



**School of Mathematical & Computer Sciences**

## **Postgraduate Programme Handbook**

**MSc/PGD Artificial Intelligence**  
**MSc Artificial Intelligence (2 Years)**  
**MSc/PGD Computer Science for Cyber Security**  
**MSc Computing (2 Years)**  
**MSc/PGD Data Science**  
**MSc Data Science (2 Years)**  
**MSc/PGD Human Robot Interaction**  
**MSc/PGD Information Technology (Business)**  
**MSc/PGD Information Technology (Software Systems)**  
**MSc/PGD Network Security**  
**MSc/PGD Software Engineering**  
**MDes Games Design and Development**

**Edinburgh Campus**

**2022-2023**

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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 now more than 200 years on, we continue to lead the way in world class education as a distinctive, globally connected institution.

The global pandemic affected all of us, not least in how institutions delivered learning and teaching. You may have studied extensively online in the last year or two. Fortunately, we are now able to look forward to enhancing our on-campus learning and teaching, and offering an outstanding on-campus student experience at all of our global campuses, which is so valued by our students.

We have developed a unique approach to learning for this academic year called Globally Connected Learning, which blends on-campus teaching with online activities, support and resources to create a rich student learning experience. This will allow you to actively participate in the learning opportunities open to you and to engage with the global Heriot-Watt community, which spans five campuses in three countries.

The University is a community of people, with a purpose, and I would encourage you to seek out the opportunities that will enable you to further develop your own individual sense of purpose to impact society. Many students and staff participate in creating their own 'impact statement' during the course of their studies, so do look out for this.

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. 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 purposeful 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*

### **A3. Globally Connected Learning**

Our University teaching model is **Globally Connected Learning**, an approach that blends on-campus teaching with online activities, support and resources to create a rich student learning experience. Throughout your studies at Heriot Watt you will be able to learn, interact and collaborate with your classmates and your academic teaching team through a range of inspiring activities and learning events.

If you are enrolled on our campus-based programmes you will be able to take full advantage of all that campus life offers. Our campuses are at the heart of our community and campus-based learning is core to the Heriot-Watt student learning experience. You will be expected to attend campus-based teaching and undertake any assessments or examinations scheduled on campus.

The specific balance of learning on individual courses will depend on the subjects you are studying and the activities and resources your course team have designed to help you engage effectively with your studies.

Our approach is founded on a commitment to student partnership. That means you are encouraged to take responsibility for your own learning, to actively participate in the opportunities open to you. Your course team will support you to plan your time carefully to [make the most of Globally Connected Learning](#).

We recognise that your studies will have been significantly disrupted in recent years as a result of the Covid pandemic. You can discuss any issues around your learning or your wellbeing with your personal tutor (see below) and with the University's support services (see 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 and Key Information

This Handbook contains information on the programme structure, notes, description and the courses offered on the MSc degrees offered by the Department of Computer Science, School of Mathematical and Computer Sciences.

### Information Resources and Links

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

### Key Personnel

<b>Head of School</b>	Professor Sara Lombardo	<a href="mailto:S.Lombardo@hw.ac.uk">S.Lombardo@hw.ac.uk</a>
<b>School Director of Learning and Teaching</b>	Jenny Coady	<a href="mailto:J.Coady@hw.ac.uk">J.Coady@hw.ac.uk</a>
<b>Head of Computer Science</b>	Professor Jurriaan Hage	<a href="mailto:J.Hage@hw.ac.uk">J.Hage@hw.ac.uk</a>
<b>Deputy Head of Computer Science for Learning &amp; Teaching</b>	Dr Hind Zantout	<a href="mailto:H.Zantout@hw.ac.uk">H.Zantout@hw.ac.uk</a>
<b>Director, Postgraduate Study</b>	Dr Manuel Maarek	<a href="mailto:M.Maarek@hw.ac.uk">M.Maarek@hw.ac.uk</a>
<b>Programme Director, Artificial Intelligence</b>	Dr Ron Petrick	<a href="mailto:R.Petrick@hw.ac.uk">R.Petrick@hw.ac.uk</a>
<b>Programme Director, Computer Science for Cyber Security</b>	Dr Adam Sampson	<a href="mailto:A.Sampson@hw.ac.uk">A.Sampson@hw.ac.uk</a>
<b>Programme Director, Computing</b>	Dr Adam Sampson	<a href="mailto:A.Sampson@hw.ac.uk">A.Sampson@hw.ac.uk</a>
<b>Programme Director, Data Science</b>	TBC	
<b>Programme Director, Human Robot Interaction</b>	Dr Christian Dondrup	<a href="mailto:C.Dondrup@hw.ac.uk">C.Dondrup@hw.ac.uk</a>
<b>Programme Director, IT (Business)</b>	Dr Yun-Heh Jessica Chen-Burger	<a href="mailto:Y.J.Chenburger@hw.ac.uk">Y.J.Chenburger@hw.ac.uk</a>
<b>Programme Director, IT (Software Systems)</b>	Dr Adam Sampson	<a href="mailto:A.Sampson@hw.ac.uk">A.Sampson@hw.ac.uk</a>
<b>Programme Director, Network Security</b>	Dr Adam Sampson	<a href="mailto:A.Sampson@hw.ac.uk">A.Sampson@hw.ac.uk</a>
<b>Programme Director, Software Engineering</b>	Dr Adam Sampson	<a href="mailto:A.Sampson@hw.ac.uk">A.Sampson@hw.ac.uk</a>
<b>Programme Director, MDes Games Design and Development</b>	Dr Stefano Padilla	<a href="mailto:S.Padilla@hw.ac.uk">S.Padilla@hw.ac.uk</a>
<b>Special Needs Advisor*</b>	Dr Tessa Berg	<a href="mailto:T.Berg@hw.ac.uk">T.Berg@hw.ac.uk</a>

\*Any Student with a special need should contact Tessa Berg in the first instance for information and advice.

Enquiries can be made to: [macs-student-support@hw.ac.uk](mailto:macs-student-support@hw.ac.uk)

Full staff details can be found at: <https://www.hw.ac.uk/schools/mathematical-computer-sciences/staff-profiles.htm>

## **Key Dates / Calendar**

<https://www.hw.ac.uk/study/apply/uk/academic-calendar.htm>

### **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.

**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. Unforeseen circumstances may necessitate changes to the procedures, curricula described.**

## A6. Programme Structure, Learning and Teaching

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

### Programme Structures

Programme structures for the September intake can be found at:

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

Programme structures for the January intake can be found at:

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

### Course Descriptors

Course descriptors can be found at:

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

### Virtual Learning Environment

All courses have on-line material available at the University's Virtual Learning Environment (Canvas) which can be found at: <https://canvas.hw.ac.uk/>

### Course Choices

If you want to change your courses or programme, you need to do so before the end of Week 2. Swapping optional courses can be done online through [Student Self Service](#). Contact your programme director for other changes.

### Teaching and Learning Approaches and Expectations

The programme 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 copied from others without proper signification and acknowledgement. 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 Disciplinary Committee. In some cases students may be compulsorily withdrawn from the University as a result. More information is available at <https://www.hw.ac.uk/uk/students/studies/examinations/plagiarism.htm>

### **MSc Staff/Student Liaison Committee**

The purpose of the MSc Staff/Student Liaison Committee is to provide a forum at which representatives from the student body can discuss matters of mutual interest and/or concern with the academic and support staff of the School. Subjects raised at these meetings have ranged from programme structures and content to the provision of services such as vending machines and air-conditioning.

The MSc programmes offered by the department are represented by a number of elected representatives. Students wishing to be considered for election should make themselves known to their Programme Director at the start of the academic year.

The role of MSc student representatives is to ascertain and communicate the views of the MSc students they represent to either individual members of staff or to the MSc Staff/Student Liaison Committee.

The MSc Staff/Student Liaison Committee usually meets once each semester and the minutes of its meetings are made available to all staff and taught postgraduate students.

Further information can be obtained from: Dr Manuel Maarek [M.Maarek@hw.ac.uk](mailto:M.Maarek@hw.ac.uk)

### **Programme & Examination Requirements**

#### **Attendance**

In order to achieve course and programme learning outcomes, students are expected to attend all scheduled course learning sessions (e.g. timetabled lectures, tutorials, lab sessions, etc). Should you have 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.

<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.

**Students here on a Tier 4 Student Visa must check-in as required. It is your responsibility to make sure that you check-in as instructed. Failure to do so will mean that you will be reported to UKVI and your right to remain in the UK may be removed.**

#### **Course Assessment**

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

**For all courses students are required to complete all assessed coursework work by the deadline given, and to a satisfactory level. Failure to do so may mean that you will be unable to receive any award.**

In some taught courses there is an exam. This is held at the end of the relevant Semester (see Calendar above). Examination marks are weighted with any coursework mark (typically 60%-40%) 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 for courses can be found at their corresponding Canvas course pages.

## 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

## 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. The re-assessment timetable will be available mid-July.

## Submission of Coursework

All courses will include some coursework which must be done during the semester. The submission of this coursework will most likely be in digital form.

### Digital submission of coursework

Most coursework will need to be submitted using Canvas <https://canvas.hw.ac.uk/> or using the Department's GitLab Student <https://gitlab-student.macs.hw.ac.uk/>. Please follow the instructions provided for each course.

## Submission of Coursework Policy

The University recognises that, on occasion, students may be unable to submit coursework and dissertations by the submission date. The University's Submission of Coursework Policy is intended to ensure equity and fairness for all students. It outlines the following:

- No individual extensions are permitted under any circumstances (unless an extension is given to the entire class).
- Standard 30% deduction from the mark awarded within a maximum of five working days of the set the submission deadline (in case of valid and accepted Mitigating Circumstances, this penalty is waived).
- Formative feedback will be provided on all coursework submitted up to five working days late. Any coursework submitted after five working days of the set submission date shall be automatically awarded a no grade with no formative feedback provided.

## 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

The official mechanism for receiving all your overall grade and mark for each course on the Student Self Service. Details on how and when you will receive your Assessment Results can be found at:

<https://www.hw.ac.uk/students/studies/examinations/results.htm>

September intake, you will officially receive the provisional results of your semester 1 assessments in mid-January, the final results of your semester 1 & 2 assessments in mid-June, and your dissertation result and your award recommendation in mid-September. January intake, you will officially receive the provisional results of your semester 2 assessments in mid-June, the final results of your semester 2 & 1 assessments in mid-January, and your dissertation result and your award recommendation in mid-June. You will receive an email to your University email account to inform you when you can view your official results on the Student Self Service.

You will receive a final assessment results letter with your award recommendations in late September (September intake) / in June (January intake). This letter will be sent to your correspondence address so you must make sure that you update this.

## 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 as part of F21RP Research Methods and Project Planning and F21MP MSc Project & Dissertation.

The final dissertation is submitted in mid-August (September intake) / mid-April (January intake). 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.

## Progression to Stage 2 of 2-year Programmes

Progression to Stage 2 of 2-year programmes will be decided by a Progression Board in June at the end of Stage 1. To progress, students must achieve a grade D or better in their 8 courses with an average mark across all 8 of 50%. If students fail to achieve these requirements, they will have the opportunity to resit up to 3 courses in the Resit Diet in August.

Students may graduate with a Graduate Certificate in Computer Science after at least 1 semester of study in the 2-year programmes if they get credits for 4 courses at grade E or better with a 4 course average of 40%.

## 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 (there is normally a 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 may be re-assessed in that course. A student who has been awarded a Grade D in a course may be re-assessed in that course in order to proceed to, or be eligible to receive the award of, Masters.

**There is no non-discretionary re-assessment opportunity for the Dissertation.**

**Mitigating Circumstances**

If you experience any mitigating circumstances which affect your ability to complete your assessments you must notify us as soon as possible.

You should read the University's Policy on Mitigating Circumstances in Relation to Assessment and then complete the application form at:

<https://www.hw.ac.uk/students/studies/examinations/mitigating-circumstances.htm>

This form along with any relevant evidence (eg medical certificates) should be submitted to the School Office. Evidence submitted after your results have been published cannot be taken into account.

**Award Criteria**

	<b>No. of Course Passes (Credits)</b>	<b>Overall Mark/Grade</b>	<b>Basis of Overall Mark/Grade</b>	<b>Other Requirements</b>
<b>MASTER DISTINCTION</b>	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
<b>MASTER MERIT</b>	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
<b>MASTER</b>	9 (180)	>= 50% / C	Credit weighted average >=50% over 8 courses at grades A-D plus a dissertation/project at minimum grade C	Minimum grade of 45% in F21RP
<b>DIPLOMA DISTINCTION</b>	8 (120)	>= 70% / A	Credit weighted average >=70% over 8 courses at grades A-C	
<b>DIPLOMA MERIT</b>	8 (120)	>=60% / B	Credit weighed average >=60% over 8 courses at grades A-C	
<b>DIPLOMA</b>	8 (120)	>= 40% / D	Credit weighted average >=40% over 8 courses at grades A-E	
<b>CERTIFICATE</b>	4 (60)	>= 40% / D	Credit weighted average >=40% over 4 courses at grades A-E	

## **Prizes**

The following prizes are available to each MSc cohort:

- Dr Alison Cawsey Memorial Prize for the most deserving MSc student (£200) – Edinburgh & Dubai
- School Prize for best MSc student (£200) - Edinburgh & Dubai
- School Prize for best MSc Dissertation (£200) - Edinburgh & Dubai

## **Graduation**

When you have completed your degree your award is conferred at a graduation ceremony. Details on graduation, including how to apply, deadlines for applying and the cost, can be found at: <https://www.hw.ac.uk/students/studies/graduation.htm>. This website also includes details of gown hire and guest tickets.

## **Communication**

Please check your University email regularly – we will use this method of communication to send out important information with you. Use your University email to contact members of staff.

Please make sure that we have your current correspondence, home and term address at all times. You can update these via student self -service - <https://www.hw.ac.uk/selfservice>

Please note that your final assessment results letters will be sent to your correspondence address.

## **Dealing with Problems**

If you or your class has any concerns about the programme, please talk to the lecturer concerned or to your Programme Director. They will be very willing to help. Please speak to your lecturer after the lecture, or email your lecturer or programme director to make an appointment. If you have personal problems that are getting in the way of your study please contact your personal tutor. In most cases this will also be your Programme Director.

If you or your class have general concerns which you are unable to get resolved then there is a Staff/Student Liaison Committee which meets regularly to discuss student concerns. You will have one or more MSc representatives on this committee who you can talk to, who will then bring it up with the committee.

## **Wider Support**

For more general problems, your personal tutor is available to offer support, advice, and help if you run into difficulties, be it personal or academic. They will offer assistance as far as they can, and can put you in touch with appropriate University support services. The University offers a wide range of support services for students and you are encouraged to make use of these to make your time at Heriot-Watt as enjoyable and trouble-free as possible. See Part B of this handbook.

## **PART B: UNIVERSITY INFORMATION**

### **B1. Programme and Course Content**

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

### **B2. Our Values**

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

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

Find out more about the [Heriot-Watt Values](#) and what they mean to us.

### **B3. Student Partnership Agreement**

Heriot Watt University and the Heriot-Watt Student Union (UK), Heriot-Watt Student Association (Malaysia) and Heriot-Watt Student Council (Dubai) 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**

Heriot-Watt's Virtual Learning Environment (VLE) is called [Canvas](#). It 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. A to Z Guide: Essential Student Information**

This [A to Z guide](#) covers essential information about the support and resources available to you as a Heriot-Watt student.