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HERIOT WATT UNIVERSITY

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Programme Handbook

BSc Computer Science
BSc Computer Systems
BSc Information Systems
MEng Software Engineering

Edinburgh Campus

2022 – 2023

PART A: SCHOOL INFORMATION

PART B: UNIVERSITY INFORMATION

Heriot-Watt University is a Charity registered in Scotland, SC000278

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 you 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.   Key Staff Contacts Details

Member	Details	Contact
Jurriaan Hage	Head of Computer Science	cs.hod@hw.ac.uk EM G.39

Stefano Padilla	Programme Director: BSc Computer Science BSc Computer Systems (deputy) MEng Software Engineering	S.Padilla@hw.ac.uk EM 1.38
Jenny Coady	Programme Director: BSc Information Systems Director of Learning and Teaching	J.Coady@hw.ac.uk EM G.37
Rob Stewart	Year 1 Coordinator	R.Stewart@hw.ac.uk EM G.56
Phil Bartie	Year 2 Coordinator	Phil.Bartie@hw.ac.uk EM G.29
Theodoros Georgiou	Year 3 Coordinator	T.Georgiou@hw.ac.uk EM 1.64
Albert Burger and Jessica Chen-Burger	Year 4 & 5 Coordinators (shared)	A.G.Burger@hw.ac.uk EM G.36 Y.J.ChenBurger@hw.ac.uk EM G.36

Other Departmental Contacts

Role	Name	Room	Email	Phone
Head of School	Sara Lombardo	CM F.07	macs-hos@hw.ac.uk	(0131) 451 8306

Special Needs Advisor	Tessa Berg	EM G.35	T.Berg@hw.ac.uk	(0131) 451 8223
Student Support	All UG Enquiries	EM 1.24	macs-student-support@hw.ac.uk	(0131) 451 8899

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

Non-Departmental Contacts

Code	Course	Lecturer	Email
F17LP	Logic and Proof	Prof Mark Lawson	M.V.Lawson@hw.ac.uk
F17SC	Discrete Mathematics	Dr Anatoly Konechny	A.Konechny@hw.ac.uk
F20SA	Statistical Modelling and Analysis	Dr Mateusz Majka	M.Majka@hw.ac.uk
C17PS	Becoming a Professional	Kerstin Maier Barcroft	Kerstin.Maier_Barcroft@hw.ac.uk
C18OP	Operations Management	Claire Lindsay	Claire.Lindsay@hw.ac.uk

Staff-Student Liaison

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

The School Officer is a student appointed by the Heriot-Watt Student Union to work closely with the class representatives and staff to make sure that students' needs are met. **The School Officer is George Kitsios**, and he can be contacted at so.computerscience@hw.ac.uk

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

A6.   Programme Overview

This handbook contains information on the programme structure, notes, description and the courses offered on the BSc Computer Science, BSc Computer Systems, BSc Information Systems and MEng Software Engineering degrees.

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

Programme Structure

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

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

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

For Y1 students of the BSc in Computer Systems, as part of your September Semester optional courses, you can choose an elective course instead of Logic and Proof (F17LP). Electives courses include languages, reading and writing, critical analysis and other similar Y1 courses. For the full list of elective courses, please visit: https://www.macs.hw.ac.uk/students/cs/ug-programmes/bsc-computer-systems/

Timetables

A timetable of classes is available online https://www.hw.ac.uk/uk/students/studies/timetables.htm

Session Dates

Dates	Activity
5 September 2022 – 9 September 2022	Welcome Week
12 September 2022 – 2 December 2022	September Semester teaching
17 October 2022 - 21 October 2022	September Semester Consolidation Week
5 December 2022 – 16 December 2022	September Semester exams
19 December 2022 – 13 January 2023	September Semester break
16 January 2023 – 6 April 2023	January Semester teaching
20 February 2023 - 24 February 2023	January Semester Consolidation Week
10 April 2023 – 21 April 2023 (Easter: 9 April 2023)	January Semester break
24 April 2023 – 19 May 2023	January Semester exams
19 June 2023 – 23 June 2023 (Edinburgh) – TBC	Graduations
31 July 2023 – 8 August 2023	Resit exams
2 December 2023 – 5 December 2023 – TBC	Graduations

UK Campus holidays

The University buildings – except for student halls of residences – will be closed on:
- 26 December 2022
- 27 December 2022
- 28 December 2022
- 29 December 2022
- 30 December 2022
- 2 January 2023
- 3 January 2023
- 7 April 2023 (Good Friday)
- 10 April 2023 (Easter Monday)

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 the material that has been covered in the first half of the semester to determine aspects of the course that may need to be revisited, re-enforced, etc. Consolidation week normally takes place at the middle of the semester (week 6). 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 for the consolidation week:
- 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 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 the semester.

Staff/Student Expectations

<u>What you can expect from staff</u>

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

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

<u>What staff can expect from students</u>

Most importantly, we expect you to take charge of your own learning. This is your degree. To get the most out of your time at University, you need to be independent and proactive. We understand that you have other demands on your time, such as paid employment, but as full-time students, your studies should come first.

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

Student Communication Channels

<u>Interim Policy and Guidance on the use of approved channels when communicating with students</u>

To help enhance communication and collaboration with all students across our campuses, staff will use approved Heriot-Watt University internal channels/tools when sharing learning and teaching advice, information and guidance (e.g. official Heriot-Watt email and telephone, MS Teams and the VLE (Canvas)).

Staff will not use their personal social media profile (e.g. Facebook, Instagram, Twitter etc.) or personal channels/tools for any communications with students (e.g. personal mobile use for calls, text / WhatsApp, personal emails etc.).

Heriot-Watt University's official social media channels, including Facebook, Instagram, Twitter, YouTube and LinkedIn, are outward-facing and used to showcase the University to external parties. Their use is aligned with our goals, for example, around enhancing research reputation and in connection with student recruitment.

Personal Tutor

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

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

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

Meetings with your Personal Tutor

Your personal tutors will offer a face to face / online meetings at least three points during the academic year.

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

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

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

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

Your personal tutor details can be found on the Student Self Service here:
https://portal.hw.ac.uk/

Further information on the role of personal tutors can be found here:
https://www.hw.ac.uk/uk/students/studies/personal-tutors.htm

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

If you wish to change your course, you can do this online (https://www.hw.ac.uk/selfservice) 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.

Any subsequent changes to optional choices must be agreed between you and your Personal Tutor. Programmes changes must be agreed between you and the Programme Directors, and then recorded on a Change of Programme form (https://www.hw.ac.uk/uk/students/studies/record/change-course-programme.htm).   The completed form then must then be returned to student-services-uk@hw.ac.uk for processing.

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

Course Delivery and Assessment
In 2022/23, learning, teaching and assessment will be on-campus. Students will need to attend campus-based learning events and undertake all assessments and examinations scheduled on campus. Some online activities might be delivered through Canvas, the University's VLE. **Prompt course registration will ensure that you are able to participate in all activities.**

Course Requirements

Attendance
In order to achieve course and programme learning outcomes, students are expected to attend all scheduled course learning sessions (e.g., timetabled lectures, tutorials, lab sessions, etc.). Should you have to miss 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. Please ensure you submit your application in time: https://www.hw.ac.uk/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:
http://www.hw.ac.uk/students/doc/withdrawalprocedures.pdf).

Plagiarism & Cheating

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

Submission of Coursework

All courses will include some coursework which must be done during the semester. The submission of this coursework will most likely be in digital form, but in some rare cases, it can be in physical form.

Digital submission of coursework

Most coursework will need to be submitted using Canvas or using GitLab. Please follow the instructions provided for each course. Please note, that you need to complete a **declaration of authorship** for each piece of coursework you submit.

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 on a new policy which states:

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

The policy can be found below:
https://www.hw.ac.uk/uk/services/docs/learning-teaching/policies/submissionofcoursework-policy.pdf

Examinations

It is the student's responsibility to check the relevant examination timetables (including resits) on the Registry pages (https://www.hw.ac.uk/uk/students/studies/examinations.htm) Some examinations are run as electronic exams, in particular in Years 1 and 2. Details on how these electronic exams are run will be announced in the course. Should you be required to be re-assessed in any examinations, you *must* make yourself available to take them. Past exam papers for courses might be found on their corresponding Canvas course pages.

Dissertation Information

All the information about your dissertation will be available in the **Research Methods & Requirements Engineering** course (F20PA).

Grades & Assessments

Grades for each course are awarded as follows:

Grade	Overall Range	Description	Notes
A	70% or more	Excellent	Please note that you can gain the **Deputy Principal's Award** in each year by attaining six Grade As with passed at Grade D in the other courses (in the first sitting).
B	60% to 69%	Very Good	
C	50% to 59%	Good	

D	40% to 49%	Satisfactory	Please note that you need an average of 50% at first attempt in your courses to progress to Y4 (and 60% for Y4 and Y5 for MEng students) .
E	30% to 39%	Adequate	For students registered before 2022, an E is the minimum required for the award of credits, but at least a grade D is needed for progression to subsequent courses. As a result, you might be recommended to resit courses (e.g. in Y3). For students starting from 2022-2023, you are required to pass all mandatory courses (inc. optionals but not elective) at D grades.
F	Below 30%	Inadequate	Fail. You will be given an extra opportunity to resit in the summer.

Feedback

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

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

Assessment Results and Progress Decisions

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

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

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

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

Please note that the requirements to progress from year 3 to year 4 includes obtaining all the necessary credits plus having an overall assessment *average in year 3 of 50% or above at the first attempt*. Students that do not meet this requirement at the end of year 3 will not progress to year 4 and instead graduate with an Ordinary degree.

If you receive a pass/proceed decision that allows you to progress at the May Progression Board, you can enrol online on early August. If you have resat courses and can progress following the Resit Progression Board, you may enrol online once you have received your Assessment Results email confirming this.

Final Degree Assessment

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

For the BSc Computer Science, Computer Systems and Information Systems Honours degrees, the Awards Board take into account 3rd and 4th-year course marks in deciding the class of Honours. The final mark is the average of those marks, weighted as:

- 20% from 3rd-year average (at first attempt),
- 50% from the 5 taught courses in 4th year, and
- 30% from the individual dissertation in the 4th year.

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

For the MEng Software Engineering, the Awards Board consider 3rd, 4th & 5th-year course marks in deciding the final classification. The final mark is the average of those marks, weighted as:

- 10% from 3rd-year average (at first attempt),
- 25% from the 5 taught courses in 4th year,
- 25% from the individual dissertation in the 4th year, and
- 40% from the 8 courses in the 5th year.

An MEng student may select to exit on successful completion of Stage 4 with a BSc in Computer Science (with Honours). A student gaining an overall average of 70% or above may be considered for the award of MEng with Distinction by the Awards Board. (Note that 600 credits are required for the award of an MEng degree.).

Graduation

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

University Prizes

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

Final Year Awards

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

Continuing Years Awards

- University Prizes, Years 1, 2 & 3 (£100): For outstanding merit (In practice, an average mark of at least 70% is regarded as the minimum standard). Available to students on any undergraduate course in the Department of Computer Science. There is one prize per academic year per year of study.
- ICL Prize (£200): The best student in the first year for the degree of BSc in Computer Science.

- British Computer Society Prize (£150): Awarded to the best student in the <u>final year</u> of the MEng Software Engineering.
- Vindhya Liyanage Citizenship Award (£100): Awarded to a student, or group of students, who have shown exceptional citizenship in their 1st year of study within the Department of Computer Science.

Degree Specialism

BSc Computer Science

The degree of BSc Computer Science can also be offered with a specialism to highlight your knowledge in a certain domain. The current degree specialisations are:
- BSc (Hons) Computer Science (*Artificial Intelligence*),
- BSc (Hons) Computer Science (*Cyber Security*),
- BSc (Hons) Computer Science (*Computer Games Programming),*
- BSc (Hons) Computer Science *(Data Science),* or
- BSc (Hons) Computer Science *(Software Engineering).*

You must inform the 4th Year Co-ordinator at the start of the honours/4th year if you want to exit with a degree specialism.

- BSc Computer Science (*Artificial Intelligence*) candidates must take two of the following courses in Stage 4, Biologically Inspired Computation (F20BC), Data Mining & Machine Learning (F20DL), Intelligent Robotics (F20RO), and do an approved dissertation topic suitable for this specialism.
- BSc Computer Science (*Cyber Security*) candidates must take the following courses in Stage 4, Computer Network Security (F20CN), Advanced Network Security (F20AN), and do an approved dissertation topic suitable for this specialism.
- BSc Computer Science (*Computer Games Programming*) candidates must take the two mandatory courses in Stage 4, 3D Graphics & Animation (F20GA) and Computer Games Programming (F20GP), take at least one of Industrial Programming (F20SC) or Advanced Interaction Design (F20AD), and do an approved dissertation topic suitable for this specialism.
- BSc Computer Science (*Data Science*) candidates must take the three mandatory courses in Stage 4, Data Mining & Machine Learning (F20DL), Statistical Modelling & Analysis (F20SA), Big Data Management (F20BD), and do an approved dissertation topic suitable for this specialism.
- BSc Computer Science (*Software Engineering*) candidates must take the two mandatory courses in Stage 4, Rigorous Methods for Software Engineering (F20RS), Advanced Interaction Design (F20AD), and do an approved dissertation topic suitable for this specialism.

BSc Computer Systems

The degree can also be offered as BSc Computer Systems (*Computer Games Programming*) by specialising in courses in this area in the final year.

You must inform the 4th Year Co-ordinator at the start of the honours/4th year if you want to exit with a degree specialism.

- BSc Computer Systems (*Computer Games Programming)* candidates must take the course F20GP Computer Games Programming and do at least one of F20SC Industrial Programming or F20AD Advanced Interaction Design and do an approved dissertation topic suitable for this specialism.

BSc Information Systems

The degree of BSc Information Systems can also be offered with a specialism to highlight your knowledge in a certain domain. The current degree specialisations are:

- BSc Information Systems (*Management*),
- BSc Information Systems *(Internet Systems)*
- BSc Information Systems *(Interaction Design)*

You must inform the 4ᵗʰ Year Co-ordinator at the start of the honours/4th year if you want to exit with a degree specialism.

- BSc Information Systems (*Management)* candidates must take Information Systems Methodologies (F20IF) plus any C1 coded course from the approved list on the programme structure and do an approved dissertation topic suitable for this specialism.
- BSc Information Systems (*Internet Systems)* candidates must take one of E-Commerce Technology (F20EC) or Digital Marketing (C10DM) and do an approved dissertation topic suitable for this specialism.
- BSc Information Systems (*Interaction Design)* candidates must take Advanced Interaction Design (F20AD) and do an approved dissertation topic suitable for this specialism.

Please note:
If in doubt about specialisations, please discuss with your Personal Tutor or Year Director the advantages and disadvantages of graduating with a wide degree (e.g. BSc Computer Science) or with a specialised one (e.g. BSc Computer Science (Artificial Intelligence)).

Diploma in Industrial Training / Industrial Placements
The Department encourages students in any of the BSc Programmes to undertake up to a year-long paid study-relevant work placement during their studies. This can be done through the Diploma in Industrial Training (for eligible students only) or by temporarily suspending your studies. More information about the Diploma in Industrial Training can be found here

In all cases, the student is responsible for securing a work placement. The University's Careers Advisory Service and the DIT Programme Director, Dr Lilia Georgieva (L.Georgieva@hw.ac.uk), can advise anyone interested on how to go about researching and applying for a placement. You are strongly advised to contact the Careers Advisory Service for help with writing CVs, online tests and assessment centres.

Notification of Mitigating Circumstances (MC)
If you have been affected by mitigating circumstances which have affected your ability to complete your assessments, you must notify us as soon as possible.

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

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

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

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

A7.   Programme Structures and Delivery

Programme structures and progression requirements for all degrees can be found at the following links:

- BSc Computer Science
- BSc Computer Science (Artificial Intelligence)
- BSc Computer Science (Computer Games Programming)
- BSc Computer Science (Cyber Security)
- BSc Computer Science (Data Science)
- BSc Computer Science (Data Science) and Diploma in Industrial Training
- BSc Computer Science (Software Engineering)
- BSc Computer Science and Diploma in Industrial Training

- BSc Computer Systems
- BSc Computer Systems (Computer Games Programming)
- BSc Computer Systems and Diploma in Industrial Training

- BSc Information Systems
- BSc Information Systems (Interaction Design)
- BSc Information Systems (Internet Systems)
- BSc Information Systems (Management)
- BSc Information Systems and Diploma in Industrial Training

- MEng Software Engineering

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 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.   Quick Finder Guide to Heriot-Watt University