; Machine Learning</td>
<td>M</td>
<td>15</td>
</tr>
<tr>
<td>F21BC</td>
<td>Biologically inspired Computation</td>
<td>M</td>
<td>15</td>
</tr>
<tr>
<td>F21GA</td>
<td>3D Graphics and Animation</td>
<td>O</td>
<td>15</td>
</tr>
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<td>F29AI</td>
<td>Artificial intelligence &amp; Intelligent Agents</td>
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<td>Semester 2</td>
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<td>15</td>
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<td>F21AA</td>
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<td>F21AO</td>
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<td>MSc Project &amp; Dissertation</td>
<td>M</td>
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</tbody>
</table>

*Semester 3 (pending successful completion of 8 taught courses)*
BUSINESS INFORMATION MANAGEMENT

Programme Director: Dr Neamat El Gayar

The aim of this programme is to impart skills and understanding in information management and IT with a focus on business. It covers the organisation and development of business, information systems and IT. It also addresses management and design issues for them. The programme studies IT but it does not require students to design program or write software.

♦ Detailed knowledge and critical understanding of the information management and IT techniques needed to address modern business problems.
♦ Significant range of principal and specialist skills, techniques and practices in applying IT, information systems and data management techniques to business and e-commerce application areas.
♦ Ability to critically review existing practice and develop original and creative solutions to managing information digitally in application development problems.
♦ Experience of executing a significant project, investigation or development in the area of applying IT and information management techniques to modern business processes that demonstrates advanced skills and a critical understanding of the technologies required.

The Programme provides opportunities for learners to achieve the following outcomes:

Understanding, Knowledge and Cognitive Skills
♦ Critical understanding of the main theories, principles and concepts relating to the domain of digital information management including terminology, conventions, standards and methodologies.
♦ Understanding and use of a significant range of the main skills, techniques and practices in information application development, and a range of specialised skills, research and investigation techniques, and practices informed by current practices within this domain.
♦ Broad knowledge of the main areas of information system, databases, business management, application-based knowledge and skills relating to the broad range of handling information in business processes, and specialist knowledge and skills in applications relating to a number of specialist areas such as business organisation, e-commerce, information processing and IT project management.

Scholarship, Enquiry and Research
♦ Extensive, detailed and critical understanding of at least one specialist area within the domain of business information management application development obtained through researching the background to a substantial and challenging project by personal scholarship and conducting a detailed empirical investigation into business information issues at stake.
♦ Detailed knowledge and understanding of data sources relating to business information management application developments as well the practical skills in how to exploit them in support of original and creative application development.
♦ Specialist and critical knowledge, understanding and skills in a number of mainstream and specialist areas within the domain of digital information management application development including business strategies, digital marketing, e-commerce and IT project management.

Industrial, Commercial and Professional Practice
♦ Demonstrate critical awareness of current issues within business information management application development, and make informed judgements about them in the light of relevant professional standards.
♦ Demonstrate an awareness of professional and research issues in the discipline, and an ability to critique current techniques and practice.

Autonomy, Accountability and Working with Others
Work autonomously and within teams, as appropriate, demonstrating a capability for both taking and critically reflecting on roles and responsibilities.

Develop and utilise advanced problem-solving skills and techniques in the shared development of original and creative solutions to general and specialist business information management issues.

Develop and demonstrate skills and techniques in communication with peers and academic/industrial staff, using a range of appropriate methods to suit different levels of knowledge and expertise within the audience.

**Communication, Numeracy and ICT**

- Develop and demonstrate the ability to communicate and present the main issues involved in business information management application development to a literate audience with appropriate use of modern presentational tools and aids.
- Demonstrate appropriate use of methods of calculation and estimation involved in planning digital and information systems solutions and solving information management applications of business processes.

Students take 8 courses, 4 each in semesters 1 & 2, including a taught Research Methods and Project Planning course in semester 2. There are 4 mandatory courses and students must choose 4 courses from options (see below).

In semester 3 students, who have met the required criteria, will undertake their Masters dissertation.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Mandatory/Optional</th>
<th>Credits</th>
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<td>15</td>
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<td>F21DF</td>
<td>Databases and Information Systems</td>
<td>M</td>
<td>15</td>
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<td>F21SA</td>
<td>Statistical Modelling and Analysis</td>
<td>O</td>
<td>15</td>
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<td>F21SF</td>
<td>Software Engineering Foundations</td>
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<td>C11CS</td>
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<td>Research Methods and Project Planning</td>
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<td>F21DE</td>
<td>Digital &amp; Knowledge Economy</td>
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<td>F21AD</td>
<td>Advanced Interaction Design</td>
<td>O</td>
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<td>F21BD</td>
<td>Big Data Management</td>
<td>O</td>
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<td>F21EC</td>
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<td>F21MP</td>
<td>MSc Project &amp; Dissertation</td>
<td>M</td>
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</table>
COMPUTER SYSTEMS MANAGEMENT

Programme Director: Dr Ryad Soobany

The aim of this MSc programme is to impart the skills and understanding required to enable students to manage complex computer systems as part of the support services of an organisation. This will include selection, installation, maintenance and support of a wide range of technologies, and an understanding of currently recommended methodologies.

In more detail, the programme aims to enable students to:

- Develop detailed knowledge and critical understanding of the main technologies and methodologies pertaining to computer systems management.
- Develop and use a significant range of principal and specialist skills, techniques and practices in the domain, including systems programming and scripting.
- Critically review existing practice and develop original and creative solutions to problems within the domain.
- Communicate and work effectively with peers and academic staff in a variety of tasks, demonstrating appropriate levels of autonomy and responsibility.
- Plan and execute a significant project of research, investigation or development in a specialist area, demonstrating advanced skills and a critical understanding of the technologies required in computer systems management.

Understanding, Knowledge and Cognitive Skills

- Critical understanding of the principal theories, principles and concepts relating to the domain of systems management.
- Extensive, detailed and critical understanding of at least one specialist area within the domain of systems management.
- Understanding and use of a significant range of the principal skills, techniques and practices in systems management, and a range of specialised skills, research and investigation techniques, and practices informed by current practices within the domain.
- A broad knowledge of the main areas of computer systems management, including terminology, conventions, underpinning theory, techniques and practices.
- Application-based knowledge and skills relating to the broad range of activities within the domain, and specialist knowledge and skills in applications relating to a number of specialist areas within the domain.
- Extensive and detailed knowledge of theories and algorithms relating to computer systems management, with specialist applicative skills appropriate to the sub disciplines.
- Extensive and detailed knowledge and understanding of technologies relating to computer systems management, and their application, including the ability to critically analyse and review such technologies to support original and creative application development.
- Specialist and critical knowledge, understanding and skills in a number of mainstream and specialist areas within the domain of computer systems management, including systems programming, technologies such as C# and .NET, methodologies such as ITIL.

Scholarship, Enquiry and Research

- Develop and apply skills in critical analysis, evaluation and synthesis in consideration of the range of theories, concepts and techniques in use within the domain of computer systems management, and in the design of projects and experimental models.
- An understanding of research ethics, and how to appropriately build on the work of others.
- Develop and utilise advanced problem-solving skills and techniques in the development of original and creative solutions to general and specialist issues within the domain.
Industrial, Commercial and Professional Practice
- Demonstrate critical awareness of current legal, social, ethical and professional issues within the discipline.
- Make informed judgements with incomplete or inconsistent data, or where there are no professional or ethical codes or practices for guidance.

Autonomy, Accountability and Working with Others
- Work autonomously and within teams, as appropriate, demonstrating a capability for both taking and critically reflecting on roles and responsibilities.

Communication, Numeracy and ICT
- Develop and demonstrate skills and techniques in communication with peers and academic/industrial staff, using a range of appropriate methods to suit different levels of knowledge and expertise within the audience.
- Develop and demonstrate critical knowledge and skills in the planning and usage of software tools and numerical techniques to develop, present and communicate information on projects and processes.

Students take 8 courses, 4 each in semesters 1 & 2, including a taught Research Methods and Project Planning course in semester 2. There are 4 mandatory courses and students must choose 4 courses from options (see below).

In semester 3 students, who have met the required criteria, will undertake their Masters dissertation.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Mandatory/Optional</th>
<th>Credits</th>
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<td>Information Systems Methodologies</td>
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<td>Data Communications &amp; Networking</td>
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<td>MSc Project &amp; Dissertation</td>
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Part-time students starting in September or January should discuss their course choice with the Programme Director. All part time students must take F21RP in their final year.
DATA SCIENCE

Programme Director: Dr Hind Zantout

The aim of this MSc programme is to give good graduates with academic knowledge of databases and programming, the academic expertise they need to apply state of the art data analysis and visualization techniques to modern academic, business and government information processing problems. Particular issues of interest include data visualization, data mining, big data management and high performance information processing.

In more detail, the programme aims to impart to students:

- Detailed knowledge and critical understanding of the big data management and visualization techniques needed to analyse modern academic, business and government information sources.
- Significant range of principal and specialist skills, techniques and practices in applying IT, information systems and big data management techniques to large scale, complex and heterogeneous information analysis problems.
- Ability to critically review existing practice and develop original and creative solutions to managing challenging amounts and diversities of digital information for scientific, administrative and competitive commercial applications.
- Experience of executing a significant project, investigation or development in the area of applying IT and big data management techniques to modern information analytic processes that demonstrates advanced skills and a critical understanding of the technologies required.

In common with the other programmes in our postgraduate computer science discipline, the expected learning outcomes are as detailed below:

Understanding, Knowledge and Cognitive Skills

- Critical understanding of the main theories, principles and concepts relating to the domain of digital information management including terminology, conventions, standards and methodologies.
- Understanding and use of a significant range of the main skills, techniques and practices in big data processing, and a range of specialised skills, research and investigation techniques, and practices informed by current practices within the data science domain.
- Broad and deep knowledge of the main areas of information systems, databases, machine learning, data visualization, application-based knowledge and skills relating to the broad range of handling information processes, and specialist knowledge and skills in applications relating to a number of specialist areas such as business analytics, data mining, data visualization, data warehousing and high performance data processing.

Scholarship, Enquiry & Research

- Extensive, detailed and critical understanding of at least one specialist area within the domain of big data management application development obtained through researching the background to a substantial and challenging data analytics project by personal scholarship, design and development of a detailed information systems solution that incorporates significant proportions of software development or configuration to address the analysis issues at stake.
- Detailed knowledge and understanding of data sources relating to big information management application developments as well the practical skills in how to exploit them in support of original and creative data science application development.
- Specialist and critical knowledge, understanding and skills in a number of mainstream and specialist areas within the domain of digital information management application development including data analysis, data mining, parallel data processing, data visualization and data warehousing.
Autonomy, Accountability & Working with Others
- Work autonomously and within teams, as appropriate, demonstrating a capability for both taking and critically reflecting on roles and responsibilities.
- Develop and utilise advanced problem-solving skills and techniques in the shared development of original and creative solutions to general and specialist data science analysis and management issues.
- Develop and demonstrate skills and techniques in communication with peers and academic/industrial staff, using a range of appropriate methods to suit different levels of knowledge and expertise within the audience.

Industrial, Commercial & Professional Practice
- Demonstrate critical awareness of current issues within big data management application development, and make informed judgements about them in the light of relevant professional standards.
- Demonstrate an awareness of professional and research issues in the data science discipline, and an ability to critique current techniques and practice.

Communication, Numeracy and ICT
- Develop and demonstrate the ability to communicate and present the main issues involved in data science application development to a literate audience with appropriate use of modern presentational tools and aids.
- Demonstrate appropriate use of methods of calculation and estimation involved in planning digital and information systems solutions and solving information management applications of big data processing.

Students take 8 courses, 4 each in semesters 1 & 2, including a taught Research Methods and Project Planning course in semester 2. There are 4 mandatory courses and students must choose 4 courses from options (see below). In semester 3 students, who have met the required criteria, will undertake their Masters dissertation.

<table>
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<th>Course Code</th>
<th>Title</th>
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<th>Credits</th>
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<td>Statistical Modelling and Analysis</td>
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<td>F21BC</td>
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<td>Research Methods and Project Planning</td>
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<td>MSc Project &amp; Dissertation</td>
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</table>

Part-time students starting in September or January should discuss their course choice with the Programme Director. All part time students must take F21RP in their final year.
INFORMATION TECHNOLOGY (SOFTWARE SYSTEMS)

Programme Director: Dr Abrar Ullah

This programme is concerned with the use and application of Information Technology in the specification, design, development and deployment of software systems. Therefore the aims are to enable the students to:

- Develop detailed knowledge and critical understanding of the main areas of software systems (including theories, principles and concepts)
- Develop and use a significant range of principal and specialist skills, techniques and practices in the domain of software systems.
- Critically review existing practice and develop original and creative solutions to problems within the domain.
- Communicate and work effectively with peers and academic staff in a variety of tasks, demonstrating appropriate levels of autonomy and responsibility.
- Plan and execute a significant project of research, investigation or development in a specialist area within software systems, demonstrating extensive, detailed and critical understanding of that specialism.

The Programme provides opportunities for learners to achieve the following outcomes:

Understanding, Knowledge and Cognitive Skills

- Critical understanding of the principal theories, principles and concepts relating to the use of Information Technology in the domain of software systems.
- Extensive, detailed and critical understanding of at least one specialist area within the domain of software systems.
- Understanding and use of a significant range of the principal skills, techniques and practices in software systems, and a range of specialised skills, research and investigation techniques, and practices informed by leading-edge research and development domain of software systems, and specialist knowledge and skills in applications relating to a number of specialist areas within the domain.
- A broad knowledge of the main areas of software systems, including terminology, conventions, underpinning theory, techniques and practices.
- Detailed and critical knowledge of at least one area of specialism in software systems, incorporating awareness of current issues and research.
- Application-based knowledge and skills relating to the broad range of activities within the software systems domain, and specialist knowledge and skills in applications relating to a number of specialist areas within the domain.
- Fundamental knowledge and skills in the software engineering life-cycle, incorporating specification, design, development and deployment of software systems, and critical understanding of the range of tools and techniques available to support this process.
- Extensive and detailed knowledge of structured programming concepts and techniques, with advanced and specialist applicative skills in at least one programming language.
- Extensive and detailed knowledge and understanding of communications and network technologies, and their application in software systems, including the ability to critically analyse and review such technologies to support original and creative application development.
- Specialist and critical knowledge, understanding and skills in a number of mainstream and specialist areas within the domain of software systems, including databases, artificial intelligence, mobile communications, Digital & Knowledge Economy, computer games programming & internet engineering.
Develop and apply skills in critical analysis, evaluation and synthesis in consideration of the range of theories, concepts and techniques in use within the domain of software systems, and in the design of projects and experimental models.

Develop and utilise advanced problem-solving skills and techniques in the development of original and creative solutions to general and specialist issues within the domain of software systems.

Scholarship, Enquiry and Research

- Research skills and the capability of critical analysis, through review and analysis of current research literature.
- An understanding of research ethics, and how to appropriately build on the work of others.

Industrial, Commercial and Professional Practice

- Demonstrate critical awareness of current legal, social, ethical and professional issues within the discipline.
- Make informed judgements with incomplete or inconsistent data, or where there are no professional or ethical codes or practices for guidance.

Autonomy, Accountability and Working with Others

- Work autonomously and within teams, as appropriate, demonstrating a capability for both taking and critically reflecting on roles and responsibilities.

Communication, Numeracy and ICT

- Develop and demonstrate skills and techniques in communication with peers and academic/industrial staff, using a range of appropriate methods to suit different levels of knowledge and expertise within the audience.
- Develop and demonstrate critical knowledge and skills in the planning and usage of software tools and numerical techniques to develop, present and communicate information on projects and processes.

Students take 8 courses, 4 each in semesters 1 & 2, including a taught Research Methods and Project Planning course in semester 2. There are 2 mandatory courses and students must choose 6 courses from options (see below).

In semester 3 students, who have met the required criteria, will undertake their Masters dissertation.
<table>
<thead>
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<th>Title</th>
<th>Mandatory /Optional</th>
<th>Credits</th>
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<td><strong>Semester 1 (Sept–Dec)</strong></td>
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<td>F21DF</td>
<td>Databases and Information Systems</td>
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<td>Computer Network Security</td>
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<td>Industrial Programming</td>
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<td>F21SF</td>
<td>Software Engineering Foundations</td>
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<td>F21RP</td>
<td>Research Methods and Project Planning</td>
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<td>F21AD</td>
<td>Advanced Interaction Design</td>
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<td>F21MP</td>
<td>MSc Project &amp; Dissertation</td>
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<td>60</td>
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</table>

Part-time students starting in September or January should discuss their course choice with the Programme Director. All part time students must take F21RP in their final year.
INFORMATION TECHNOLOGY (BUSINESS)

Programme Director: Dr Neamat El Gayar

This programme is concerned with the use and application of Information Technology in supporting business activities, particularly information handling, communications, and entrepreneurship.

Therefore the aims are to enable the students to:

- Develop detailed knowledge and critical understanding of the main areas of information technology usage in business (including theories, principles and concepts).
- Develop and use a significant range of principal and specialist skills, techniques and practices in the domain of business-related information technology.
- Critically review existing practice and develop original and creative solutions to problems within the domain.
- Communicate and work effectively with peers and academic staff in a variety of tasks, demonstrating appropriate levels of autonomy and responsibility.
- Plan and execute a significant project of research, investigation or development in a specialist area of information technology for business use, demonstrating extensive, detailed and critical understanding of that specialism.

The Programme provides opportunities for learners to achieve the following outcomes:

Understanding, Knowledge and Cognitive Skills

- Critical understanding of the principal theories, principles and concepts relating to the use of information technology in the business domain.
- Extensive, detailed and critical understanding of at least one specialist area of information technology support for business.
- Understanding and use of a significant range of the principal skills, techniques and practices necessary to utilise information technology to support business practice, and a range of specialised skills, research and investigation techniques, and practices informed by leading-edge research and development.
- A broad knowledge of the main areas of the use of information technology to support business practices, including terminology, conventions, underpinning theory, techniques and practices.
- Detailed and critical knowledge of at least one area of specialism in information technology for business, incorporating awareness of current issues and research.
- Application-based knowledge and skills relating to the broad range of activities within the information technology and business domain, and specialist knowledge and skills in applications relating to a number of specialist areas within the domain.
- Fundamental knowledge and skills in business and information analysis, incorporating specification, design, development and deployment of information technology to meet business need, and critical understanding of the range of tools and techniques available to support this process.
- Extensive and detailed knowledge of structured programming concepts and techniques, with advanced and specialist applicative skills in at least one programming language.
- Extensive and detailed knowledge and understanding of communications and network technologies, and their application in business systems, including the ability to critically analyse and review such technologies to support original and creative application development.
- Specialist and critical knowledge, understanding and skills in a number of mainstream and specialist areas within the domain of business information technology, including databases, information systems, communications, networks, entrepreneurship, enterprise management and organisational management techniques.
Develop and apply skills in critical analysis, evaluation and synthesis in consideration of the range of theories, concepts and techniques in use within the domain of business information technology, and in the design of projects and experimental models.

Develop and utilise advanced problem-solving skills and techniques in the development of original and creative solutions to general and specialist issues relating to the use of information technology to support business practices.

**Scholarship, Enquiry and Research**

- Research skills and the capability of critical analysis, through review and analysis of current research literature.
- An understanding of research ethics and how to appropriately build on the work of others.

**Industrial, Commercial and Professional Practice**

- Demonstrate critical awareness of current legal, social, ethical and professional issues within the discipline.
- Make informed judgements with incomplete or inconsistent data, or where there are no professional or ethical codes or practices for guidance.

**Autonomy, Accountability and Working with Others**

- Work autonomously and within teams, as appropriate, demonstrating a capability for both taking and critically reflecting on roles and responsibilities.

**Communication, Numeracy and ICT**

- Develop and demonstrate skills and techniques in communication with peers and academic/industrial staff, using a range of appropriate methods to suit different levels of knowledge and expertise within the audience.
- Develop and demonstrate critical knowledge and skills in the planning and usage of software tools and numerical techniques to develop, present and communicate information on projects and processes.

Students take 8 courses, 4 each in semesters 1 & 2, including a taught Research Methods and Project Planning course in semester 2. There are 3 mandatory courses and students must choose 5 courses from options (see below).

In semester 3 students, who have met the required criteria, will undertake their Masters dissertation.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Mandatory/Optional</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester 1 (Sept–Dec)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>F21DF</td>
<td>Databases and Information Systems</td>
<td>M</td>
<td>15</td>
</tr>
<tr>
<td>F21IF</td>
<td>Information Systems Methodologies</td>
<td>O</td>
<td>15</td>
</tr>
<tr>
<td>F21SA</td>
<td>Statistical Modelling and Analysis</td>
<td>O</td>
<td>15</td>
</tr>
<tr>
<td>F21SF</td>
<td>Software Engineering Foundations</td>
<td>O</td>
<td>15</td>
</tr>
<tr>
<td>C11CS</td>
<td>Competitive Strategy</td>
<td>O</td>
<td>15</td>
</tr>
<tr>
<td>C11SP</td>
<td>Strategic Project Management</td>
<td>O</td>
<td>15</td>
</tr>
<tr>
<td>Semester 2 (Jan–Apr)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>F21RP</td>
<td>Research Methods and Project Planning</td>
<td>M</td>
<td>15</td>
</tr>
<tr>
<td>F21DE</td>
<td>Digital and Knowledge Economy</td>
<td>M</td>
<td>15</td>
</tr>
<tr>
<td>F21BD</td>
<td>Big Data Management</td>
<td>O</td>
<td>15</td>
</tr>
<tr>
<td>F21EC</td>
<td>e-Commerce Technology</td>
<td>O</td>
<td>15</td>
</tr>
<tr>
<td>C11PA</td>
<td>Project Management</td>
<td>O</td>
<td>15</td>
</tr>
<tr>
<td>Semester 3 (pending successful completion of 8 taught courses)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>F21MP</td>
<td>MSc Project &amp; Dissertation</td>
<td>M</td>
<td>60</td>
</tr>
</tbody>
</table>

Part-time students starting in September or January should discuss their course choice with the Programme Director. All part time students must take F21RP in their final year.
NETWORK SECURITY

Programme Director: Dr Hani Ragab Hassen

The aim of this MSc programme is to give good honours graduates with an IT background the understanding and skills to elicit network security requirements, analyse security threats, formulate security policies, devise security regimes of mechanisms and services, deploy network security solutions and validate their effectiveness. It also aims to impart detailed understanding and knowledge of contemporary issues in network security research areas.

The aims of the programme are:

- Detailed knowledge and critical understanding of the main areas of computer network security including theories, principles and concepts.
- Significant range of principal and specialist skills, techniques and practices in the computer network security domain.
- Specialist knowledge of security techniques as they apply to developing distributed and networked applications.
- Ability to critically review existing practice and develop original and creative solutions to problems requiring computer network security solutions.
- Ability to communicate and work effectively with peers and academic staff in a variety of tasks, demonstrating appropriate levels of autonomy and responsibility.
- Ability to plan and execute a significant project of research, investigation or development in a specialist area within computer network security, demonstrating extensive, detailed and critical understanding of that specialism.

The Programme provides opportunities for learners to achieve the following outcomes:

Subject Mastery:

Understanding, Knowledge and Cognitive Skills

- Critical understanding of the main theories, principles and concepts relating to the domain of computer network security including conventions, methodologies, standards and terminology.
- Understanding and use of a significant range of the main practices, skills and techniques in network security software engineering, and a range of specialised skills, research and investigation techniques, and practices in designing and validating computer network security solutions informed by current best practice.
- Broad and deep knowledge of the computer network security areas of access control, cryptography, means of authentication, network security tools, security policy management, as well as application-based knowledge and skills relating to known security exploits, malware and their detection and prevention, and specialist knowledge and skills in applications relating to a number of specialist areas such as biometrics, firewall management, intrusion detection, penetration testing, public key certificates and user education in good security practice.

Scholarship, Enquiry and Research

- Extensive, detailed and critical understanding of at least one specialist area within the domain of Computer Network Security application development obtained through researching the background to a substantial and challenging network security engineering project that addresses a real or simulated sets of threats by personal scholarship, design, development and testing of a detailed means of prevention.
- Detailed knowledge and understanding of network security software engineering techniques relating to authentication, authorisation and auditing as well as the practical skills in how to exploit them in support of original and creative network security application development.
Specialist and critical knowledge, understanding and skills in a number of mainstream and specialist areas within the domain of network security application development including cryptography, digital forensic techniques, malware analysis, network defence technologies and penetration testing.

**Personal Abilities:**

*Industrial, Commercial and Professional Practice*

- Demonstrate critical awareness of current issues within network security application development, and make informed judgements about them in the light of relevant professional standards.
- Demonstrate an awareness of professional and research issues in the network security discipline, and an ability to critique current techniques and practice.

*Autonomy, Accountability and Working with Others*

- Work autonomously and within teams, as appropriate, demonstrating a capability for both taking and critically reflecting on roles and responsibilities.
- Develop and utilise advanced problem-solving skills and techniques in the shared development of original and creative solutions to general and specialist network security engineering issues.
- Develop and demonstrate skills and techniques in communication with peers and academic/industrial staff, using a range of appropriate methods to suit different levels of knowledge and expertise within the audience.

*Communication, Numeracy and ICT*

- Develop and demonstrate the ability to communicate and present the main issues involved in network security application development to a literate audience with appropriate use of modern presentational tools and aids.
- Demonstrate appropriate use of methods of calculation and estimation involved in planning network security engineering solutions and deploying and validating such solutions.

Students take 8 courses, 4 each in semesters 1 & 2, including a taught Research Methods and Project Planning course in semester 2. There are 3 mandatory courses and students must choose 5 courses from options (see below).

In semester 3 students, who have met the required criteria, will undertake their Masters dissertation
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Mandatory /Optional</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>F21CN</td>
<td>Computer Network Security</td>
<td>M</td>
<td>15</td>
</tr>
<tr>
<td>F21DF</td>
<td>Databases and Information Systems</td>
<td>O</td>
<td>15</td>
</tr>
<tr>
<td>F21DL</td>
<td>Data Mining and Machine Learning</td>
<td>O</td>
<td>15</td>
</tr>
<tr>
<td>F21RS</td>
<td>Rigorous Methods for Software Engineering</td>
<td>O</td>
<td>15</td>
</tr>
<tr>
<td>F21SC</td>
<td>Industrial Programming</td>
<td>O</td>
<td>15</td>
</tr>
<tr>
<td>F21SF</td>
<td>Software Engineering Foundations</td>
<td>O</td>
<td>15</td>
</tr>
<tr>
<td>F29DC</td>
<td>Data Communications and Networking</td>
<td>O</td>
<td>15</td>
</tr>
</tbody>
</table>

**Semester 2 (Jan– Apr)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Mandatory /Optional</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>F21AN</td>
<td>Advanced Network Security</td>
<td>M</td>
<td>15</td>
</tr>
<tr>
<td>F21RP</td>
<td>Research Methods &amp; Project Planning</td>
<td>M</td>
<td>15</td>
</tr>
<tr>
<td>F21AO</td>
<td>Applied Development and Operations</td>
<td>O</td>
<td>15</td>
</tr>
<tr>
<td>F21AS</td>
<td>Advanced Software Engineering</td>
<td>O</td>
<td>15</td>
</tr>
<tr>
<td>F21BD</td>
<td>Big Data Management</td>
<td>O</td>
<td>15</td>
</tr>
<tr>
<td>F21FO</td>
<td>Digital Forensics</td>
<td>O</td>
<td>15</td>
</tr>
<tr>
<td>C11PA</td>
<td>Project Management</td>
<td>O</td>
<td>15</td>
</tr>
</tbody>
</table>

**Semester 3 (pending successful completion of 8 taught courses)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Mandatory /Optional</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>F21MP</td>
<td>MSc Project &amp; Dissertation</td>
<td>M</td>
<td>60</td>
</tr>
</tbody>
</table>

Part-time students starting in September or January should discuss their course choice with the Programme Director. All part time students must take F21RP in their final year.
SOFTWARE ENGINEERING

Programme Director: Dr Abrar Ullah

This programme is designed to impart the understanding and skills to engineer software at an advanced level to professional standards with an emphasis on developing dependable systems. To meet society's growing demand for software applications suited to supporting critical services. It teaches computing graduates how to use state-of-the-art techniques and methodologies to develop reliable, safe, secure and trustworthy software.

Therefore the aims are to enable the students to:

- Develop detailed knowledge and critical understanding of the main areas of software engineering for dependable systems development (including theories, principles and concepts).
- Develop and use a significant range of principal and specialist skills, techniques and practices in the domain.
- Critically review existing practice and develop original and creative solutions to problems within the domain.
- Communicate and work effectively with peers and academic staff in a variety of tasks, demonstrating appropriate levels of autonomy and responsibility.
- Plan and execute a significant project of research, investigation or development in a specialist area within mobile software systems, demonstrating extensive, detailed and critical understanding of that specialism.

The Programme provides opportunities for learners to achieve the following outcomes:

Subject Mastery:
Understanding, Knowledge and Cognitive Skills

- Critical understanding of the principal theories, principles and concepts relating to the development of reliable, safe, secure and trustworthy software.
- Extensive, detailed and critical understanding of at least one specialist area within the domain of software engineering.
- Understanding and use of a significant range of the principal skills, techniques and practices in engineering dependable software systems, and a range of specialised skills, research and investigation techniques, and practices informed by leading-edge research within the domain.
- A broad knowledge of the main areas of software engineering, including terminology, conventions, underpinning theory, techniques and practices.
- Application-based knowledge and skills relating to the broad range of activities within the domain, and specialist knowledge and skills in applications relating to a number of specialist areas within the domain.
- Extensive and detailed knowledge of high integrity programming concepts and techniques, with advanced and specialist applicative skills in at least one programming language.
- Extensive and detailed knowledge and understanding of software engineering methodologies, and their application including the ability to critically analyse and review such methodologies to support original and creative application development.
- Specialist and critical knowledge, understanding and skills in a number of mainstream and specialist areas within the domain of software engineering, including mobile networking, automated software engineering and information systems methodologies.
- Develop and apply skills in critical analysis, evaluation and synthesis in consideration of the range of theories, concepts and techniques in use within the domain of mobile software systems, and in the design of projects and experimental models.
- Develop and utilise advanced problem-solving skills and techniques in the development of original and creative solutions to general and specialist issues within the domain.
Scholarship, Enquiry and Research

- Research skills, and the capability of critical analysis, through review and analysis of current research literature.
- An understanding of research ethics, and how to appropriately build on the work of others.

Personal Abilities:
Industrial, Commercial and Professional Practice

- Demonstrate critical awareness of current legal, social, ethical and professional issues within the discipline.
- Make informed judgements with incomplete or inconsistent data, or where there are no professional or ethical codes or practices for guidance.

Autonomy, Accountability and Working with Others

- Work autonomously and within teams, as appropriate, demonstrating a capability for both taking and critically reflecting on roles and responsibilities.

Communication, Numeracy and ICT

- Develop and demonstrate skills and techniques in communication with peers and academic/industrial staff, using a range of appropriate methods to suit different levels of knowledge and expertise within the audience.
- Develop and demonstrate critical knowledge and skills in the planning and usage of software tools and numerical techniques to develop, present and communicate information on projects and processes.

Students take 8 courses, 4 each in semesters 1 & 2, including a taught Research Methods and Project Planning course in semester 2. There are 4 mandatory courses and students must choose 4 courses from options (see below).

In semester 3 students, who have met the required criteria, will undertake their Masters dissertation.
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<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Mandatory /Optional</th>
<th>Credits</th>
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</thead>
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<tr>
<td><strong>Semester 1 (Sept– Dec)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>F21RS</td>
<td>Rigorous Methods for Software Engineering</td>
<td>M</td>
<td>15</td>
</tr>
<tr>
<td>F21SC</td>
<td>Industrial Programming</td>
<td>M</td>
<td>15</td>
</tr>
<tr>
<td>F21BC</td>
<td>Biologically Inspired Computation</td>
<td>O</td>
<td>15</td>
</tr>
<tr>
<td>F21CN</td>
<td>Computer Network Security</td>
<td>O</td>
<td>15</td>
</tr>
<tr>
<td>F21GA</td>
<td>3D Graphics and Animation</td>
<td>O</td>
<td>15</td>
</tr>
<tr>
<td>F21DL</td>
<td>Data Mining and Machine Learning</td>
<td>O</td>
<td>15</td>
</tr>
<tr>
<td><strong>Semester 2 (Jan– Apr)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>F21AS</td>
<td>Advanced Software Engineering</td>
<td>M</td>
<td>15</td>
</tr>
<tr>
<td>F21RP</td>
<td>Research Methods &amp; Project Planning</td>
<td>M</td>
<td>15</td>
</tr>
<tr>
<td>F21BD</td>
<td>Big Data Management</td>
<td>O</td>
<td>15</td>
</tr>
<tr>
<td>F21AD</td>
<td>Advanced Interaction Design</td>
<td>O</td>
<td>15</td>
</tr>
<tr>
<td>F21AO</td>
<td>Applied Development and Operations</td>
<td>O</td>
<td>15</td>
</tr>
<tr>
<td>F21GP</td>
<td>Computer Games Programming</td>
<td>O</td>
<td>15</td>
</tr>
<tr>
<td>C11PA</td>
<td>Project Management</td>
<td>O</td>
<td>15</td>
</tr>
<tr>
<td><strong>Semester 3 (pending successful completion of 8 taught courses)</strong></td>
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<td></td>
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<tr>
<td>F21MP</td>
<td>MSc Project &amp; Dissertation</td>
<td>M</td>
<td>60</td>
</tr>
</tbody>
</table>

Part-time students starting in September or January should discuss their course choice with the Programme Director. All part time students must take F21RP in their final year.
OVERVIEW AND STRUCTURE

MSc CALENDAR 2020-2021

<table>
<thead>
<tr>
<th>Activity</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSc Assessment Period – semester 1</td>
<td>9-20 December 2019</td>
</tr>
<tr>
<td>MSc Assessment Period – semester 2</td>
<td>27 April – 22 May 2020</td>
</tr>
<tr>
<td>Semester 3 Dissertation (15 weeks)</td>
<td>5 May- 20 August 2020</td>
</tr>
<tr>
<td>MSc Board of Examiners Meeting – Progression (after which progression results are released)</td>
<td>May/ June 2020 (TBC)</td>
</tr>
<tr>
<td>MSc Resit Exams</td>
<td>6-14 August 2020</td>
</tr>
<tr>
<td>MSc Dissertation Submission</td>
<td>Thursday 20 August 2019</td>
</tr>
<tr>
<td>MSc Board of Examiners Meeting – Award (after which award results are released)</td>
<td>September 2020 (TBC)</td>
</tr>
<tr>
<td>Graduation</td>
<td>November 2020 (TBC)</td>
</tr>
</tbody>
</table>

MACS Student Website
Lots of information regarding MACS programmes and courses can be found at: https://www.macs.hw.ac.uk/students/

Student Portal
You can access the University Student Portal at: http://portal.hw.ac.uk/

Virtual Learning Environment (VLE)
Most courses have on-line material available at the University's Virtual Learning Environment (VISION) which can be found at: https://vision.hw.ac.uk/

Student Self Service
This is where you can update your address and where you will get your on-line results - https://myhwu.hw.ac.uk/.

Course Summaries
Please refer to https://www.macs.hw.ac.uk/students/cs/courses/

Course Choices
Students select courses at the pre-enrolment session with guidance from Academic staff, but may change their selection in the first two weeks of the semester that the relevant course runs.
Teaching and Learning Approaches and Expectations
The course is taught primarily in a traditional lecture-based approach, with a variety of supporting laboratory-based practicals. Students may be expected to complete coursework in groups, teams and pairs, as well as individually, and courses offer a range of types of coursework for assessment, from discursive essay-style assignments to code design and generation. In some courses, team teaching approaches are adopted to provide additional support and variety, and electronic support, in the form of email lists, newsgroups and bulletin boards may be used to disseminate information and support student communication and practice.

As it is a postgraduate programme students must develop advanced skills that go beyond that required for undergraduate programmes. Students are expected to be able to critically evaluate the techniques and methodologies they are taught, not simply apply the skills. The examinations will test abilities not just to recall and apply techniques, but to provide, for example, a discussion of their advantages in particular unseen cases. Students also are expected to develop a level of professional awareness, and skills in team working and communication.

Heriot-Watt University does not tolerate plagiarism on any level. Work presented as your own must be your own and not use any words or code from others. More information is available in the Postgraduate handbook. If you copy coursework, or if you cut-and-paste material from the Web and pass it off as your own words, then you will be sent to the University Disciplinary Committee. In some cases students may be compulsorily withdrawn from the University as a result.

Communication
Please check your University email regularly – we will use this method of communication to send out important information to you.

Please make sure Student Services has your current home and semester address at all times.

Course Assessment
Courses on the programme may be assessed by coursework only, or by a mixture of coursework and examination.

In some taught courses there is an exam. This is held at the end of the relevant Semester (see Calendar on page 2). Examination marks are weighted with any coursework mark (eg 80%-20%) to provide a final mark. There is a nominal pass mark on a course basis. However, assessment marks are averaged for progression purposes (see below).

Past exam papers can be found at: https://www.macs.hw.ac.uk/students/cs/.

Past exam papers are only accessible on-campus or if you use the VPN: https://www.hw.ac.uk/services/is/it-essentials/virtual-private-network-vpn.htm

Examination timetables can be found at: https://www.hw.ac.uk/students/studies/examinations/timetables.htm

For courses assessed by coursework only (including the project), coursework-based summative assessment within and at the end of the course will provide a mark and grade.
Grades & Assessments
Grades for each course are awarded as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Minimum Required for the Award of Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>Overall mark of approximately 70% or more</td>
</tr>
<tr>
<td>B</td>
<td>Very Good</td>
<td>Overall mark of approximately 60% to 69%</td>
</tr>
<tr>
<td>C</td>
<td>Good</td>
<td>Overall mark of approximately 50% to 59%</td>
</tr>
<tr>
<td>D</td>
<td>Satisfactory</td>
<td>Overall mark of approximately 40% to 49%</td>
</tr>
<tr>
<td>E</td>
<td>Adequate</td>
<td>Minimum required for the award of credits</td>
</tr>
<tr>
<td>F</td>
<td>Inadequate</td>
<td>Fail</td>
</tr>
</tbody>
</table>

Programme & Examination Requirements

Attendance Requirements
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 [https://www.hw.ac.uk/students/studies/examinations/mitigating-circumstances.htm](https://www.hw.ac.uk/students/studies/examinations/mitigating-circumstances.htm).

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

Coursework must be handed in by the stipulated dates, and students are required to see their personal tutors at agreed times. Students who fail to submit compulsory coursework may also be disallowed from presenting themselves for examination in the relevant courses.

All lectures and tutorials are compulsory and registers of attendance may be taken.

If you are absent from class due to illness for four days or less, you should complete a self-certification form, obtainable from the Student Services and return it to the Student Services within a week of your return. If you are absent for more than four days, you must supply a medical certificate to the Student Services within a week of your return.

Examinations
It is the student's responsibility to check all relevant examination timetables (including resits) on the Registry web page [https://www.hw.ac.uk/students/studies/examinations.htm](https://www.hw.ac.uk/students/studies/examinations.htm).

The semester 1 exam timetable will be available on 31 October. The semester 2 exam timetable will be available on 28 February.

Should you be required to be re-assessed in any examinations, you must be available to take them. The re-assessments take place in early August.

All examinations must be taken at the Dubai Campus.

Calculators, Dictionaries & Electronic Devices
Where a calculator is required for the completion of an examination, a student may use any basic scientific calculator, except the following: graphics calculator, programmable calculator and a calculator which features text storage or retrieval facilities.
Students are not allowed to have mobile phones or other communication devices on or about their person during examinations. Phones may be left at the front of the examination room but must be switched off.

No translation dictionaries are permitted in any of the University’s examinations. The only exception to the policy is in the case of individual students who had been assessed by the University’s Disability Service as requiring access to a translation dictionary.

Unauthorised Material
You must not have any unauthorised pre-printed materials or electronic devices or in the examination room. Cheating in an examination is treated very seriously by the University. If you do have any material relevant to the exam which you have brought in by mistake, you must hand it over to an invigilator before the start of the examination. Invigilators will carry out checks on authorised materials and calculators.

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);
- Standard 30% deduction from the mark awarded (maximum of five working days);
- Alternative options if students cannot submit coursework or their dissertation on time

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 a no grade with no formative feedback provided.

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

A link to the policy can be found here [https://www.hw.ac.uk/services/docs/CourseworkPolicyFinal.pdf](https://www.hw.ac.uk/services/docs/CourseworkPolicyFinal.pdf).

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.

Assessments Results
Details on how and when you will receive your Assessment Results can be found at: [https://www.hw.ac.uk/students/studies/examinations/results.htm](https://www.hw.ac.uk/students/studies/examinations/results.htm)

The official mechanism for receiving all your assessment results is on-line at Student Self Service [https://myhwu.hw.ac.uk/](https://myhwu.hw.ac.uk/).
You will officially receive the provisional results of your semester 1 assessments in mid-January. You will receive the final results of your semester 1 & 2 assessments in mid-June. You will receive your dissertation result and your award recommendation in mid-September. You will receive an email to your University email account to inform you when you can view your official results on-line at https://myhwu.hw.ac.uk/.

You will receive a final assessment results letter with your award recommendations in mid-September. This letter will be sent to the Dubai Campus for you to pick up.

On-line results show marks and grades while your official Assessments Results Letter will only show grades.

**Progression to Dissertation**

To pass your MSc you must obtain a credit weighted average of 50% or more over all 8 taught courses at grades A to D, a mark on F21RP Research Methods of 45% or above, and a grade C or better in your MSc project. However, students must also fulfil a progression requirement after doing the 8 taught courses before they are allowed to attempt to complete their MSc project. It requires them to obtain the credit weighted average of 50% or more over all 8 taught courses at grades A to D and at least 45% on F21RP beforehand.

MSc students, who fail to meet the progression requirement, may be able to meet it by doing resits as detailed below. If improved marks obtained in resits then enable the student to meet it, the student may continue at that point with their MSc project.

The Masters dissertation counts as 600 effort hours (4 courses), in Semester 3. Detailed guidelines on the conduct of the project and the production of the dissertation are provided in Appendix B, MSc Project Guidance.

The final dissertation is submitted in mid-August (see dates). Students may choose to demo their work to their supervisor or second reader.

Students may graduate with a Postgraduate Diploma without doing the main project. In this case, the requirement is to get a credit weighted average of at least 40% over all 8 taught courses (including Research Methods), with at least grade E passes in all of them.

Further details on the MSc Dissertation is given in Appendix B

**Re-Assessment Opportunities**

Students will be able to be re-assessed in a **maximum of 3 courses**. Where this is by examination it will be at the next opportunity which will be in the resit diet in August, subject to payment of the appropriate fees to the University, and may be required to do so to obtain the necessary credits for completion of their programme or for progression.

A student who has been awarded a Grade E or a Grade F in a course must be re-assessed in that course (up to a maximum of 3 courses). A student who has been awarded a Grade D in a course may be re-assessed in that course in order to proceed to, or be eligible to receive the award of, Masters.

**There is no non-discretionary re-assessment opportunity for the Dissertation.**
Mitigating Circumstances
If you experience any Mitigating circumstances which affect 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 and then complete the application form at: https://www.hw.ac.uk/students/studies/examinations/mitigating-circumstances.htm. This form along with any relevant evidence (eg medical certificates) should be submitted to the Academic Administration Office.

Evidence submitted after your results have been published cannot be taken into account.

Dealing with Problems
If you or your class has any concerns about the course please talk to the lecturer concerned or to the Postgraduate Director. They will be very willing to help. Please speak to your lecturer after the lecture, or email the Postgraduate Director to make an appointment.

If you have personal problems that are getting in the way of your study please contact your mentor, or the Postgraduate Director.

Award Criteria

<table>
<thead>
<tr>
<th>No. of Course Passes (Credits)</th>
<th>Overall Mark/Grade</th>
<th>Basis of Overall Mark/Grade</th>
<th>Other Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>MASTER DISTINCTION 9 (180)</td>
<td>&gt;= 70%/ A</td>
<td>Credit weighted average &gt;=70% over 8 courses at grades A-C (at the first attempt) plus a dissertation/project at grade A</td>
<td>Minimum grade of 45% in F21RP</td>
</tr>
<tr>
<td>MASTER MERT 9 (180)</td>
<td>&gt;= 60%/ B</td>
<td>Credit weighted average &gt;=60% over 8 courses at grades A-C plus a dissertation/project at grade B</td>
<td>Minimum grade of 45% in F21RP</td>
</tr>
<tr>
<td>MASTER 9 (180)</td>
<td>&gt;= 50% / C</td>
<td>Credit weighted average &gt;=50% over 8 courses at grades A-D plus a dissertation/projects at minimum grade C</td>
<td>Minimum grade of 45% in F21RP</td>
</tr>
<tr>
<td>DIPLOMA DISTINCTION 9 (120)</td>
<td>&gt;= 70% / A</td>
<td>Credit weighted average &gt;=70% over 8 courses at grades A-C</td>
<td></td>
</tr>
<tr>
<td>DIPLOMA 8 (120)</td>
<td>&gt;= 40% / D</td>
<td>Credit weighted average &gt;=40% over 8 courses at grades A-E</td>
<td></td>
</tr>
<tr>
<td>CERTIFICATE</td>
<td>4 (60)</td>
<td>&gt;= 40% / D</td>
<td>Credit weighted average &gt;=40% over 4 courses at grades A-E</td>
</tr>
</tbody>
</table>

Full details of award and progression rules are in Appendix C.

**Prizes**
The following prizes are available to each MSc cohort:
- Dr Alison Cawsey Memorial Prize for the most deserving MSc student (£200) – Edinburgh & Dubai
- School Prize for best MSc student (£200) - Edinburgh & Dubai
- School Prize for best MSc Dissertation (£200) - Edinburgh & Dubai

**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 at: https://www.hw.ac.uk/students/studies/graduation.htm.

**Thinking of Leaving**
Many students think about leaving university at some stage during their studies. If anything is bothering you or you are thinking about leaving, please speak to a member of staff to explore and understand what you can do.

There may be other options such as additional help (perhaps advice on how to improve your academic skills), a temporary suspension of studies or transferring to another programme.

Further information is available at: https://www.hw.ac.uk/students/studies/leaving.htm

**Complaints and Appeals**
Our aim at Heriot-Watt is to ensure that your experience while studying with us is of the highest quality. However, we recognise that during your time at the University there may be circumstances that occur where you feel you need to make a complaint or to appeal a decision.

Further information is available at: https://www.hw.ac.uk/students/studies/complaints-appeals.htm
APPENDIX A

Course Descriptors

These can be found at:

https://www.macs.hw.ac.uk/students/cs/courses/

The University reserves the right to withdraw or modify the content of any course
APPENDIX B

MSc Project Guidance
MSc Project Guidance

The following section gives information about the conduct of MSc projects and the preparation and submission of MSc dissertations. Further information and advice is provided in the F21RP Research Methods and Project Planning course.

MSc Project Conduct and Milestones
An MSc project is a substantial and extensive investigation of a challenging topic in the subject area of an MSc. It is intended to give an MSc student a major opportunity to exercise their new understanding and advanced skills acquired on their programme by applying them to a significant and advanced practical problem. It is primarily assessed by means of a major piece of writing that describes the full scope of their MSc project from its aims and objectives through its requirements analysis, design of software or experiments to implementation, summative evaluation and conclusions. Students are supervised by a qualified academic with expert knowledge in the subject area while they are doing the MSc project.

Preparations for the MSc project begin in the second semester on the mandatory course F21RP Research Methods and Project Planning. That course develops student skills in critical thinking, research planning, academic writing and experimental design appropriate to their MSc project. It also explains appropriate approaches to planning the project. Students are made aware of legal, social, ethical and professional issues at stake and how to address them. Students are expected to meet with their supervisors throughout semester 2 for guidance and assistance in researching the background to their project. This research phase issues in the student writing a research background report which is part of the assessed coursework for the F21RP course.

The research background report has 3 main elements:

1. Literature review
2. Requirements analysis of software or experiments to be attempted
3. Project plan

The first two elements can also be used as part of the MSc dissertation after suitable revision to reflect any changes in the project's direction and details.

Immediately after the MSc exams at the end of semester 2, students begin work on their MSc project and continue full time on the project for 15 weeks until near the end of August. At that point they submit an MSc dissertation, as described below.

The milestones of an MSc project are as follows:

1. project selection period at start of semester 2
2. project allocation in following week
3. research background to MSc topic completed by end of semester 2
4. begin full-time project immediately after end of semester 2 exams
5. project dissertation submission towards end of August

See the earlier MSc calendar for the exact dates.

MSc Project Selection
At the start of the second semester MSc students will be invited to select their MSc project. Students can either select projects from a list of projects that will be made available on the web or they can propose their own project. Lectures on the course F21RP Research Methods & Project Planning will give guidance on this process.

Projects listed on the web will include the proposed project title, the proposer, a description of its content, some references, an optional hyperlink to further details and the kinds of knowledge and skills that are
required to attempt it. The project proposer will be an academic in the department and that person will normally supervise the project. However, in a few cases another supervisor may be arranged instead. Project selection is done online by filling a form specifying 1st, 2nd and 3rd choices. In cases where the project title is very generic, the actual project attempted and its final title will be determined by negotiation between the student and their supervisor. Students are advised to contact the project proposer and discuss what the project involves and whether they are suitable before making a project selection. After the selection deadline has passed, students will be informed as to who has been allocated which project. This allocation is done so as to try to ensure that every student has as close to their 1st choice as possible.

Students may also propose their own project. If they do so, they should write on an A4 page, the project’s title, a description of its content, their name and programme being studied, and detail any special software or equipment requirements. The level of detail required should be similar to the level of detail given in published project proposals by academics. The student should then submit the MSc project proposal to their programme director. Their programme director will be responsible for vetting the project for suitability and then if it qualifies or qualifies after being suitably amended, their programme director will also help them find them a supervisor. Either way the student will fill in the MSc project form once it has been agreed and get their programme director and supervisor to sign it. It should then be submitted to Peter King who manages project allocation. Problems about project allocation can be resolved through Peter King, who is in charge of project allocations, and their programme director.

**MSc Project Supervision**

Once an MSc student has been given a supervisor, the student should seek an early meeting with that supervisor. Students are expected to meet with their supervisor once a week until the end of their MSc project. It is the student’s responsibility to make that first meeting, and it is the student’s responsibility to ensure that they attend every weekly meeting throughout the entire project period. Failing to meet your supervisor regularly every week is a fairly good way of setting yourself up to fail your MSc project. Arranging to meet a supervisor can be done either in person by going to that academic’s room in the department during office hours or by asking for an appointment by e-mail.

Even the cleverest MSc student is unlikely to be able to anticipate all the guidance that can be obtained from their supervisor. Only by attending supervisions is a student going to be well placed to get a good mark on their MSc project. MSc projects require research, practical work and writing. Students can expect extensive help with all these aspects from their supervisor.

**MSc Dissertation - Format and Length**

As a general rule, the body of the dissertation should be between 15,000-20,000 words - this will normally correspond to about 45-60 pages if you include some diagrams. Dissertations which are significantly outside this range may be penalised for being too short or too long. We don't have a prescriptive style/format, but you should choose a font that is easy to read (normally 10 or 12 point) and are encouraged to use one-and-a-half line spacing. You should include appendices for additional material not central to the report (e.g., questionnaires, screenshots) and these will be in addition to the 45-60 pages for the main body.

**MSc Dissertation - Content and Structure**

Your project will be assessed primarily from the dissertation and it is therefore essential that it is a full account of your work and clearly presented. The detailed structure will depend on the type of project, and you should obtain advice from your supervisor. Your supervisor can also be expected to comment on outlines and drafts. When writing your dissertation, make sure to pitch it at the right level. You should not assume that your reader is an expert in the specialist topic that you are reporting, but should assume they have a good knowledge of the general discipline (CS/IT). If you think a good fellow student would understand it, then that is about right.
All dissertations will normally have the following elements:
- Title Page
- Declaration that the dissertation is your own work (see discussion in section on submission)
- Abstract: A summary of the dissertation highlighting major points and describing the dissertation's scope and conclusions.
- Acknowledgements: Anyone you wish to thank.
- Table of Contents: Detailed breakdown with chapter headings, section headings, and maybe subsection headings, each with page numbers.
- Table of Figures: Location, number and legend of all figures in document (optional)
- Chapters of Content (see later)
- References (see later)
- Bibliography (optional - recommended reading such as sources that you have used but not cited)
- Appendices (optional)

Chapter 1 will normally start with a short introduction to the problem you are addressing and your aims and objectives, give a short review of the context, and describe what follows in the main body of the report.

Chapter 2 will normally include a critical review of relevant literature, so the reader understands what you are building on. You may also describe techniques, guidelines and even existing products if relevant to what you will be presenting later. It is important that this review is written in your own words throughout, reads as a coherent and connected piece of writing, shows the relevance of the material presented to the problem being addressed, and provides some critique/analysis of the material and its applicability to the problem. In essence it is your analysis and understanding that we are interested in, how you build on existing work, understand its limitations, select from available methods/tools, and present that coherently.

It is important to select your references carefully in your review. It is not sufficient to find 15 web sites which seem to have something relevant to say. Sources should be authoritative, accurate, and preferably should still be around in 5 years time. Academic papers and books usually meet these criteria, but also some web site sources are acceptable - sometimes a web site is indeed the most appropriate and authoritative source on a subject. See later for how to cite your references.

The structure of the middle section of your dissertation will vary according to the type of project. Many possible structures are possible but two typical structures are discussed below:

A. Software Engineering Project.
   The goal is to develop some software to solve some problem. The chapters should cover requirements, design, prototyping and redesign, implementation, evaluation, conclusion.

   This structure is appropriate where you have a customer (external or supervisor) who wants some software for a real (or imagined!) problem. A successful project is one where you elicit the customer's needs, develop a reliable and functional solution, and test/evaluate the software to demonstrate that it does indeed meet the customer's needs. It should also of course be technically non-trivial. A simple set of web pages might satisfy some customers but would not result in you getting an MSc.

B. Research Project:
   The goal is to advance understanding by carrying out an investigation which may include prototyping a system. The chapters will present the problem (sometimes as a hypothesis), review existing work (as above), describe the research undertaken (including design of any experiments), present the results of any experiments, present any conclusions, relating these to past work and suggesting further work.
This structure is appropriate for open-ended investigations inspired by either a novel idea (like "The use of multimedia can negatively affect the experience of learning") or a plausible principle or hypothesis (such as "Distribution of a database provides information access speedup"). The aim is to investigate something about which not enough is already known or understood, and hence make a modest contribution to knowledge. Where a program is developed, it is not an end in itself. Rather it is an instrument for experimentation and discovery. The interest, significance and quality of the results are the primary criteria of success (bearing in mind that negative results of a well-conducted investigation are often as valuable as positive.)

Many variants of these structures are possible. For example, some projects will centre on the evaluation of an existing software system, and the structure will reflect that. Some projects may involve surveys of user or organisation opinion, and it may be the design of these surveys that forms a central element. Don't feel constrained to structure your document in a particular way, but ensure that the structure is discussed with your supervisor.

Note that in both styles of dissertation the final chapter will normally present conclusions and discuss further work. It should be clear just what has been achieved against the original objectives/problem description set out in chapter 1. It is important to make clear what has been learned and achieved and what further work could be undertaken by you or others to further the objectives of the project.

**MSc Project Evaluation**

It is not enough to achieve something in doing your MSc project by way of software development or by conducting some experiment. You also need to demonstrate the worth of what you have achieved by some kind of independent standard other than your own satisfaction with what you have done. With a software development project you can do this by conducting an evaluation with the help of some third parties.

Evaluation is different from testing your software. The aim of testing is to verify that your software does what it is designed to do. The aim of evaluation is to validate that your software fulfils the project’s requirements. A minimum evaluation might be a checklist comparison of what the original requirements were and what you succeeded in implementing. However, this is usually insufficiently convincing as it is too simple to subvert. You could easily rewrite the requirements to fit with whatever software you succeeded in producing and give yourself a perfect evaluation score.

More convincing is to conduct an evaluation where you exercise your software in accordance with the project aims and get independent persons to give judgements about the worth of what you have done. Since most software is interactive, a typical evaluation might consist of giving users a series of representative tasks to perform using the software and assessing how well they succeeded in doing them. You could record whether they succeeded or needed help to succeed or gave up or failed and score how well they succeeded in doing (efficacy, accuracy, time, effort etc.) The testers can contribute to that assessment by filling in a questionnaire addressing a range of usability and functionality aspects of the system. Their judgements would help establish the independence of the evaluation. The questionnaire could ask users to rate aspects of the system along various quality dimensions and you could provide average scores of these ratings. The questionnaire could also ask users to give free text comments about what worked and what needs improvement. The number and choice of testers needn’t be so numerous and balanced that they would eliminate all biases to a scientific level of respectability. However, between 5 and 10 testers of varied character should be enough to be reasonably indicative of how well your software does what it is supposed to and what its shortcomings are.

Your evaluation should be written up and presented in your dissertation after you describe what you have achieved. Usually you would present this in a special chapter by itself. No software is perfect so the evaluation is likely to reveal shortcomings. You shouldn't try to hide or disguise them. You are unlikely to convince your dissertation markers that your software was one big success story if your evaluation just presents a bland picture of a successful outcome. You should turn around the shortcomings by being
honest and realistic about them and even take the opportunity to say how they might be ameliorated. That self-critique is often the most interesting part of a dissertation. It is also a hallmark of a good project write-up that the author is capable of recognising the project's limitations and can clearly see what needs improving.

**MSc Dissertation References**

Your dissertation may cite a wide range of sources (e.g., papers or web sites that you have used) as background and context for the work. Sources are cited at the relevant point in the text and full source information is given in the references section. There are a variety of acceptable citation and referencing styles, but the most commonly used styles in Computer Science are the Harvard style and the IEEE style. These are briefly discussed below.

**Harvard (author-date) style**

The author's name and the date of publication are used in the body of the text when citing sources - e.g., (Jones, 2003). Variations are possible, for example we can say that Jones (2003) has developed a new technique. The bibliography is given alphabetically by author. Journal and book names are italicised, e.g. Annas, G.J. (1997), 'New drugs for acute respiratory distress syndrome', *New England Journal of Medicine*, vol. 337, no. 6, pp. 435-439.


Notice that there is a lot of information about the articles cited, not just the title and author. This ensures that the reader can find the article in question. Find out what is expected for different types of article (e.g., books, conference papers) and aim to give as complete information as possible.

**IEEE style**

Here references are listed alphabetically but given a number. The citation number is used when citing the document in the body of the text (e.g., [2]). Differences in how the references are listed are otherwise minor.


You should select which style to use and use it consistently. Look up how to reference different kinds of sources, taking particular care with electronic sources. Give as much information about these as possible (title, author, date if possible) and consider just using footnotes for non-authoritative electronic sources. If you want to use another style apart from IEEE and Harvard then you should discuss it with your supervisor.

With the increasing use of Web sources you should take particular care how you cite these. You should make sure to put more than simply the URL, as URLs often go out of date. The guiding principle is that you should maximise someone's chances of finding the document. You should also state when the web page was last accessed, as web resources often change their location. One format that you can use is the following:

Author's name, title of document, publisher, date of document, size of document, URL web address, (date last accessed)

For example, using the Harvard style we might have:

Whatever style you use the references section should come between the main text and the appendices. Normally references should start on a new page, and should not have a chapter or section number, just the heading "References". Some word processing tools may provide help with referencing - consider using these. However, the main thing is to give proper thought to how and what you cite.

**MSc Dissertation Style**

Style in technical writing is discussed in more detail elsewhere. See for example:


The main point to make is to present material clearly and concisely, and in an objective fashion as possible. Your personal impressions and feelings should rarely come into it. You should normally avoid using expressions like "I did this" and instead report the work in a passive voice ("it was done"). However, where you are genuinely voicing an individual opinion, you may use the first person. Also, while the passive voice is normal for scientific writing it is not used universally, so don't feel forced into a style that you find awkward. The main thing is clarity and objectivity.

While considering style we should re-iterate what has been said elsewhere about plagiarism. If you copy more than half a line directly from a source without quoting and citing it then it is considered plagiarism. If something is so good you want to cite it literally then do it like this: Taylor provides a concise discussion of how we can quote material:

"While considering style we should re-iterate what has been said elsewhere about plagiarism. If you copy more than half a line directly from a source without quoting and citing it then it is considered plagiarism. If something is so good you want to cite it literally then do it like this."

[2] Note that the copied material is in quotation marks AND the source is cited. Plagiarism detection tools use techniques like looking for any 7 successive words that are the same in the examined text and also occur in another text.

**MSc Dissertation Preparation Tools**

There are many tools to support document preparation, from LaTeX to tools built into Microsoft Word. Find out about them and use them. Spelling errors will not be acceptable if there are spelling checkers you could have used to detect them. Errors in referencing and poorly laid out graphics may be penalised where you could have used a simple tool to insert them for you.

**MSc Dissertation Assessment**

Your dissertation will be marked by your supervisor and by a second reader. If they disagree by more than a certain amount, a third marker will be brought in to ensure the appraisal is balanced. If it is borderline (close to an MSc with distinction mark or the lowest mark for an MSc or PG Diploma), it may also be looked at by the external examiner for the programme. So what are the assessors of your dissertation looking for? You will be given the assessment form that we use. We are looking for some or all of:

- Clear and concise presentation of work
- Demonstration of depth of technical understanding
- Coverage of related work; knowledge of the field
- Quality of any product
- Demonstration of ability to critically analyse other work and come up with original analyses and ideas
- Any contribution to knowledge.
- Evidence of initiative and perseverance
- Demonstration of professional conduct, considering ethical, social and legal issues where appropriate, and of course no evidence of plagiarism.
MSc Dissertation Submission Procedures
You should submit your dissertation in PDF format on Vision through the course F21MP. Your dissertation must have the standard front page which is also available on Vision. This PDF will be checked for plagiarism using TurnItIn.

Your document should include a signed and dated declaration that the work is your own. The following form of words should be used:

"I <name> confirm that this work submitted for assessment is my own and is expressed in my own words. Any uses made within it of the words of other authors in any form e.g., ideas, equations, figures, text, tables, programs etc are properly acknowledged. A list of references employed is included."

This is a serious declaration and examiners may refer any dissertations with suspected plagiarism to the University disciplinary committee. Properly acknowledging sources means quoting as well as citing the source of any copied material.

For consistency’s sake you should even cite the source of this absence of plagiarism declaration.
Computer Science MSc Dissertation Assessment Grading Guidelines

The below criteria are indicative of what is expected for different grades. Markers will use these criteria as a guide while also using their subject expertise and academic judgement regarding the overall quality of the work.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Guidance Notes</th>
</tr>
</thead>
</table>
| A+: ≥80% | Aims and objectives of project are stated and motivated both clearly and convincingly relative to state-of-the-art. The project demonstrates clear ability to formulate/construct hypotheses.  
A very thorough understanding and excellent presentation of the subject, background material and context. Clear evidence of independent ability to find and use references and good citing and referencing.  
A high degree of critical appraisal and analysis.  
An excellent understanding and application of research methods.  
Quality and description of programming/implementation and/or use of data show mastery of the chosen subject (if applicable).  
Conclusions are clear, well supported by the content and well considered.  
Suggested future work is of research value.  
Clear evidence of originality of thought and reasoning and outstanding ability to comprehend the subject matter within the wider context.  
The highest level of structure and presentation. Skilful use of well-chosen examples. |
| A: Normally ≥70%, <80% | Aims and objectives of project are stated and motivated both clearly and convincingly relative to state-of-the-art. The project demonstrates clear ability to formulate/construct hypotheses.  
A very thorough understanding and description of the subject, background material and context. Clear evidence of independent ability to find and use references and good citing and referencing.  
A high degree of critical appraisal and analysis.  
An excellent understanding and application of research methods.  
Quality and description of programming/implementation and/or use of data show mastery of the chosen subject (if applicable).  
Conclusions are clear and well supported by the content. Clear evidence of originality of thought and reasoning.  
Very well structured and presented. Good use of well-chosen examples. |
| B: Normally ≥60%, <70% | Aims and objectives of project are clearly stated and motivated. Project demonstrates the ability to ask the right questions and formulate/construct hypotheses to address the issues.  
An increasing understanding of the subject, background material and context. Some evidence of independent ability to find and use references and good level of citing and referencing.  
Critical appraisal and analysis is demonstrated.  
Good understanding and application of research methods.  
Quality and description of programming/implementation and/or use of data is above the basic standard (if applicable).  
Appropriate conclusions and recommendations based on the presented work.  
Good structure and presentation, and good choices and use of examples. |
<table>
<thead>
<tr>
<th>Grade</th>
<th>Normally ≥</th>
<th>&lt;</th>
<th>Normally ≥</th>
<th>&lt;</th>
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<th>&lt;</th>
<th>Normally &lt;</th>
</tr>
</thead>
<tbody>
<tr>
<td>C</td>
<td>50%, &lt;60%</td>
<td></td>
<td>Aims and objectives of project are reasonably stated and motivated. The student shows the ability to ask questions and find answers. A reasonable understanding of the subject, background material and context, suitable level of citing and referencing. A reasonable degree of analysis and critique of state-of-the-art in the context of the project’s goals. Acceptable consideration of research methods. Quality and description of programming/implementation and/or use of data is adequate to good (if applicable). Conclusions are reasonably formed and recommendations are generally supported by the work undertaken. Reasonable structure and presentation, appropriate choice and use of examples.</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>D</td>
<td>40%, &lt;50%</td>
<td></td>
<td>Does not meet MSc standard. A basic piece of work which demonstrates: Limited clarity and motivation behind the project’s aims and objectives. Limited knowledge/understanding of the subject, background material and context, inadequate citing and referencing. Supported by only little analysis and critique. Poor or non-existent consideration of research methods. Only basic or incomplete implementation (if applicable). Identifies the basic issues, but conclusions are not supported. Meets the basic requirement for structure and presentation.</td>
<td></td>
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All Dissertations must be conducted in an ethical manner and be ethically approved, and must cover Legal, Ethical, Professional and Social Issues arising in the project.
APPENDIX C

Assessment Methods and Procedures
Assessment Methods and Procedures

Postgraduate programmes consist of two phases:

- **A taught phase**, consisting of a set of 8 taught courses, some mandatory and some optional, defined in the programme structure, which the students will study over two semesters. Assessment of the taught phase is through a variety of methods including coursework and/or examination. Students must submit all elements of assessment before being permitted to progress.

- **A dissertation phase**, an appropriate research project and project dissertation report.

- Students will normally complete the taught phase, at which point progression to the dissertation phase is dependent on assessed performance. To progress students must meet the criteria stipulated in point 9 below in the taught material.

- Students meeting the required standards for Masters in the taught phase (set out in point 9 below) will be permitted to progress to the dissertation phase.

- Students meeting the required standards for Postgraduate Diploma and Postgraduate Certificate (set out in point 9 below) in the taught phase, but not meeting the Masters standard, will not be permitted to progress to the dissertation phase. Students may be recommended to graduate with a Postgraduate Diploma or a Postgraduate Certificate at this point.

- Students failing to meet the required standards for Postgraduate Diploma and Postgraduate Certificate (set out in point 9 below) in coursework and examination in the taught phase will not be permitted to progress to the dissertation phase, nor will they be eligible for any award.

- Any student will be able to retake the assessment of up to a maximum of 3 courses at the next opportunity, subject to payment of the appropriate fees to the University, and may be required to do so to obtain the necessary credits for completion of their programme or for progression. Students may only resit courses for which their grade is E or F although they may exceptionally resit ones graded at D if that is necessary to get their taught average high enough to be able to progress. The method of reassessment for each course is specified in the appropriate course descriptor.

- In any circumstance which it deems to be exceptional the Exam Board has the discretion to permit student progress or award, irrespective of student performance against required standards and policies.

Award and Progression Rules

1. To obtain an MSc Degree, candidates must gain 180 credits and must satisfy the examiners by achieving the required standards (set out in point 9 below) in two components:
   - Assessed taught material
   - Dissertation (set out in point 9 below)

2. To obtain a Postgraduate Diploma candidates must gain 120 credits and must satisfy the examiners by achieving the required standards (set out in point 9 below) in the assessed taught material.

3. To obtain a Postgraduate Certificate candidates must gain 60 credits and must satisfy the examiners by achieving the required standards (set out in point 9 below) in one component:
   - Assessed taught material
♦ The Examiners may specify certain courses as mandatory to achieve the award of Postgraduate Certificate, to reflect the nature of the course.

4. Taught courses will be assessed by a variety of techniques appropriate to the learning outcomes of the specific course.

5. All course work must be submitted before the due date. Late submissions will only be accepted with the prior permission of the Programme Director.

6. In exceptional personal or medical circumstances students may be granted leave by the examiners to redo part or all of the assessment on one occasion only and at a date decided by the examiners, as stated in university regulations 4 and 5. This provision is in addition to the provision that students may retake assessment for courses in which they have achieved a grade less than D.

7. Dissertations must be submitted on or before the publicised submission date; dissertations submitted after that date and without the prior consent of the Programme Director may be assessed at a penalty.

8. Allowance for poor performance in or non-submission of a component on medical grounds is normally made only where supported by written testimony from a professional health practitioner. Such testimony must be lodged with the Programme Director prior to the Examination Board meeting.

9. The level of achievement expected in each component is an average of:
   ♦ 40% for the Postgraduate Diploma and Certificate
   ♦ 50% for the MSc Degree

MSc candidates obtaining a credit weighted average of 70% or more (at the first attempt) over 8 courses at grades A-C and the dissertation at grade A may be recommended for the award of MSc with Distinction.

MSc candidates obtaining a credit weighted average of 60% or more over 8 courses at grades A-C and the dissertation at grade B may be recommended for the award of MSc with Merit.

Postgraduate Diploma candidates obtaining a credit weighted average of 70% or more (at the first attempt) over 8 courses at grades A-C may be recommended for the award of Postgraduate Diploma with Distinction.

These awards are at the discretion of the Board of Examiners.

**Required Standards**
Candidates must achieve the following minimum levels of performance in:

**Assessed Taught Material**
♦ A credit weighted average across the 8 courses of 50% or better for Masters, with F21RP Research Methods at 45% or above and all others at grade D or above.
♦ A credit weighted average across the 8 courses of 40% or better for Postgraduate Diploma (120 credits) or a credit weighted average across 4 courses of 40% or better for Postgraduate Certificate (60 credits), with no course returning a result of less than grade E.
♦ All elements of assessment for each course must be completed to a satisfactory level (grade E)
Dissertation
♦ An average of 50% or better for Masters

Notes:
Exam scripts, coursework and dissertations could be seen by third parties for quality assurance purposes – e.g. External Examiners.
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/](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](#).

In addition to the portal you can telephone the **Student Helpdesk 0131 451 8899**.

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 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.

**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 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 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.
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.

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.

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 address then 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 orchildminder 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.