



School of Mathematical and Computer Sciences

Postgraduate Programme Handbook

MSc/PGD Artificial Intelligence

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

2021-2022

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PART A: SCHOOL INFORMATION

A1. How to Use This Handbook

This handbook provides you with:

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

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

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

A2. Welcome and Introduction

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

I am delighted that you have chosen our unique and innovative University and have entrusted us with your education for the next few years. Heriot-Watt has been at the forefront of pioneering education and future thinking since 1821, and this year we celebrate the 200th anniversary of our founding in Scotland. Each year, whether it be in league tables or the testimonies of our brilliant students and our supportive staff, we continue to lead the way in world class education.

We understand that these times remain uncertain but let me reassure you that we are here to support you step confidently through your studies using our forward-thinking approach called Responsive Blended Learning (RBL). RBL combines active, supported online learning with contextually appropriate face-to-face learning opportunities, responding dynamically to the changing external context. This way of learning offers you the best of both worlds as it enables you to proceed with your studies alongside your peers, whatever pandemic-related restrictions are lifted or imposed in specific contexts. Now more than ever, we are thankful for our global OneWatt community of students, colleagues and alumni, who continue to actively take part in our supportive network, which spans five campuses in three countries.

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

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

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

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

Welcome from the Head of Dubai Campus

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

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

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

Professor Ammar Kaka

*A Vice Principal of Heriot-Watt University and
Head of Heriot-Watt University Dubai Campus*

Welcome from the 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

A3. COVID-19 and Responsive Blended Learning

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

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

- **Responsive** to the changing environments our students are living and learning in, to the wellbeing concerns of students and staff, and to the diversity of students' learning needs at this challenging time.
- **Blended** to combine the very best use of online and on-campus teaching, learning and student support. The exact balance of this blend of online and on-campus learning will flex depending on local conditions and individual student context.

Our Responsive Blended Learning approach means that you will be able to learn, interact and collaborate with your classmates, whether you are on campus or beginning your studies this year online. It will enable you to access materials, collaborate and learn alongside your class cohort, and build and strengthen friendships, wherever you begin your studies from. This means our response will flex with the local conditions, and with your particular circumstances. It will also allow us to safely facilitate the return of students and staff on to our campuses, when conditions allow. You can access RBL student resources [here](#).

As campuses reopen, there will be increasing opportunities for on-campus teaching activities. Labs, studios and maker-spaces will, when safe to do so, be opened to allow students to engage in practical activities. Tutorials and other class teaching will also resume on campus, in line with the safety guidance in your campus context. Whenever you can return, we will be here to welcome you and support you to adjust to campus life.

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

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

A4. Personal Tutors

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

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

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

A5. Programme Overview

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

Significant Dates In Academic Year

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

Activity	2021/22 dates
Welcome Week	5-9 September 2021
Semester 1 Teaching	12 September – 4 December 2021
Semester 1 Consolidation Week 6	18-22 October 2021
Semester 1 Exams	7-18 December 2021
Semester 1 Break	21 December 2021 – 8 January 2022
Semester 2 Teaching	9 January – 2 April 2022
Semester 2 Consolidation Week 6	14-18 February 2022
Semester 2 Break	4-22 April 2022
Semester 2 Exams	25 April – 20 May 2022
Graduation	7-8 July 2022 (to be confirmed)
Resit Exams	4-12 August 2022
Graduation	TBC

Consolidation Week

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

The following outlines the main expectations for both staff and students:

- The Consolidation Week is not a vacation/break. It is intended to slow the pace, somewhat, and allow reflection and consolidation of learning. Support activities will still take place during this week.
- No new material will to be covered during Consolidation Week.
- There will be no assessment submissions for students during Consolidation Week.
- Schools can continue to actively support student learning activities, for example, laboratory, studio and workshop sessions as this helps to consolidate theoretical learning that has taken place.
- For example, during Consolidation Week, instead of providing activities which staff actively lead, students can be asked to work independently, catch up with coursework/tasks, undertake some revision and reflection activities, and so on.
- Staff are not expected to fill the timetable up with additional activities in Consolidation Week – remember this is meant to be a change of pace at a point in the middle of semester.

The Teaching Timetable for each Semester would be published on the link <https://www.hw.ac.uk/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: <https://www.hw.ac.uk/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:

Dubai Campus Holidays	Proposed HWU Dubai Campus closed days *
The Prophet's Birthday	21 October 2021
Commemoration Day	1 December 2021
National Day	2 - 3 December 2021

New Year's Day	1 January 2022
Eid Al Fitr	3- 6 May 2022
Arafah Day and Eid Al Adha	9 July – 12 July 2022
Hijri New Year	30 July 2022

- * 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.

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

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

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.

Key Staff And Contact Details

Dubai Campus Senior Executive Group		
Designation	Staff Name	Contact Details
Vice-Principal of Heriot-Watt University and Head of Dubai Campus	Prof Ammar Kaka	provostdubai@hw.ac.uk
Acting Deputy Vice Principal Academic Leadership	Prof Tadhg O'Donovan	provostdubai@hw.ac.uk
Acting Deputy Vice President Learning & Teaching	A/Prof Vanessa Northway	provostdubai@hw.ac.uk
Chief Operating Officer	Dr Mathew Sukumaran	provostdubai@hw.ac.uk
Academic School Contact		
Point of Contact	Responsible Staff Name	Email
Dubai Campus		
Academic Head	Mr Steve Gill	S.Gill@hw.ac.uk
Deputy Academic Head	Dr Hind Zantout	H.Zantout@hw.ac.uk
Director of Postgraduate Studies	Dr Abrar Ullah	A.Ullah@hw.ac.uk
Director of Undergraduate Studies	Mr Talal Shaikh	T.A.G.Shaikh@hw.ac.uk
Associate Director of Learning & Teaching	Ms Smitha Kumar	Smitha.Kumar@hw.ac.uk
Associate Director of Quality	Dr Ryad Soobhany	R.soobhany@hw.ac.uk
Director of Research	Dr Neamat El Gayar	N.Elgayar@hw.ac.uk
Director of the Institute of Applied Information Security	Dr Hani Ragab Hassen	H.RagabHassen@hw.ac.uk
Postgraduate Projects Coordinator	Dr Ryad Soobhany	R.Soobhany@hw.ac.uk
Edinburgh Campus		
Head of School	Professor Beatrice Pelloni	B.Pelloni@hw.ac.uk
Head of Computer Science	Professor Ekaterina Komendantskaya (Research) Dr. Hind Zantout (Teaching)	e.komendantskaya@hw.ac.uk h.zantout@hw.ac.uk
Director of Postgraduate Studies	Dr Manuel Maarek	M.Maarek@hw.ac.uk

Academic Staff Contacts		
Point of Contact	Responsible Staff Name	Direct line/Email/ Office location
<i>Programme Director: MSc/PGD Software Engineering</i>	Dr Abrar Ullah	A.Ullah@hw.ac.uk
<i>Programme Director: MSc/PGD Artificial Intelligence</i>	Dr Neamat El Gayar	N.Elgayar@hw.ac.uk
<i>Programme Director: MSc/PGD Network Security</i>	Dr Hani Ragab Hassen	H.RagabHassen@hw.ac.uk
<i>Programme Director: MSc/PGD Data Science</i>	Dr Hind Zantout	H.Zantout@hw.ac.uk
<i>Programme Director: MSc/PGD IT (Business)</i>	Dr Neamat El Gayar	N.Elgayar@hw.ac.uk
<i>Programme Director: MSc/PGD Information Technology (software systems)</i>	Mr Kayvan Karim	Kk46@hw.ac.uk
Student Services		
Office	Office Hours	Email / Phone
Dubai Student Service Centre (all student enquiries, both general and academic)	Student Service Centre, 1 st Floor See here for current hours	Contact via the <i>Ask myHWU</i> tile on your student portal Ph: +971 4 571 7000
Dubai Finance Office	Student Service Centre, 1 st Floor See here for current hours	Dubai-finance@hw.ac.uk Ph: +971 4 571 7000
Visa Office	Student Service Centre, 1 st Floor See here for current hours Sun- Thu: 09:00 to 17:00	dubaivisa@hw.ac.uk Ph: +971 4 571 7000
Library	Library, 2 nd Floor See here for current hours	DubaiLibHelp@hw.ac.uk Ph: +971 4 571 7000
IT Office (Help Desk)	DubaiShelp@hw.ac.uk	
Reception	Sun- Sat: 09:00 to 22:00	DubaiStudentServices@hw.ac.uk Ph: +971 4 571 7000
Student Life & Support Services		
Designation	Staff Name	Contact Details
Student Success Advisor	Farah Basem	StudentSuccessDubai@hw.ac.uk
Student Success Advisor	Shailin Sequeira	
Student Wellbeing	Chiara-Maria Cutajar Prathna Singh	dubaiwellbeing@hw.ac.uk

	Neenu Kuruvilla	
Students of Determination / Disability Services	Laetitia Grobbelaar	Dubai.Determination@hw.ac.uk
Careers & Graduate Futures	Benita Maben Adam Mangera	dubaicareersandgradfutures@hw.ac.uk
Effective Learning Advisor	Dr Allyson Noble	A.noble@hw.ac.uk
Student Engagement and Events Officer	Nicola Mitchell	Nicola.Mitchell@hw.ac.uk
Sports Development Manager	David Steers	D.Steers@hw.ac.uk
Student Council President	Syed Uzair	Council.president@hw.ac.uk
Student Council Support Officer	Soehl Abraham	S.Abraham_1@hw.ac.uk
Other Useful Contacts		
Transport	https://www.hw.ac.uk/dubai/campus/transport.htm	
Recruitment and Admissions Office	dubaienquiries@hw.ac.uk Ph: +971 4 571 7000 Office Hours: Sun – Thu: 09:00 to 17:00	
Accommodation	https://www.hw.ac.uk/dubai/campus/accommodation.htm	
Facilities Management Help Desk	Fmhelpdeskdubai@hw.ac.uk	
Safeguarding Services	safeguardingdubai@hw.ac.uk Ph: +971 52 562 3467 You can contact us 24/7 for support or general advice by using SafeZone app	

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.

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/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 Neamat El Gayar

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.

Course Code	Title	Mandatory/ Optional	Credits
Semester 1			
F21DL	Data Mining & Machine Learning	M	15
F21BC	Biologically inspired Computation	M	15
F21GA	3D Graphics and Animation	O	15
F21RO	Intelligent Robotics	O	15
F21SF	Software Engineering Foundations	O	15
F29AI	Artificial intelligence & Intelligent Agents	O	15
Semester 2			
F21RP	Research Methods and Project Planning	M	15
F21AA	Applied Text Analytics	O	15
F21AD	Advanced Interaction Design	O	15
F21AO	Applied Development and Operations (DevOps)	O	15
F21AS	Advanced Software Engineering	O	15
F21BD	Big Data Management	O	15
F21GP	Computer Games Programming	O	15

Semester 3 (pending successful completion of 8 taught courses)

F21MP	MSc Project & Dissertation	M	60
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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, including a taught Research Methods and Project Planning course in semester 2. There are 5 mandatory courses and students must choose 3 courses from options (see below).

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

Course Code	Title	Mandatory/ Optional	Credits
<i>Semester 1 (Sept– Dec)</i>			
F21DL	Data Mining & Machine Learning	M	15
F21SA	Statistical Modelling and Analysis	M	15
F21BC	Biologically Inspired Computation	O	15
F21CN	Computer Network Security	O	15
F21SC	Industrial Programming	O	15
F21SF	Software Engineering Foundations	O	15
<i>Semester 2 (Jan– Apr)</i>			
F21RP	Research Methods and Project Planning	M	15
F21BD	Big Data Management	M	15
F21DV	Data Visualisation and Analytics	M	15
F21AO	Applied Development and Operations	O	15
F21AS	Advanced Software Engineering	O	15
F21AA	Applied Text Analytics	O	15

F21DE	Digital and Knowledge Economy	O	15
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<i>Semester 3 (pending successful completion of 8 taught courses)</i>			
F21MP	MSc Project & Dissertation	M	60

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: Mr. Kayvan Karim

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.

Course Code	Title	Mandatory /Optional	Credits
Semester 1 (Sept– Dec)			
F21DF	Databases and Information Systems	M	15
F21CN	Computer Network Security	O	15
F21GA	3D Graphics and Animation	O	15
F21RO	Intelligent Robotics	O	15
F21SC	Industrial Programming	O	15
F21SF	Software Engineering Foundations	O	15
Semester 2 (Jan– Apr)			
F21RP	Research Methods and Project Planning	M	15
F21AD	Advanced Interaction Design	O	15
F21AS	Advanced Software Engineering	O	15
F21GP	Computer Games Programming	O	15
F21DV	Data Visualisation and Analytics	O	15
F21EC	e-Commerce Technology	O	15
Semester 3 (pending successful completion of 8 taught courses)			
F21MP	MSc Project & Dissertation	M	60

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.

Course Code	Title	Mandatory /Optional	Credits
Semester 1 (Sept– Dec)			
F21DF	Databases and Information Systems	M	15
F21IF	Information Systems Methodologies	O	15
F21SA	Statistical Modelling and Analysis	O	15
F21SF	Software Engineering Foundations	O	15
C11CS	Competitive Strategy	O	15
H11EN	Entrepreneurship and Creativity	O	15
Semester 2 (Jan– Apr)			
F21RP	Research Methods and Project Planning	M	15
F21DE	Digital and Knowledge Economy	M	15
F21BD	Big Data Management	O	15
F21EC	e-Commerce Technology	O	15
C11PA	Project Management	O	15
H11EV	Entrepreneurial Venturing	O	15
Semester 3 (pending successful completion of 8 taught courses)			
F21MP	MSc Project & Dissertation	M	60

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

Course Code	Title	Mandatory /Optional	Credits
Semester 1 (Sept– Dec)			
F21CN	Computer Network Security	M	15
F21DF	Databases and Information Systems	O	15
F21DL	Data Mining and Machine Learning	O	15
F21RS	Rigorous Methods for Software Engineering	O	15
F21SC	Industrial Programming	O	15
F21SF	Software Engineering Foundations	O	15
F29DC	Data Communications and Networking	O	15
F21SP	System Programming	O	15
Semester 2 (Jan– Apr)			
F21AN	Advanced Network Security	M	15
F21FO	Digital Forensics	M	15
F21RP	Research Methods & Project Planning	M	15
F21AO	Applied Development and Operations (DevOps)	O	15
F21AS	Advanced Software Engineering	O	15
F21BD	Big Data Management	O	15
C11PA	Project Management	O	15
Semester 3 (pending successful completion of 8 taught courses)			
F21MP	MSc Project & Dissertation	M	60

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.

Course Code	Title	Mandatory /Optional	Credits
Semester 1 (Sept– Dec)			
F21RS	Rigorous Methods for Software Engineering	M	15
F21SC	Industrial Programming	M	15
F21BC	Biologically Inspired Computation	O	15
F21CN	Computer Network Security	O	15
F21GA	3D Graphics and Animation	O	15
F21DL	Data Mining and Machine Learning	O	15
Semester 2 (Jan– Apr)			
F21AS	Advanced Software Engineering	M	15
F21RP	Research Methods & Project Planning	M	15
F21BD	Big Data Management	O	15
F21AD	Advanced Interaction Design	O	15
F21AO	Applied Development and Operations (DevOps)	O	15
F21GP	Computer Games Programming	O	15
C11PA	Project Management	O	15
Semester 3 (pending successful completion of 8 taught courses)			
F21MP	MSc Project & Dissertation	M	60

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

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 on the course page in CANVAS.

Examination timetables can be found at:

<https://www.hw.ac.uk/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:

Grade A	Excellent	Overall mark of approximately 70% or more
Grade B	Very Good	Overall mark of approximately 60% to 69%
Grade C	Good	Overall mark of approximately 50% to 59%
Grade D	Satisfactory	Overall mark of approximately 40% to 49%

Grade E	Adequate	Overall mark of approximately 30% to 39%
		Minimum required for the award of credits
Grade F	Inadequate	Fail

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>

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>).

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.

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>

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.**

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](#)

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/uk/students/studies/examinations/results.htm>

The official mechanism for receiving all your assessment results is on-line at [Student Self Service](#)

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 [Student Self Service](#)

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.

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/uk/students/studies/examinations/mitigating-circumstances.htm>.

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

	No. of Course Passes (Credits)	Overall Mark/Grade	Basis of Overall Mark/Grade	Other Requirements
MASTER DISTINCTION	9 (180)	>= 70% / A	Credit weighted average >=70% over 8 courses at grades A-C (at the first attempt) plus a dissertation/project at grade A	Minimum grade of 45% in F21RP
MASTER MERT	9 (180)	>= 60% / B	Credit weighted average >=60% over 8 courses at grades A-C plus a dissertation/project at grade B	Minimum grade of 45% in F21RP
MASTER	9 (180)	>= 50% / C	Credit weighted average >=50% over 8 courses at grades A-D plus a dissertation/projects at minimum grade C	Minimum grade of 45% in F21RP
DIPLOMA DISTINCTION	9 (120)	>= 70% / A	Credit weighted average >=70% over 8 courses at grades A-C	
DPLOMA MERIT	8 (120)	>= 60% / A	Credit weighted average >=60% over 8 courses at grades A-C	

DIPLOMA	8 (120)	>= 40% / D	Credit weighted average >=40% over 8 courses at grades A-E	
CERTIFICATE	4 (60)	>= 40% / D	Credit weighted average >=40% over 4 courses at grades A-E	

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/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/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/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

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.
1. 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.

Postgraduate Diploma candidates obtaining a credit weighted average of 60% or more (over 8 courses at grades A-C may be recommended for the award of Postgraduate Diploma with Merit.

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

B2. Our Values

At Heriot-Watt, we have an established set of values that help 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](#) 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.
- Canvas: access your courses here, including announcements, tasks and assignments.
- Student Information: all university-level regulations and policies relating to your studies can be found on the Portal.

- Campus and School News: the Portal enables the University to promote events and experiences which will help you develop your skills.
- Personalised: You can hide, add and move tiles on your dashboard.
- AskHWU: You can find everything you need to help you navigate your time at HWU through the new AskHWU search tile. Ask questions of the University and enquire directly with members of staff to get information about ID cards, student finance, confirmation of studies letters, exams, enrolment, Careers, Wellbeing Services and much more.
- Appointments: book appointments with a range of different services (Student Wellbeing Services, Careers, Finance etc.) through your student portal.

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

B6. Your Virtual Learning Environment

For the academic year 2021-22, Heriot-Watt will have a new Virtual Learning Environment (VLE) called [Canvas](#). It is an engaging and student friendly system adopted in response to student and staff feedback. Canvas is a vital learning and communication tool for you and your lecturers, so make sure you log in and check Canvas every day. For further support see the [Canvas Student Guides](#).

B7. Quick Finder Guide to Heriot-Watt University

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

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

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

Learning & Teaching

[Academic Appeals](#)

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

[Assessment](#)

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

[Assessment Feedback](#)

Heriot-Watt University aims to support students in becoming confident, independent learners; feedback is a key part of the student learning experience, as it is designed to help students to learn and improve. It's also important to know [what to do with the feedback](#) when you receive it. Please also see this guide: [Making the Most of Assessment and Feedback: A Guide for Students](#)

[Assessment Results](#)

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

[Changing Your Course](#)

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

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

[Changing Your Programme](#)

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

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

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

[Examinations & Examination Diets](#)

There are three examination diets (assessment periods): December, Spring and Summer.

[Exam Conduct and ID Checks](#)

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

[Exam Timetables](#)

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

[Exit Awards](#)

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

[External Examiners Information](#)

External Examiners are independent of Heriot-Watt and their role is to ensure that students are judged fairly according to the academic standards expected by the wider higher education sector. In addition, they ensure that the processes for assessment, examination and determination of awards are sound and fairly operated, and that the quality of programmes is appropriate. Students can request copies of the External Examiners' reports for their programme by emailing externalexaminerstaught@hw.ac.uk

[Periods of Study](#)

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

[Plagiarism](#)

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

[Reassessment](#)

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

Recording of Lectures

As part of the University's Responsive Blended Learning approach, learning and teaching activities may be recorded for academic purposes. Students will have access to these recordings for use in their studies, but must not download, access or use these recordings for any purpose other than their studies at the University. Equally, students must not copy or share the recordings, in whole or in part, in any way with any other party. Where students have permission

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

[Requirements for Awards](#)

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

[Recognition of Prior Learning & Credit Transfer](#)

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

[Submission of Coursework Policy](#)

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

[Student Communications Policy](#)

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

[Teaching Timetables](#)

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

Our Community

[Alumni](#)

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

Accommodation

Information about student accommodation at each of our campuses

[Accommodation \(Dubai Campus\)](#)

[Accommodation \(Edinburgh Campus\)](#)

[Accommodation \(Malaysia Campus\)](#)

[Accommodation \(Scottish Borders Campus\)](#)

[Accommodation \(Orkney Campus\)](#)

Faith and Belief

Heriot-Watt University respects religious and cultural diversity and aims to support individuals in their religious and cultural observance.

[Faith and Belief: Edinburgh Campus](#)

[Faith and Belief: Scottish Borders Campus](#)

[Faith and Belief: Orkney Campus](#)

[Faith and Belief: Dubai Campus](#)

[Faith and Belief: Malaysia Campus](#)

[Residence Life \(Edinburgh Campus\)](#)

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

Sport and Exercise

Opportunities for a range of sport and exercise activities are available at all our campuses. From recreational fun to competition, there's a place in the WattFamily for everyone regardless of sporting ability or experience. The Edinburgh campus is also home to [Oriam](#) Scotland's Sports Performance Centre.

[Sport and Exercise: Edinburgh Campus](#)

[Sport and Exercise: Scottish Borders Campus](#)

[Sport and Exercise: Orkney Campus](#)

[Sport and Exercise: Dubai Campus](#)

[Sport and Exercise: Malaysia Campus](#)

Student Representation

All students have representative bodies for their campus who will also oversee clubs and societies and organise events for students.

[Heriot-Watt University Student Union \(Edinburgh, Orkney and Scottish Borders Campuses\)](#)

All Heriot-Watt students at Scottish campuses are a member of the Student Union. In addition to the wide range of societies, the Student Union offers volunteering opportunities for students to get involved in and make friends and connections during their time at university. The Union regularly hold events and host campaigns for good causes. The Student Union can also provide advice and support for all Heriot-Watt students via the [Advice Hub](#) .

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

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

UK Armed Forces Reservists

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

Supporting Success

[Amendment to Enrolment](#)

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

[Assistive Technology](#)

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

[Assistive Technology at Edinburgh Campus](#)

[Assistive Technology at Scottish Borders Campus](#)

[Assistive Technology at Orkney Campus](#)

[Assistive Technology at Dubai Campus](#)

[Assistive Technology at Malaysia Campus](#)

[Attendance and Absence](#)

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

[Togetherall](#)

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

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

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

[Caring Responsibilities](#) (Scottish Campuses)

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

Change of Address

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

[Childcare and School Information](#) (Scottish Campuses)

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

[Complaints](#)

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

[Counselling](#)

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

[Data Protection](#)

Information about how the University uses and protects data.

[Disability Support](#)

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

[Discipline](#)

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

[Discretionary Credit](#)

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

[Effective Learning Service](#)

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

[Email](#)

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

[Enrolment](#)

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

[Equality and Diversity](#)

As well as meeting our [legal requirements](#) we make sure that people across the University Community understand how they contribute to a Culture of Inclusion for All. This holistic

approach helps us maintain an open and accessible working, living and learning environment where all are supported to reach their full potential.

[Estranged Students](#)

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

[European Exchange](#)

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

[Exchanges](#)

An Exchange placement can be arranged with an institution abroad, outside of Europe. This can be arranged with your school Exchange Co-ordinator but it is the responsibility of the student to complete the application for that institution.

[Failing a Course](#)

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

[Go Global](#)

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

[Graduate Attributes](#)

Through your experience at Heriot-Watt University you will develop the skills and qualities of the four graduate attributes: specialist, creative, professional and global.

[Graduation](#)

All the information you need to apply for and attend your graduation ceremony.

[Harassment and Bullying](#)

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

[Health and Wellbeing](#)

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

[Library Essentials](#)

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

[Library Resources for Your Subject](#)

There is an Academic Support and Liaison Librarian supporting your subject or School. who can provide advice and guidance on library resources and developing your information skills. See also the online subject guides for information about books, journals and online resources for each subject area.

[Managing Your Money](#)

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

[Maternity and Paternity](#)

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

[Mental Health](#)

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

[Mitigating Circumstances](#)

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

[Next Steps: Post result help](#)

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

[People Finder](#)

Find a key person on campus by using People Finder

[Sexual Misconduct](#)

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

[Software](#)

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

[Student Success Advisors](#)

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

Student Service Centre

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

[Dubai Campus](#)

[Edinburgh Campus](#)

[Malaysia Campus](#)

[Student Fees, Funding and Additional Charges](#)

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

[Student Policies and Guidance](#)

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

[Student Surveys](#)

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

[Temporary Suspension of Studies](#)

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

[Thinking of Leaving](#)

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

Visa Advice

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

[Visa Advice: UK Campuses](#)

[Visa Advice: Dubai Campus](#)

[Visa Advice: Malaysia Campus](#)

Developing Your Skills

[Careers](#)

Careers advice and guidance is available to all students and recent graduates to help:

- Develop your employability skills
- Identify your potential career options
- Help you to find work experience/part time work
- Market yourself to employers

[Careers UK Campuses](#)

Careers: Dubai Campus, contact dubaicareersandgradfutures@hw.ac.uk

Careers: Malaysia Campus, contact MYCareers@hw.ac.uk

[Career Mentoring](#)

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

[Enhanced Transcript](#)

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

[LinkedIn Learning](#)

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

[Maths Gym](#)

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

- drop-in sessions
- one-to-one or small group appointments
- workshops.

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

[Skills Development](#)

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

[Study Spaces](#)

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

Volunteering

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