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

Heriot-Watt University is a Scottish charity registered under charity number SC000278
PART A: SCHOOL INFORMATION

1. CONTACT DETAILS
   - School Student Website ......................................................... 1
   - University Student Website .................................................... 1
   - Student Portal ........................................................................... 1
   - Virtual Learning Environment (VLE) ........................................... 1
   - Student Self Service ................................................................. 1

2. INTRODUCTORY INFORMATION
   - Enrolment ................................................................................. 2
   - Timetable .................................................................................. 2
   - Attendance ................................................................................ 2
   - Computer Facilities .................................................................. 3
   - Note from the Programme Director .......................................... 3

3. IMPORTANT INFORMATION
   - Case Studies Dates: ................................................................. 4
   - Graduate Attributes .................................................................. 5

4. GENERAL INFORMATION
   - Teaching Accommodation and Staff Accommodation ................ 5
   - Contacting You ....................................................................... 5
   - Student mail ............................................................................. 5
   - Finance ...................................................................................... 5
   - Personal Tutors ........................................................................ 6
   - Faculty of Actuaries Students' Society (FASS) ......................... 6
   - Class Representatives ............................................................... 6

5. PROGRAMME STRUCTURE
   - Programme Aim ...................................................................... 7
   - Taught Programme .................................................................. 7
   - Which courses should you take? .............................................. 9
   - Feedback .................................................................................. 9
   - Award and Progression Requirements .................................... 10
   - MSc Project Work ................................................................. 12
   - Graduation ............................................................................... 12

6. EXEMPTIONS FROM PROFESSIONAL EXAMS
   - University courses and correspondence with CP/SP subjects .... 13
   - Accreditation ........................................................................... 13
   - Subject-by-Subject Exemptions .............................................. 14
   - Resits for Exemption ............................................................... 14
   - Claiming your exemptions ..................................................... 14

7. HELP DURING THE YEAR
   - Programme Problems ............................................................ 15
   - Administrative Help ............................................................... 15
   - Wider Support ......................................................................... 16
   - Mitigating Circumstances ..................................................... 16
   - Important ............................................................................... 16
   - Temporary Suspension of Studies ....................................... 17
   - Withdrawing from Study ....................................................... 17

8. IMPORTANT INFORMATION FOR ASSESSMENT
PART A: SCHOOL INFORMATION

1. CONTACT DETAILS

Programme Director
Professor Angus Macdonald FFA
(Office: CM T.04, Telephone: 451 3209, Email: A.S.Macdonald@hw.ac.uk)

Professor Macdonald is responsible for all academic matters relating to the programme.

Appointments with the Programme Director may be arranged by email.

Programme Administrator
Rodi Amiridou
(Office: EM 1.24, Telephone: +44 (0) 131 451 8314, E-mail: R.Amiridou@hw.ac.uk)

Rodi is responsible for all programme administrative matters and is the secretary to the Board of Examiners.

Students should contact staff in the School Office (EM1.25) in the first instance for any enquiries in relation to the programme. The School Office is open week days from 09.30 to 16.30. The School Office can also be contacted on: macs-schooloffice@hw.ac.uk; tel 0131 451 3432

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

University Student Website
https://www.hw.ac.uk/students/index.htm

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

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

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

Students can also get advice on a range of Finance, Hospitality Services and Academic Registry issues from the Student Service Centre (http://www1.hw.ac.uk/studentcentre/) which is situated in the Hugh Nisbet Building along from the Bank (email: studentcentre@hw.ac.uk)

Course Information
Details on all the courses offered on the programme can be found at:
http://www.macs.hw.ac.uk/students/ams/pg-programmes/msc-actuarial-management/ Brief course descriptors can also be found in the Appendix of this handbook.
Each course will also have on-line material available at the University’s Virtual Learning Environment (VISION) which can be found at: https://vision.hw.ac.uk. You will have access to information for all the courses for which you are enrolled.

**Programme Codes**
MSc in Actuarial Management – F7AM-ACM
Postgraduate Diploma in Actuarial Management – F7AD-ACM
Postgraduate Certificate in Actuarial Management – F7AC-ZZZ

2. **INTRODUCTORY INFORMATION**

The University provides information for new students at: [http://www.hw.ac.uk/students/index.htm](http://www.hw.ac.uk/students/index.htm).

2.1 **Enrolment**

All student enrolment is completed online. You are responsible for ensuring your enrolment details are correct, and that you have enrolled for all courses that you wish to take. If you have any questions about enrolment you should speak to the Programme Administrator. Students are advised to enrol for all courses which they might be interested in taking in the first instance. Your choice of courses can be finalized at a later date.

You must enrol for either the PG Diploma in Actuarial Management or the MSc in Actuarial Management. If you change your mind and wish to change programme you may only do so before 27 September 2019 by advising the Programme Administrator in writing. International students should be aware that any programme changes will be notified to the UK Border Agency and this may have implications for your student visas.

No refunds of programme fees will be provided to students who leave the University without completing the programme for which they are registered for any reason (i.e. regardless of whether this departure is voluntary or because students have failed to qualify for the desired award).

2.2 **Timetable**

Timetables can be found at: [https://www.hw.ac.uk/students/studies/timetables.htm](https://www.hw.ac.uk/students/studies/timetables.htm) Occasionally it is necessary to make adjustments to the timetable, such as rescheduling a class – all changes will be notified on the Programme VISION pages or by email.

Classes are timetabled to start and finish at 15 minutes past the hour. The standard Heriot-Watt practice is that classes start at 20 minutes past the hour and finish at 10 minutes past. Please be courteous to staff and fellow students by ensuring you arrive on time to all your classes.

2.3. **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 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 [http://www1.hw.ac.uk/committees/ltb/resources/mc-policy.pdf](http://www1.hw.ac.uk/committees/ltb/resources/mc-policy.pdf).

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/compulsorywithdrawal.pdf](https://www.hw.ac.uk/students/doc/compulsorywithdrawal.pdf))
Coursework must be handed in by the stipulated dates, and students are required to see their personal personal tutors at agreed times. Students who fail to submit compulsory coursework may also be disallowed from presenting themselves for examination in the relevant courses.

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

If you are absent from class due to illness for four days or less, you should complete a self-certification form, obtainable from the School Office (EM 1.25), and return it to the School office within a week of your return. If you are absent for more than four days, you must supply a medical certificate to the School Office within a week of your return.

Students here on a Tier 4 Student Visa are required to attend the signing-in sessions in October, November, February, March, June, July and August. You must also attend the re-enrolment session in January. It is your responsibility to make sure that you attend these events. Failure to attend will mean that you will be reported to UKVI and your right to remain in the UK maybe removed.

2.4 Computer Facilities

You will enrol as a user of the University computer network. This will give you an email account, and access to word-processing facilities and various packages which will be needed for some courses. Once you have completed on-line enrolment you will print out a letter which confirms your enrolment. Along with this letter are details of your University user name and password. Your user name will also be your email address eg user name ab111 will have the email address ab111@hw.ac.uk.

You will be credited with a printing quota for use over the year. While an additional allocation may be made in the summer for those proceeding to the MSc, you are advised to use your quota sparingly.

Abuse of the computing facilities will result, at the very minimum, in a ban from the facility.

Information about our Information Services can be found at: http://www.hw.ac.uk/is/guides/getting-started.htm.

2.5 Note from the Programme Director

The programme is very demanding. In order to be successful you will have to work extremely hard. Also, poor attendance at classes is likely to lead to poor performance.

Certain courses on the programme have prerequisites, meaning that an adequate standard of attainment in specified subjects must have been reached in earlier study. The fact that you were accepted on the programme does not automatically mean you should expect every course to be accessible to you. You might wish to discuss with your personal tutor the most appropriate courses for you to take in order to succeed on the programme.

Anyone who finds they are struggling with any aspect of the coursework should alert the course lecturer at the first available opportunity. Staff are always happy to help but cannot do so if they are not aware that there is a problem.

Your academic personal tutor (see Section 4.5) is also available during the year to provide support when needed. It is a programme requirement to meet with your personal tutor at least once a semester.
3. IMPORTANT INFORMATION

<table>
<thead>
<tr>
<th>2019/20 dates</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>9–13 September 2019</td>
<td>Welcome Week</td>
</tr>
<tr>
<td>16 September – 6 December 2019</td>
<td>Semester 1 teaching</td>
</tr>
<tr>
<td>9–20 December 2019</td>
<td>Semester 1 exams</td>
</tr>
<tr>
<td>23 December 2019 – 10 January 2020</td>
<td>Semester 1 break</td>
</tr>
<tr>
<td>13 January – 3 April 2020</td>
<td>Semester 2 teaching</td>
</tr>
<tr>
<td>6–24 April 2020</td>
<td>Semester 2 break</td>
</tr>
<tr>
<td>(Easter: 12 April 2020)</td>
<td></td>
</tr>
<tr>
<td>27 April – 22 May 2020</td>
<td>Semester 2 exams</td>
</tr>
<tr>
<td>19 June 2020 (Scottish Borders Campus)</td>
<td>Graduations</td>
</tr>
<tr>
<td>23–26 June 2020 (Edinburgh Campus)</td>
<td>Graduations</td>
</tr>
<tr>
<td>6–14 August 2020</td>
<td>Resit exams</td>
</tr>
<tr>
<td>17–18 November 2020 (Edinburgh Campus)(to be confirmed)</td>
<td>Graduations</td>
</tr>
</tbody>
</table>

Case Studies Dates:

<table>
<thead>
<tr>
<th>2019/20 dates</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-5 June 2020</td>
<td>Preparatory Week</td>
</tr>
<tr>
<td>8 June – 10 July 2020</td>
<td>1st Case Study</td>
</tr>
<tr>
<td>13 July – 14 August 2020</td>
<td>2nd Case Study</td>
</tr>
<tr>
<td>17 August- 21 August 2020</td>
<td>Assessment Week</td>
</tr>
</tbody>
</table>

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

The publication of the exam timetables for Semesters 1 and 2 can be found here [https://www.hw.ac.uk/students/studies/examinations/timetables.htm](https://www.hw.ac.uk/students/studies/examinations/timetables.htm).

Please note that although the majority of semester 2 examinations will take place in the first two weeks of the University assessment block (27 April - 9 May), it may be necessary for examinations to run into the third week.

For both examination blocks, it is important that students do not make any travel arrangements until the final examination timetable has been published. However, please note that changes to the final timetable may still be required after it has been published due to circumstances beyond our control.

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 MSc project work 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 [www.hw.ac.uk/selfservice](http://www.hw.ac.uk/selfservice). You will receive a final assessment results letter with your award recommendations in mid-September.

Information on graduation can be found at: [http://www.hw.ac.uk/registry/graduation.htm](http://www.hw.ac.uk/registry/graduation.htm)
Graduate Attributes

As a student of Heriot-Watt University, you are part of our global community. You will meet new people, discover new interests, develop your life skills and enhance your employability and career prospects.

The University will provide you with opportunities to develop skills, qualities and academic abilities during your time as a Heriot-Watt student. These are known as the Four Heriot-Watt Graduate Attributes:

- Specialist
- Creative
- Global
- Professional

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

4. GENERAL INFORMATION

4.1 Teaching Accommodation and Staff Accommodation

Classes may be held in any teaching rooms on campus. Students on other programmes may join the class for certain courses or lectures.

The academic staff of the Department of Actuarial Mathematics and Statistics all have their offices in the Colin Maclaurin (CM) building. Administrative staff and the MACS School Office (EM 1.25) are nearby in that section of the Earl Mountbatten building close to the CM building.

4.2 Contacting You

The Programme Director, Programme Administrator and lecturers will regularly communicate with you by email. All emails will be sent to your Heriot-Watt email address and NOT to any personal email address you may have.

It is your responsibility to find out what arrangements have been made and what information has been sent to you.

You are expected to check your Heriot-Watt email in-box regularly and to make sure that there is always space in it for incoming messages - so remember to clear it out on a regular basis.

4.3 Student mail

Mail arriving for all students in the School is put in pigeon holes in the School Office.

4.4 Finance

Students are reminded that tuition fees are due prior to or at enrolment and are payable immediately. Anyone who is experiencing difficulty in meeting their repayments should contact the Finance Office immediately. The University has a strict policy regarding the payment of invoices and students who fail to meet this will have their student privileges withdrawn and may in some cases be subject to legal proceedings.

If you are experiencing difficulties in meeting your payments it is essential that you contact the Finance Office at the first available opportunity. You may also wish to seek advice from your personal tutor or the Programme Administrator who can liaise with Finance Office on your behalf.
If you are paying by recurring card plan the payments will be taken in six, equal monthly instalments on specific dates. This option is not flexible and one missed payment will result in the agreement being revoked and the remaining balance will be due for immediate payment.

No student with outstanding debt will be permitted to graduate from the University, and in some cases students with debt may be prevented from continuing to the MSc dissertation stage of the programme.

4.5 Personal Tutors
All Heriot-Watt students are allocated a personal tutor [https://www.hw.ac.uk/students/studies/personal-tutors.htm](https://www.hw.ac.uk/students/studies/personal-tutors.htm). If you have any academic, personal or financial problems during the year your personal tutor will be very willing to advise or help you within their competence. If they cannot help you they will advise who you should speak to for more expert advice.

You are required to meet with your personal tutor at least once each semester.

4.6 Faculty of Actuaries Students’ Society (FASS)
All MSc/Diploma in Actuarial Management students are entitled to become affiliated members of this Society without becoming full student members of the Institute and Faculty of Actuaries. There is a small membership fee.

Membership is recommended to students.

The Society meets about five times during the year for discussion of papers which cover a variety of topical actuarial issues. It also gives you the opportunity to meet other actuarial trainees in Edinburgh. Most meetings are preceded by tea, coffee and biscuits. The annual dinner is preceded by a meeting at which there will be a distinguished speaker.

A member of academic staff (to be confirmed) will be the FASS representative, and if you wish to join FASS you should complete the application form included in your pre-enrolment information.

4.7 Class Representatives
Early in semester 1 the class will elect one or two class representatives who will liaise with the Programme Director and Programme Administrator whenever any problems arise which are of a general nature for the class. It is intended that formal meetings with class representatives of all postgraduate programmes will be held once a semester where any such matters can be discussed.
5. PROGRAMME STRUCTURE

5.1 Programme Aim
The aim of the MSc/Diploma in Actuarial Management is to give students, in a post-graduate setting, a good grounding in the applied mathematical and business-related aspects of actuarial management. Specifically the programme will cover the syllabuses of Subjects CP1, CP2, CP3, SP2, SP4, SP5, SP6 and SP9 of the education strategy of the UK actuarial profession (the Institute and Faculty of Actuaries).

5.2 Taught Programme
All students commence with the taught Diploma in Actuarial Management courses. Twelve courses are available for the Diploma. These correspond in total to Subjects CP1, CP3 (partial), SP2, SP4, SP5, SP6 and SP9 of the actuarial profession's current education/examination strategy. The courses are listed below, with information about the lecturer, the course weight and when it is taught and examined and the corresponding professional actuarial subject.

Full details of courses can be found at: http://www.macs.hw.ac.uk/students/ams/pg-programmes/msc-actuarial-management/ Brief course descriptors can be found in the Appendix of this handbook.
<table>
<thead>
<tr>
<th>Course</th>
<th>Course code</th>
<th>Semester</th>
<th>Course weight</th>
<th>Examined in</th>
<th>Professional Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>Actuarial Risk Management 1</td>
<td>F71CA</td>
<td>1</td>
<td>1</td>
<td>December</td>
<td>CP1</td>
</tr>
<tr>
<td>Lecturer: Andrew Stott FFA. Office CM S.19; telephone 451 8293; <a href="mailto:A.D.Stott@hw.ac.uk">A.D.Stott@hw.ac.uk</a></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pensions A</td>
<td>F71PC</td>
<td>1</td>
<td>1</td>
<td>December</td>
<td>SP4</td>
</tr>
<tr>
<td>Lecturer: Ian Sharpe. Office TBC</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Life Insurance 1</td>
<td>F71LA</td>
<td>1</td>
<td>1</td>
<td>April/May</td>
<td>SP2</td>
</tr>
<tr>
<td>Lecturer: Andrea Sneddon FIAA, FFA. Office CM S.10; telephone 451 3226; <a href="mailto:A.E.Sneddon@hw.ac.uk">A.E.Sneddon@hw.ac.uk</a></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Derivative Markets and Pricing</td>
<td>F71DV</td>
<td>1</td>
<td>1</td>
<td>December</td>
<td>SP6</td>
</tr>
<tr>
<td>Lecturer: Dr Anke Wiese. Office CM T.13; telephone 451 3717; <a href="mailto:A.Wiese@hw.ac.uk">A.Wiese@hw.ac.uk</a></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Quantitative Risk Analysis</td>
<td>F71QR</td>
<td>1</td>
<td>1</td>
<td>April/May</td>
<td>SP9</td>
</tr>
<tr>
<td>Lecturer: George Streftaris. Office CM S.15; telephone 451 3679; <a href="mailto:G.Streftaris@hw.ac.uk">G.Streftaris@hw.ac.uk</a></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Financial Markets</td>
<td>C31FM</td>
<td>1</td>
<td>1</td>
<td>December</td>
<td>SP5</td>
</tr>
<tr>
<td>Lecturer: Bing Xu. Office MB G.54; telephone 451 3294; <a href="mailto:B.Xu@hw.ac.uk">B.Xu@hw.ac.uk</a></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Actuarial Risk Management 2</td>
<td>F71CB</td>
<td>2</td>
<td>1</td>
<td>April/May</td>
<td>SP1/3</td>
</tr>
<tr>
<td>Lecturer: Andrew Stott FFA. Office CM S.19; telephone 451 8293; <a href="mailto:A.D.Stott@hw.ac.uk">A.D.Stott@hw.ac.uk</a></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pensions B</td>
<td>F71PD</td>
<td>2</td>
<td>1</td>
<td>April/May</td>
<td>SP4</td>
</tr>
<tr>
<td>Lecturer: Peter Ridges FIA. Office CM F.16; telephone 451 3906; <a href="mailto:P.Ridges@hw.ac.uk">P.Ridges@hw.ac.uk</a></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Life Insurance 2</td>
<td>F71LB</td>
<td>2</td>
<td>1</td>
<td>April/May</td>
<td>SP2</td>
</tr>
<tr>
<td>Lecturer: Andrea Sneddon FIAA, FFA. Office CM S.10; telephone 451 3226; <a href="mailto:A.E.Sneddon@hw.ac.uk">A.E.Sneddon@hw.ac.uk</a></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Advanced Derivative Pricing</td>
<td>F71AP</td>
<td>2</td>
<td>1</td>
<td>April/May</td>
<td>SP6</td>
</tr>
<tr>
<td>Lecturer: Dr Tim Johnson. Office CM G.05; telephone 451 8343; <a href="mailto:T.C.Johnson@hw.ac.uk">T.C.Johnson@hw.ac.uk</a></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Risk Management: Techniques and Tools</td>
<td>F71TT</td>
<td>2</td>
<td>1</td>
<td>April/May</td>
<td>SP9</td>
</tr>
<tr>
<td>Lecturer: Prof Andrew Cairns FFA. Office CM S.08; telephone 451 3245; <a href="mailto:A.J.G.Cairns@hw.ac.uk">A.J.G.Cairns@hw.ac.uk</a></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Finance and Investment</td>
<td>C31FV</td>
<td>2</td>
<td>1</td>
<td>April/May</td>
<td>SP5</td>
</tr>
<tr>
<td>Lecturer: Minjeong Kang, <a href="mailto:M.Kang@hw.ac.uk">M.Kang@hw.ac.uk</a></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
5.3 Which courses should you take?

To qualify for progression to the MSc, or the award of PG Diploma, you must pass at least eight courses. Therefore you must ensure you are registered for at least eight courses.

Actuarial Risk Management 1 and 2 are mandatory courses; you must register for them. Other courses listed above, in pairs over both semesters, may lead to exemptions from subjects SP2, SP4, SP5, SP6 and SP9. The actuarial profession requires students to pass TWO SP subjects in order to qualify as a Fellow. However, a student who has passes in THREE SP subjects will have broader employment prospects, and may go on to qualify as a Fellow with a choice of three SA subjects. Note also that the profession is strongly encouraging students and qualified actuaries to take subject SP9 which leads to the extra internationally-recognised qualification of Certified Enterprise Risk Actuary (CERA). Therefore, you may find your best option is to choose three of the pairs of courses listed above.

It may be possible, depending on timetabling constraints, to take one or two courses offered on the BSc in Actuarial Science or the MSc in Actuarial Science, leading to possible exemption from one of the Core Principals subjects; Please discuss this possibility with the Programme Director if you wish to consider this. Note that students with a BSc, Postgraduate Diploma or MSc in Actuarial Science from Heriot-Watt University may not repeat a course already taken on the earlier programme.

Any student who has been granted credits under the University’s Recognized Prior Learning (RPL) policy should contact the Programme Administrator prior to registering.

If you are not sure which courses to take, you may register for more than eight courses at the start of the year. It is possible to drop one or more of the courses during the year, provided the subjects still being taken are equivalent to eight or more courses.

You may have been accepted on to the programme on the basis of previous studies in actuarial science at a university that does not have an accreditation agreement or exemptions from the UK actuarial profession. Your previous study may, possibly, be accepted by the profession for the purpose of granting exemption from some of the Core Principals subjects. However, it should be noted that it is not possible for us to decide whether the previous study is sufficient for an exemption from the corresponding professional actuarial subject - these exemption decisions can be taken only by the Profession and then only after you have joined the Profession.

5.4 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.

At the end of each course you will be asked to complete a Course Questionnaire online. This will give you the opportunity to say what you thought was good and what was not so good about that course.

It is important for us that you take these questionnaires seriously - we do. We listen to what you say and always aim to improve the programme wherever possible. You are benefiting this year from improvements to the programme which have been made as a result of past students’ comments.
The Actuarial Profession also offer an online questionnaire and your participation in this would be appreciated. This questionnaire will be available for completion for a short period in Semester 2.

5.5 Award and Progression Requirements

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

For each course you will receive a mark and grade based on your performance in the examination and related coursework. The University's standard grade classification is as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Range of Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>70 – 100%</td>
</tr>
<tr>
<td>B</td>
<td>60 – 70%</td>
</tr>
<tr>
<td>C</td>
<td>50 – 60%</td>
</tr>
<tr>
<td>D</td>
<td>40 – 50%</td>
</tr>
<tr>
<td>E</td>
<td>30 – 40%</td>
</tr>
<tr>
<td>F</td>
<td>0 – 30%</td>
</tr>
</tbody>
</table>

However, these grade boundaries may be changed by the Board of Examiners.

For MSc Project Work the Examiners will award a mark and grade based upon the following classification:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Range of Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>70 – 100%</td>
</tr>
<tr>
<td>B</td>
<td>60 – 70%</td>
</tr>
<tr>
<td>C</td>
<td>50 – 60%</td>
</tr>
<tr>
<td>Resubmit for Grade C Pass</td>
<td>50% after resubmission with satisfactory amendments.</td>
</tr>
<tr>
<td>Fail</td>
<td>0 – 50%</td>
</tr>
</tbody>
</table>

The Board of Examiners’ Meeting will be held each June and September to consider Award and Progression decisions based on the following criteria:

**PG Certificate**
Award of PG Certificate in Actuarial Management requires a credit weighted average of at least 40% over 4 courses at grades A-E.

**PG Diploma**
Award of PG Diploma in Actuarial Management requires a credit weighted average of at least 40% over 8 courses at grades A-E.

Award of PG Diploma in Actuarial Management with Distinction requires a credit weighted average of at least 70% over 8 courses at grades A-C.

**Progression to MSc**
Progression to MSc requires a credit weighted average of at least 50% over 8 courses at grades A-D.
Progression to MSc carrying Distinction requires a credit weighted average of at least 70% over 8 courses at grades A-C.

The Examiners reserve the right to exclude from progression to MSc anyone who meets the minimum progression requirements but whom they consider to be unsuitable for project work.

**No student will be permitted to progress to the MSc before meeting the specified coursework requirements.**

No “exemptions” from courses, or “credits” of course passes are given, on the grounds of work done elsewhere or on any other grounds.

Students who have registered for the MSc programme and who wish to transfer to the lower fee PG Diploma may only do so during the first two weeks of the academic year. No fee refunds will be permitted after 30 September.

MSc Project Work (see section 5.8) will normally be carried out over the summer immediately after the end of the summer semester - a period of 11 weeks is specified for this.

**MSc**

Award of MSc in Actuarial Management requires a credit weighted average of at least 50% over 8 courses at grades A-D plus project work (or other form of assessment) at a minimum of grade C.

Award of MSc in Actuarial Management with Distinction requires a credit weighted average of at least 70% over 8 courses at grades A-C plus project work (or other form of assessment) at a minimum of grade A.

(A precise statement of the requirements for the award of the degree is contained in the University Regulations. In cases of apparent conflict the Regulations take precedence.)

**Re-Assessment Opportunities**

Students will be able to be re-assessed in a **maximum of 3 courses**.

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.

If you have already passed eight courses at D Grade or above but have not qualified for progression to the MSc (as your average in the best eight courses is lower than 50%) you may resit up to three courses where you achieved no more than a D Grade at first attempt in order to increase your average in the best eight courses and proceed to the MSc.

You **must** take the resit examinations at the next available opportunity. **For most students this will be in December 2020 or April/May 2021. Only one resit opportunity will be permitted.** All reassessment is based on examination results only, even in courses which include assessable coursework.

If you are required to be re-assessed before you are able to progress to the MSc Project Work and if you are in the UK on a Tier 4 Visa, the University is obliged to inform the UKVI that you will not continuing with your project in the Summer of 2021 and your visa will cancelled and you will be expected to leave the UK as soon as possible after the release of your results.

If you are not a UK resident you may be able to take the re-assessment exams off-campus i.e. in your home country. Further information on this will be provided to students at the relevant time.
Special arrangements may apply where a student has presented mitigating circumstances (such as medical evidence) in relation to the first attempt. See the relevant section later in this Guide for more information.

Students who achieve the standards required to progress to the MSc following reassessment will be invited to return to the University in Summer 2021 to undertake their MSc project work. We do not normally offer MSc supervision at other times of the year.

Students who fail to meet the standards required for the PG Diploma following reassessment may be awarded the PG Certificate in Actuarial Management provided they have met the requirements above.

5.6 MSc Project Work

Students who have been allowed to progress to the MSc may go on to undertake project work leading to the award of MSc. The project work will normally take place during an 12-week period from the beginning of June until mid-August in the same academic year and students are expected to be on campus full-time during this period and available for regular meetings with academic staff.

The project work normally consists of two case studies, each undertaken over about five weeks, and additional written assessments taken after the case studies. Students normally have a choice of two case studies. At the end of each case study, the student submits a substantial written report for assessment. Both count equally for the award of the MSc. The assessment of the first case study should normally be completed, and feedback given to the student, before the student begins to write the report on second case study. The second case study, and the written assessments taken after the case studies, contribute to possible exemptions from subjects CP2 and CP3.

In exceptional cases (e.g. a student intending to undertake a research degree, or a student on an industrial placement) the project work may consist of a single research dissertation.

A list of case studies being offered will be made available during Semester 2 and allocation will be made after the Board of Examiners meeting. Please note that student preferences will be considered but cannot always be guaranteed.

5.7 Graduation

Students who qualify for an award following the May Examiners’ meeting (usually those taking the PG Diploma) are eligible to graduate in June.

Students who qualify for an award following the September Examiners’ meeting are eligible to graduate in November.

Students eligible to graduate will find all the relevant graduation details on Academic Registry’s website [http://www.hw.ac.uk/registry/graduation.htm](http://www.hw.ac.uk/registry/graduation.htm).

It is your responsibility to complete and return the required forms and payment to the Student Service Centre before the specified deadline to ensure you are included in the Graduation ceremony. No student with outstanding debt will be permitted to graduate from the University.
6.  EXEMPTIONS FROM PROFESSIONAL EXAMS

Recommendations for exemptions from professional exams based on performance in the Diploma examinations will be agreed at the Examiners' Meetings in May.

6.1  University courses and correspondence with CP/SP subjects

<table>
<thead>
<tr>
<th>Courses</th>
<th>Course Code</th>
<th>Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>CP1 Actuarial Risk Management 1 &amp; 2</td>
<td>F71CA/F71CB</td>
<td>1 and 2</td>
</tr>
<tr>
<td>CP2 Written assessments in August</td>
<td>F71MD</td>
<td>3</td>
</tr>
<tr>
<td>CP3 Actuarial Risk Management 2 and MSc</td>
<td>F71CB/F71MD</td>
<td>2 and 3</td>
</tr>
<tr>
<td>SP2 Life Insurance 1 &amp; 2</td>
<td>F71LA/F71LB</td>
<td>1 and 2</td>
</tr>
<tr>
<td>SP4 Pensions A &amp; B</td>
<td>F71PC/F71PD</td>
<td>1 and 2</td>
</tr>
<tr>
<td>SP5 Financial Markets &amp; Finance and Investment</td>
<td>C31FM/C31FV</td>
<td>1 and 2</td>
</tr>
<tr>
<td>SP6 Derivative Markets and Pricing, &amp;</td>
<td>F71DV/F71AP</td>
<td>1 and 2</td>
</tr>
<tr>
<td>SP9 Quantitative Risk Analysis/ Risk</td>
<td>F71QR/F71TT</td>
<td>1 and 2</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

6.2  Accreditation

The MSc programme is accredited by the UK actuarial profession. Students with an overall average of at least 60% in all courses taken from the table above ("the accreditation average") will be eligible for block exemptions from all subjects in the table above where they have achieved a C Grade pass or better (at first attempt) in each of the underlying exemption courses, except Subject SP9. If a student takes Quantitative Risk Analysis/ Risk Management: Techniques and Tools, their marks in these subjects will be included in the accreditation average, but exemption from Subject SP9 is available only to students who meet the subject-by-subject exemption standard for Subject SP9. (The reason for this special treatment of Subject SP9 is that it leads to the additional CERA qualification. This is an international qualification and the Institute and Faculty of Actuaries is itself overseen by the International Actuarial Association as a body entitled to award CERA status.)

If a student chooses to take courses from an undergraduate programme or the MSc in Actuarial Science leading to possible exemption from a Core Principals subject, their marks in these courses will not be included in their accreditation average, and they will be eligible for exemption from the Core Principals subject on a subject-by-subject basis only.
Exemption from Subject CP2 (Modelling Practice) is on the basis of two assessed pieces of work, taken in the week after the second case study finishes. Each will last one day, and will consist of a project released in the morning, to be completed and written up in a report to be submitted at the end of the afternoon.

Exemption from Subject CP3 (Communications) is on the basis of two assessed pieces of work, as follows:

- the second case study or (exceptionally) research dissertation undertaken during the Summer (weight 60%);
- a written test of communication undertaken at the end of the Summer project period (weight 40%);

The PG Diploma is not accredited by the UK actuarial profession, because project work is a requirement for accreditation. Students graduating with the PG Diploma are eligible for Subject-by-Subject exemptions, see below.

6.3 Subject-by-Subject Exemptions

Students who do not achieve an overall average of 60%, or who graduate with the PG Diploma, are eligible for exemption on a subject-by-subject basis.

The exemption level varies among subjects but usually lies in the range 60% to 65%.

Exemption levels are determined in May and September by Independent Examiners appointed by the Institute and Faculty of Actuaries. No information is available regarding exemptions prior to the May meeting.

Following the Board of Examiners' Meetings in September, the Independent Examiners will write to the UK Actuarial Profession (that is, the education offices of the Institute and Faculty of Actuaries) listing the specific exemption recommendations for each member of the class.

Once the exemption recommendations have been accepted by the UK Actuarial Profession, we will provide each student with a letter confirming the exemptions for which they have been recommended. This letter is expected to be issued by 30 November 2020.

6.4 Resits for Exemption

The actuarial profession has a policy on resits for exemption. The general principle is that an exam or other form of assessment may be considered for exemption only if the student is required to take it for progression or graduation. That is, there are no exams or other assessments taken for exemption purposes alone.

For exemption purposes, the mark in any resit exam or other assessment will be capped at the normal pass mark, which is 50%. This means that it will not usually be possible to gain an exemption on the basis of resits.

Any resits taken in accordance with this policy are for the purpose of subject-by-subject exemption only. Results from these examinations will not be included in calculating your coursework average, and therefore will not affect your entitlement to exemptions under the accreditation agreement.

6.5 Claiming your exemptions

To claim your exemptions, you must join the Institute and Faculty of Actuaries as a student member. You must then submit the Application for Exemptions form, accompanied by a certified copy of your
academic transcript. The Profession will match your application with the information provided by the Department and then confirm your exemptions. More information is available from the Profession’s website: www.actuaries.org.uk.

You should note that fees are payable to become a student member and to claim your exemptions. We generally recommend that you wait until after you have completed the programme to join the profession. Applications for exemption will not be accepted by the Profession until they have officially accepted the Department’s recommendations. At this time you will be provided with a letter from the Department confirming the exemptions for which you have been recommended. We anticipate sending these letters to graduates by the end of November 2020.

7. HELP DURING THE YEAR

If you have any problems during the year you are encouraged to seek help as soon as possible. There are many sources of help available for students at Heriot-Watt, and staff are always happy to help.

7.1 Programme Problems
If you are having some problems with a particular subject then you should first see the lecturer for that course. It is common for staff to use an appointments system. If he or she is not able to help you then you should see the Programme Director.

7.2 Administrative Help
The Student Service Centre provides a single location for students to deal with the Finance Office, Hospitality Services and Academic Registry teams. It is located in the Hugh Nisbet Building, along from the shop and the bank. It is open Monday – Friday 10.00 – 16.00.

The principal areas of services that the Centre will offer to students are:
- Issue of ID cards
- Council Tax exemptions
- Transcripts and certifications – see http://www.hw.ac.uk/registry/forms.htm under Student Records)
- Graduation applications – see http://www.hw.ac.uk/registry/forms.htm
- Processing payments and dealing with payment-related enquiries including tuition and accommodation fees

You can contact them on StudentCentre@hw.ac.uk

Common administrative requirements could include:

(i) **Letters/confirmation of enrolment**
Students often require letters for their sponsor, visas, banks etc to confirm their enrolment on the programme. All students are issued with a certification letter upon enrolling with the University. Please do not lose this letter, however you can reprint this letter by logging back into the on-line enrolment facility (www.hw.ac.uk/selfservice).

(ii) **Updating contact details**
It is important the University has up-to-date contact details for all students. If your contact details change during the year you can update them at: www.hw.ac.uk/selfservice

*Other Administrative assistance*
If you require any additional help of an administrative nature which is specific to your programme of study you should contact the School Office in the first instance. The School Office (EM 1.25) is
normally open Monday – Friday 09.30 – 16.30. The School Office can also be contacted on: maccs-schooloffice@hw.ac.uk; Tel 0131 451 3432

7.3 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.

The Chaplaincy welcomes all students from any background and is available for prayer, counselling and support and social events. See: www.hw.ac.uk/chaplaincy; telephone: 451 4508; email: chaplaincy@hw.ac.uk

Student Support and Accommodation provides student counselling and welfare support. See: http://www.hw.ac.ac.uk/students/health-wellbeing.htm

University Health Service is available to all students. You can make an appointment to see a doctor by telephoning 451 3010 or dentist by telephoning 451 3080. See: http://www.hw.ac.uk/students/health-wellbeing.htm

International Student Advisors are available to provide advice and support with visas, studying in Scotland and any other general support and advice to international students. See: http://www.hw.ac.uk/support/isao/about-us.htm

Heriot-Watt Students Association: http://www.hwunion.com/

Careers Advisory Service has in-house advisers with considerable expertise in the actuarial and financial job market and can assist with job applications and preparing for interviews. See: www.hw.ac.uk/careers or contact Alan Smith (telephone 451 3390 or email A.Smith_3@hw.ac.uk).

Academic Skills Service provides coaching and counselling to assist students to work smarter. See: http://www.hw.ac.uk/sbc/library/academic_skills/index.htm

Also see the A-Z guide for students http://www.hw.ac.uk/students/doc/a-z-students-ed-sbc.pdf

7.4 Mitigating Circumstances
If you experience any mitigating circumstances, such as illness or bereavement, 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 at: https://www.hw.ac.uk/students/studies/examinations/mitigating-circumstances.htm and then complete the application form. 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

If you think you qualify as a Special Needs student (if for example you are registered with a disability) please bring this to the attention of Ms Amiridou as soon as possible.

7.5 Important
It is very important that if you have a problem you seek help as soon as possible, and notify us of the situation. The Examiners will always take such circumstances into account where appropriate, but
the later the notification, the less scope there is to do so. Notification of mitigating circumstances must be given before the Exam Board meeting is held. Late notification will normally mean that no consideration can be taken of the circumstances. Any information which you provide to us will be used solely by the Board of Examiners to determine how best to help you, given the circumstances. We will not share the information with other students or services of the University without your consent.

7.6 Temporary Suspension of Studies

If students are unable to study for a considerable period (i.e. more than one diet) they should inform their personal tutors, so that such periods of non-study can be taken into consideration when reviewing the students continued registration on the Programme.

If students continue to be unable to study for a specific known period (for example, more than one year) due to other external factors (for example, maternity), then they should seek to temporarily suspend their studies.

If you intend to apply for a suspension of studies, please contact your School/Institute Office. You can find useful information here: https://www.hw.ac.uk/students/studies/leaving/temporary-suspension-studies.htm

7.7 Withdrawing from Study

Students may find that the Programme is not suitable for them and they may decide to withdraw from it.

Students should think very carefully before they do withdraw. If they do so, it may well be that sometime later they decide that they would like to continue with their studies.

Before making a final decision about withdrawing, students should discuss their situation with their Personal Tutor.

The University has a “Thinking of Leaving” Service which you can use. Please see more information here: https://www.hw.ac.uk/students/studies/leaving.htm where you can find a range of information and advice that can help you make the final decision.

8. IMPORTANT INFORMATION FOR ASSESSMENT

8.1 Unauthorised Material

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

8.2 Calculators, Dictionaries & Electronic Devices/Mobile Phones

Where a calculator is required for the completion of an examination, a student may use any basic scientific calculator, except the following: graphics calculator, programmable calculator and a calculator which features text storage or retrieval facilities.

You must provide your own calculator: they will not be provided for you in any exams. Calculators can be purchased from the student union shop.
No translation dictionaries are permitted in any of the University’s examinations. The only exception to the policy is in the case of individual students who had been assessed by the University’s Disability Service as requiring access to a translation dictionary.

Students are not allowed to have mobile phones or other communication devices on or about their person during examinations. Phones may be left at the front of the examination room but must be switched off.

8.3 Coursework Submission Policy

The University recognises that, on occasion, students may be unable to submit coursework and dissertations by the submission date. As such, the University has agreed a new policy from 2018/19 which states:

- No individual extensions are permitted under any circumstances (unless course coordinators decide to give an extension to an entire class);
- Standard 30% deduction from the mark awarded (maximum of five working days);
- Alternative options if students cannot submit coursework or their dissertation on time

In the case where you submit coursework up to five working days late and you have valid mitigating circumstances, the mitigating circumstances policy will apply and appropriate mitigation will be applied.

Formative feedback will be provided on all coursework submitted up to five working days late.

Any coursework submitted after five calendar days of the set submission date shall be automatically awarded a no grade with no formative feedback provided.

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

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

8.4 Plagiarism

The University has a strict policy on Plagiarism – passing off as one’s own the ideas or writing of another.

Plagiarism undermines every academic principle.

Plagiarism is cheating and the Department, the School, and the University treat it very seriously indeed.

This is relevant for all students and has implications for Diploma exams and MSc project reports or dissertations.

The sanctions for plagiarism range from the discounting of the assessment completely, to the withholding of the degree or Diploma concerned, to expulsion from the University.

Anyone indulging in plagiarism of any kind can expect no sympathy or understanding from the University.
All students should be familiar with the University’s policy on plagiarism, which can be downloaded from: http://www.hw.ac.uk/registry/resources/plagiarismguide.pdf.

If you have the slightest doubt about any aspect of this matter and of how your own work relates to it, you must discuss it with the Programme Director before submitting any work. For information, some summary ideas are included below: (adapted from Georgetown University website, Washington DC, accessed on 5 September 2011 http://grad.georgetown.edu/pages/info-acad-integrity.cfm).

- If you use someone else’s ideas, or quote from someone else’s work, you must cite the source (i.e. provide a reference).
- If the way in which you are using the source is unclear, make it clear.
- If you received specific help from someone in writing the dissertation, acknowledge it.

Here is another version (from the website of the University of Indiana, Bloomington: see www.indiana.edu/~wts/pamphlets/plagiarism.html)

**What is Plagiarism and Why is it Important?**
In college programmes, we are continually engaged with other people’s ideas: we read them in texts, hear them in lecture, discuss them in class, and incorporate them into our own writing. As a result, it is very important that we give credit where it is due. Plagiarism is using others’ ideas and words without clearly acknowledging the source of that information.

**How Can Students Avoid Plagiarism?**
To avoid plagiarism, you must give credit whenever you use
- another person’s idea, opinion, or theory;
- any facts, statistics, graphs, drawings, any pieces of information that are not common knowledge;
- quotations of another person’s actual spoken or written words; or
- paraphrase of another person’s spoken or written words.

### 8.5 Useful Text
A recommended text for all students when starting their MSc project work in Summer 2020 is:


Although mathematics is highlighted, this book has much useful advice on writing precise technical material. Chapter 5 is entitled "When English is a Foreign Language". The advice in Sections 5.1 and 5.2 may be particularly useful in week 1 of the MSc project work.

### 9. OTHER INFORMATION

#### 9.1 National Degree Standards
All the undergraduate and taught postgraduate programmes offered by the Department of Actuarial Mathematics and Statistics (School of Mathematical and Computer Sciences) are believed to be compliant with the requirements of the Scottish Credit and Qualifications Framework (SCQF).

#### 9.2 Race Equality and Equal Opportunities Policies
Heriot-Watt University is committed to the elimination of unlawful racial discrimination; and the promotion of equality of opportunity and good relations between persons of different racial groups.
Heriot-Watt University is also committed to equal opportunities for all, irrespective of sex, colour, ethnic origin, disability, marital status, religious or political beliefs, trade union membership, sexual orientation or other irrelevant distinction.

Policies relating to race equality and equal opportunities can be obtained from the following website: www.hw.ac.uk/hr/p_index.php

10. FREQUENTLY ASKED QUESTIONS

10.1 Programme progression and award requirements

FAQ 1 I have not passed eight courses after the second semester exams. Can I take the resit exams while undertaking my MSc project work this summer?

No. There are no resit examinations in August. You must take the re-assessments in the next academic year. If you are successful in meeting the progression requirements after the December and April/May diets you will be invited to return in Summer 2021 to undertake your MSc project work.

FAQ 2 I have passed eight courses after the second semester exams but my best eight average is less than 50%. Can I take resit exams to improve my average while working on my MSc project work this summer?

No – see answer to FAQ 1.

FAQ 3 I am progressing to the MSc project work this summer. Can I resit the courses I failed (or did not attempt) during the year to improve my average / make my transcript look better / get exemptions?

No. Once you have progressed to the MSc dissertation stage you have met all the University’s requirements for the taught coursework. There is no provision for you to take any further exams for academic purposes, and it is not possible to alter your results or improve your coursework average.

FAQ 4 Now that I have completed the taught coursework, can I come back in a few years and do the MSc project work once I have some work experience / more money / taken a holiday?

Under normal circumstances, the answer to this question is no. The University requires full-time MSc students to complete their degree within 12 months, so you are expected to continue to the MSc project work immediately after completing the taught coursework.

The Board of Examiners may allow students to defer their MSc project work for one year in extenuating circumstances. Requests for deferral must be made in writing to the Programme Director for discussion by the Board of Examiners at their May meeting.

FAQ 5 For various reasons I am unable to complete the requirements for the MSc during the Summer of 2020. Is it possible to arrange to complete the MSc, by undertaking the project work during the 2020-21 academic year so I don’t have to return next Summer?
No. This is not possible as academic staff have teaching responsibilities during semester time. It is normally only possible to arrange complete the MSc over the summer period.

10.2 Accreditation and Exemptions

FAQ 6 To qualify for exemption from CP1, SP2, SP4, SP5, SP6 or SP9 on a subject-by-subject basis do I have to meet the required exemption standard in each relevant course separately?

No. Your average mark in the underlying courses must meet the required exemption standard for the subject as a whole.

FAQ 7 To qualify for exemption from CP1, SP2, SP4, SP5, SP6 or SP9 on a subject-by-subject basis do I have to achieve at least a D Grade pass in both courses?

No. See answer to FAQ 6. There is no minimum mark required in either course.

FAQ 8 I am eligible for block exemptions because I am progressing to the MSc and my overall average is higher than 60%. Will I get an exemption even when I failed one of the underlying courses?
You will be recommended for exemption if your average mark in the underlying courses is at least a C Grade pass.

FAQ 9 Can I resit for exemption if I failed the course at the first attempt?

Yes, as long as you are required to resit for progression or graduation purposes, but for exemption purposes your mark will be capped at 40%.

FAQ 10 I need to resit some exams for progression. Will my results count for exemption purposes?

Yes, but for exemption purposes your mark will be capped at 40%.

10.3 Medical Certificates

FAQ 11 I have not passed eight courses after the second semester exams although some of these exams are covered by a medical certificate. Can I take the resit exams while undertaking MSc project work this summer?

No. All students must complete the taught coursework requirements before progressing to the MSc.

FAQ 12 I am eligible for block exemptions as I am progressing to the MSc and my actuarial average was greater than 60%. However I did not get all available exemptions due to illness.
(a) Can I resit the exam(s) for exemption while I undertake my MSc project work?
(b) Will the resits count under the accreditation block exemption policy or on a subject-by-subject basis?
(a) No, there are no resit exams in August.
(b) The resit will be under the accreditation arrangement – we will recalculate your accreditation average after the resit diet and the block exemptions criteria will be applied if your average remains over 60%.

10.4 Administrative Information

FAQ 13  
How do I get a letter for my bank/sponsor/landlord confirming my student status?

All students are issued with a certification letter upon enrolling with the University.

If you require an updated letter during the academic year, please see section 7.2 of this guide for the required procedure. Please bear in mind that support staff are extremely busy during the year and it is your responsibility to plan ahead and give sufficient notice. Please do not ask for a letter to be typed while you wait, as this will be refused.

FAQ 14  
Where can I find the exam timetable?

Timetables for all examination diets are prepared by Academic Registry and posted on their website. It is your responsibility to ensure you check the timetable for the correct date, time and location of the exams.

See: http://www.hw.ac.uk/registry/examinations/timetable.htm

FAQ 15  
When will I get my results?

Provisional results from the December examinations released on-line following the Assessment Board in January. Final results will be released on-line by Academic Registry after the April/May examination diet and after the programme Award Board in early September. You will be sent an email to your University email address to let you know when your results are available. You can access your results at: www.hw.ac.uk/selfservice

In addition, progression and award notices will be posted on Vision after the May and September Board of Examiners’ Meetings.

Official academic transcripts will be prepared by Academic Registry and mailed to your correspondence address in late September.

The Department will notify you separately about your Exemptions after our recommendations have been accepted by the UK Actuarial Profession. We expect letters to be distributed around the end of November.
## Course Descriptors

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Semester</th>
<th>Credits</th>
<th>Mandatory/Optional</th>
<th>Exemption</th>
</tr>
</thead>
<tbody>
<tr>
<td>F71CA</td>
<td>Actuarial Risk Management 1</td>
<td>1</td>
<td>15</td>
<td>Mandatory</td>
<td>CP1</td>
</tr>
<tr>
<td>F71PC</td>
<td>Pensions A</td>
<td>1</td>
<td>15</td>
<td>Optional</td>
<td>SP4</td>
</tr>
<tr>
<td>F71LA</td>
<td>Life Insurance 1</td>
<td>1</td>
<td>15</td>
<td>Optional</td>
<td>SP2</td>
</tr>
<tr>
<td>F71DV</td>
<td>Derivative Markets and Pricing</td>
<td>1</td>
<td>15</td>
<td>Optional</td>
<td>SP6</td>
</tr>
<tr>
<td>F71QR</td>
<td>Quantitative Risk Analysis</td>
<td>1</td>
<td>15</td>
<td>Optional</td>
<td>SP9</td>
</tr>
<tr>
<td>C31FM</td>
<td>Financial Markets</td>
<td>1</td>
<td>15</td>
<td>Optional</td>
<td>SP5</td>
</tr>
<tr>
<td>F71CB</td>
<td>Actuarial Risk Management 2</td>
<td>2</td>
<td>15</td>
<td>Mandatory</td>
<td>CP1</td>
</tr>
<tr>
<td>F71PD</td>
<td>Pensions B</td>
<td>2</td>
<td>15</td>
<td>Optional</td>
<td>SP4</td>
</tr>
<tr>
<td>F71LB</td>
<td>Life Insurance 2</td>
<td>2</td>
<td>15</td>
<td>Optional</td>
<td>SP2</td>
</tr>
<tr>
<td>F71AP</td>
<td>Advanced Derivative Pricing</td>
<td>2</td>
<td>15</td>
<td>Optional</td>
<td>SP6</td>
</tr>
<tr>
<td>F71TT</td>
<td>Risk Management: Techniques &amp; Tools</td>
<td>2</td>
<td>15</td>
<td>Optional</td>
<td>SP9</td>
</tr>
<tr>
<td>C31FV</td>
<td>Finance and Investment</td>
<td>2</td>
<td>15</td>
<td>Optional</td>
<td>SP5</td>
</tr>
<tr>
<td>F71MD</td>
<td>MSc Project</td>
<td>3</td>
<td>60</td>
<td>Mandatory for MSc</td>
<td>CP3</td>
</tr>
</tbody>
</table>

You should choose 3 optional courses in each semester which lead to an ST exemption.
<table>
<thead>
<tr>
<th>Course Code: F71CA</th>
<th>Course Title: Actuarial Risk Management 1</th>
<th>Course Co-ordinator: Andrew Stott</th>
</tr>
</thead>
<tbody>
<tr>
<td>Linked courses</td>
<td>F71CB Actuarial Risk Management 2 for CP1 Exemption</td>
<td></td>
</tr>
</tbody>
</table>
| Aims:             | The aims of this course (and of Actuarial Risk Management 2) are:  
|                   | ♦ To provide students with a thorough grounding in the strategic concepts required to manage the business activities of financial institutions and programmes  
|                   | ♦ To provide students with an understanding of the various types of risk faced and the processes used to manage those risks  
|                   | ♦ To teach students to make use of those processes in order to formulate, justify and present plausible and appropriate solutions to business problems |
| Syllabus:         | Professionalism  
|                   | ♦ The roles and statutory roles actuaries can play  
|                   | ♦ The professionalism framework of the Actuarial Profession and the Board for Actuarial Standards  
|                   | ♦ The factors and issues to be taken into account when doing a professional job  
|                   | ♦ The components of and application of the Actuarial Control Cycle  
|                   | Stakeholders and their needs  
|                   | ♦ The variety of stakeholders and their needs  
|                   | ♦ Products, schemes, contracts and other arrangements that can provide benefits on contingent events which meet the needs of clients and other stakeholders  
|                   | The environment  
|                   | ♦ The risk environment, the identification of risks, the classification of risks and related concepts  
|                   | ♦ The principles and aims/rationale of prudential and market conduct regulatory regimes  
|                   | ♦ The impact of the external environment  
|                   | ♦ The investment environment; its behaviour and its contracts  
|                   | ♦ The impact of capital requirements and their measures  
|                   | Specifying the commercial problem  
|                   | ♦ The factors to be considered in the design of products, schemes, contracts or other arrangements that provide benefits on contingent events  
|                   | ♦ Project management and the use of actuarial techniques in the assessment of capital investment projects and cost-benefit analyses  
|                   | ♦ How risks are taken into account in project management  
|                   | ♦ What data is required and how it should be handled  
|                   | ♦ The issues surrounding the management of risk  
|                   | ♦ Methods of measuring risk  
|                   | ♦ Risk management tools  
|                   | Principal terms  
|                   | ♦ The principal terms used in financial services and risk management  
| Learning Outcomes: Subject Mastery | Understanding, Knowledge and Cognitive Skills; Scholarship, Enquiry and Research (Research-Informed Learning) |
|                   | ♦ Know how to behave and present oneself professionally in a commercial environment and take relevant factors and issues into account  
|                   | ♦ Be able to apply the Actuarial Control Cycle in a practical commercial situation  
|                   | ♦ Know who all the stakeholders are and how to take appropriate account of their requirements when giving actuarial advice |
- Understand the risk, regulatory, external and investment environments in which a company is operating
- Know what should be considered in terms of contract design and project planning and management
- Know how to handle data
- Know how to manage risks
- Be able to describe/explain the principal terms used in financial services and risk management

**Learning Outcomes:**

**Industrial, Commercial & Professional Practice; Autonomy, Accountability & Working with Others; Communication, Numeracy & ICT**

- Ability to deal with complex issues and make informed judgements about
- Demonstrate the ability to learn independently and as part of a group
- Manage time, work to deadlines and prioritise workloads
- Present results in a way that demonstrates an understanding of the workplace, market place and general environment
- Understand the importance of risk management

**Assessment Methods:**

<table>
<thead>
<tr>
<th>Assessment</th>
<th>Re-assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exam: (Weighting at least 80%)</td>
<td>Examination (weighting –100%)</td>
</tr>
<tr>
<td>Coursework: (weighting up to 20%)</td>
<td></td>
</tr>
</tbody>
</table>

Page | 25
<table>
<thead>
<tr>
<th>Course Code: F71PC</th>
<th>Course Title: Pensions A</th>
<th>Course Co-ordinator: Peter Ridges</th>
</tr>
</thead>
</table>

**Linked courses:** F71PD Pensions B for SP4 Exemption

**Aims:**
- To provide an understanding of the roles and needs of the parties involved in the provision of pensions, including social security
- To provide a thorough understanding of alternative systems of pension provision, and their financing
- To provide an understanding of the factors involved in pension scheme design
- To provide an understanding of issues relating to sponsor covenants in occupational pension schemes

**Syllabus:**

### Different Types of Pension scheme
- Defined Benefit
- Defined Contribution
- Hybrid
- Social Security
- Individual Accounts
- Personal Pensions

### Key Stakeholders
- State
- Employers
- Individuals

### Timing of Contributions
- Pay-As-You-Go
- Funding
- Book Reserving

### Types of Investment
- Direct Investment
- Insurance Products

### Sponsor Covenant
- Measurement
- Monitoring

### Scheme Design
- Eligibility
- Benefits
- Contributions

**Learning Outcomes:**

*Understanding, Knowledge and Cognitive Skills; Scholarship, Enquiry and Research (Research-Informed Learning)*

On completion of this course the student should be able to:
- Define the principal terms used in the provision of pensions
- Describe the role that the various parties may play in the provision of pensions and other benefits
- Compare alternative systems of social security, mandatory individual accounts, occupational pension schemes and personal pensions
- Describe the various ways in which the parties may meet their needs
- Discuss the implications, for the various parties of the environment in which benefits are provided
- Describe the ways in which providers may be able to finance the benefits to be provided
Discuss the issues surrounding sponsor covenant
Discuss the factors to consider in determining a suitable design, in terms of benefits and contributions

<table>
<thead>
<tr>
<th>Learning Outcomes: Personal Abilities</th>
</tr>
</thead>
</table>
| *Industrial, Commercial & Professional Practice; Autonomy, Accountability & Working with Others; Communication, Numeracy & ICT*

- Show an appreciation of the interface between academic theory and industrial practice
- Demonstrate the ability to learn independently and as part of a group
- Manage time, work to deadlines and prioritise workloads
- Present results in a way that demonstrates that they have understood the technical and broader issues of the pensions environment
- Show an appreciation of the various potential conflicts between pensions stakeholders

<table>
<thead>
<tr>
<th>Assessment Methods:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assessment: Examination: (Weighting at least 80%) Coursework: (weighting up to 20%)</td>
</tr>
<tr>
<td>Re-assessment: Examination (weighting –100%)</td>
</tr>
<tr>
<td>Course Code: F71LA</td>
</tr>
<tr>
<td>-------------------</td>
</tr>
<tr>
<td><strong>Linked courses:</strong></td>
</tr>
<tr>
<td><strong>Aims:</strong></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>Syllabus:</strong></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>
### Risk Management

- Describing ways in which the main sources of risk within an insurance company can be managed or mitigated

### Learning Outcomes: Subject Mastery

*Understanding, Knowledge and Cognitive Skills; Scholarship, Enquiry and Research (Research-Informed Learning)*

On completion of this course the student should be able to:

- Describe the role and responsibility of the actuary within insurance management
- Describe the key features of the environment in which life insurance companies operate
- Demonstrate a thorough knowledge of life insurance products which insurance companies manage
- Describe the factors which contribute to the pricing and design of new products
- Demonstrate an understanding of the management and administration of products through their lifecycle, including reserving
- Describe the principal sources of profit within the insurance industry
- Determine surplus and to perform an analysis of the surplus
- Identify risks and suggest ways of implementing effective risk management
- Understand challenges / opportunities that the industry faces e.g. Solvency II

### Learning Outcomes: Personal Abilities

*Industrial, Commercial & Professional Practice; Autonomy, Accountability & Working with Others; Communication, Numeracy & ICT*

- Show an appreciation of the interface between academic theory and industrial practice
- Demonstrate the ability to learn independently and as part of a group
- Manage time, work to deadlines and prioritise workloads
- Present results in a way that demonstrates that they have understood the technical and broader issues of the life insurance environment
- Show an appreciation of the various potential conflicts within the management of insurance companies

### Assessment Methods:

<table>
<thead>
<tr>
<th>Assessment</th>
<th>Methods:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Examination:</td>
<td>(Weighting at least 80%)</td>
</tr>
<tr>
<td>Coursework:</td>
<td>(weighting up to 20%)</td>
</tr>
<tr>
<td>Synoptic with F71LB</td>
<td>Life Insurance 2</td>
</tr>
<tr>
<td>Re-assessment:</td>
<td>Examination (weighting –100%)</td>
</tr>
</tbody>
</table>

---
<table>
<thead>
<tr>
<th>Aims:</th>
<th>The aims of this course are:</th>
</tr>
</thead>
<tbody>
<tr>
<td>♦</td>
<td>To provide a thorough grounding in the operation of derivative markets</td>
</tr>
<tr>
<td>♦</td>
<td>To provide an introduction to the methods of hedging using option and forward contracts, with particular emphasis on bond (interest rate) markets</td>
</tr>
<tr>
<td>♦</td>
<td>To provide students with a good understanding of the principles of no-arbitrage pricing</td>
</tr>
<tr>
<td>♦</td>
<td>To introduce mathematical concepts related to stochastic processes</td>
</tr>
<tr>
<td>♦</td>
<td>To teach students the CRR (discrete time binomial) model for derivative pricing</td>
</tr>
<tr>
<td>♦</td>
<td>To introduce the Weiner process and the BSM option pricing model</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Syllabus:</th>
<th>Introduction and Forward Contracts</th>
</tr>
</thead>
<tbody>
<tr>
<td>-</td>
<td>Basic characteristics of the derivatives markets and the basic instruments (forwards, options and swaps).</td>
</tr>
<tr>
<td>-</td>
<td>Uses and differences of forwards and futures</td>
</tr>
</tbody>
</table>

| Options | Uses and differences of puts/calls of European/American type, different types of options (stock currency, index options, warrants, convertibles, property) |
| --- | Model independent properties of option prices |
| - | Basic option structures (spreads, straddles, butterflies etc.) |

| Hedging with Futures and Options | Minimum variance hedging and changing portfolio betas using forwards |
| --- | Basis risk |
| - | Use of options in hedging |

| Interest Rate Derivatives and Swaps | Interest rates, and interest-rate derivatives (Treasury, LIBOR, Zero, Forward Rates; FRAs, Gilt STRIPS; Interest Rate and Bond Futures, Caps and Floors) |
| --- | Construct and value swaps (IR, FX, Inflation, LPI swaps, LPI bonds) |
| - | The relationship between swap rates and LIBOR zero rates |

| No-Arbitrage Pricing of Forwards | Forward and future pricings by no-arbitrage (non-dividend and dividend-paying stock, foreign currency, consumption commodity) |
| --- | Cost of carry, convenience yield |

| Single Period Derivative Pricing | Derivation of delta and prices |
| --- | Equivalent measures and risk neutral expectations |
| - | Factors affecting derivative prices (stock, strike price, term to expiry, volatility, risk-free rate, dividends) |
| - | Incomplete markets |

| Mathematical Foundations of Multi-Period Derivative Pricing | Random variables, sigma-algebras, sample paths, filtrations, adapted and previsible process, conditional expectations, discrete time martingales |

| The Binomial Model | The Binomial Representation Theorem, self-financing portfolio strategies and replicating strategies |
| --- | CRR model for American and European style derivatives |
| - | Introduction to the Greeks |

| Continuous Time Models | Limit of the CRR model |
| --- | The Weiner process |
| - | Derivation of the BSM equation for a GBM asset, the BSM pricing formula and link to CRR formula |
Learning Outcomes: 
Subject Mastery

*Understanding, Knowledge and Cognitive Skills; Scholarship, Enquiry and Research (Research-Informed Learning)*

On completion of this course the student should be able to:

- Show an awareness of the basic characteristics of the derivatives markets.
- Demonstrate a knowledge of forward and future prices Define what is meant by a coherent measure of risk;
- Show an awareness of the role of futures in hedging
- Define and describe the interest rates markets and interest-rate derivatives and the relationship between swap quotes and LIBOR zero rates
- Describe how different factors affect option prices
- Demonstrate a knowledge and understanding of the mathematics underpinning the pricing and hedging of derivative instruments.
- Demonstrate a knowledge and understanding of the theory underpinning the calculation of derivative prices and their hedging strategies using the binomial model
- Demonstrate a basic knowledge and understanding of the Black-Scholes-Merton model and be able to derive the Black-Scholes-Merton partial differential equation.

Learning Outcomes: 
Personal Abilities

*Industrial, Commercial & Professional Practice; Autonomy, Accountability & Working with Others; Communication, Numeracy & ICT*

- Show an appreciation of the interface between academic theory and industrial practice
- Demonstrate the ability to learn independently and as part of a group
- Manage time, work to deadlines and prioritise workloads
- Present results in a way that demonstrates that they have understood the technical and broader issues of derivative pricing
- Show an appreciation of the role of derivative markets in finance

<table>
<thead>
<tr>
<th>Assessment Methods:</th>
<th>Assessment:</th>
<th>Re-assessment:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Examination: (Weighting at least 70%)</td>
<td>Examination (weighting –100%)</td>
</tr>
<tr>
<td></td>
<td>Coursework: (weighting up to 30%)</td>
<td></td>
</tr>
<tr>
<td>Course Code:</td>
<td>F71QR</td>
<td>Course Title:</td>
</tr>
<tr>
<td>------------</td>
<td>-------</td>
<td>--------------</td>
</tr>
<tr>
<td>Linked courses:</td>
<td>F71TT Risk Management Tools and Techniques for SP9 Exemption</td>
<td></td>
</tr>
<tr>
<td>Aims:</td>
<td>The aims of this course are:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- To provide a thorough grounding in the wide range of risks that a financial institution or other enterprise might be exposed to</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- To provide an introduction to the statistical methods underpinning financial risk management</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- To teach students the different methods of assessing financial risk</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- To equip students with a variety of tools to tackle problems involving financial data</td>
<td></td>
</tr>
<tr>
<td>Syllabus:</td>
<td>Introduction</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- The concept of Enterprise Risk Management, the drivers behind it and the resulting value to organisations</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Risk and uncertainty, different definitions</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Direct and indirect stakeholders in an enterprise: Relevance of risk measurement and management to all stakeholders</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Risk taxonomy and overlaps</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Quantitative analysis of financial data</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Quantifiable and non-quantifiable risks</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Common univariate distributions, model fitting and diagnostic tests</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Extreme value theory</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Common multivariate distributions</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Modelling multivariate risks using copulas</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Different measures of correlation including tail correlation</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Risk measures; coherent risk measures</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Model and parameter risk</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Backtesting</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Contagion and credit risk</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Sources of credit risk; contagion</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Theoretical and commercial approaches to modelling credit risk</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Risk management</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Securitisation and alternative risk transfer</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- The risk management control cycle</td>
<td></td>
</tr>
<tr>
<td>Learning Outcomes: Subject Mastery</td>
<td>Understanding, Knowledge and Cognitive Skills; Scholarship, Enquiry and Research (Research-Informed Learning)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Understanding, Knowledge and Cognitive Skills</td>
<td></td>
</tr>
<tr>
<td></td>
<td>On completion of this course the student should be able to:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Demonstrate an understanding of the different reasons for measuring financial risk.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Describe and apply the different measures of financial risk</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Define what is meant by a coherent measure of risk;</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Use appropriate statistical and computational methods to determine the fatness of the tails of returns data</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Describe and apply the main univariate and multivariate distributions to financial data</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Describe and apply the fundamental concepts and theorems in Extreme Value Theory (EVT)</td>
<td></td>
</tr>
</tbody>
</table>
- Describe how analysis of financial data using EVT differs from traditional statistical methods
- Describe and apply the main statistical methods in EVT to financial data
- Demonstrate how multivariate returns can be described using marginal distributions and copulas
- Describe and apply the main copulas
- Explain how the use of different copulas can affect the returns distribution on a portfolio containing two assets
- Demonstrate a good understanding of the different sources of credit risk and credit spreads
- Understand how ratings agencies assess risk
- Explain the risk management control cycle
- Describe the feedback loop in risk management
- Define what is meant by securitization and alternative risk transfer
- Describe different forms of risk transfer and their advantages

**Scholarship, Enquiry and Research (Research-Informed Learning)**
- Use appropriate statistical software to analyse problems involving financial risk
- Show an awareness of the different approaches to modelling and managing credit risk
- Use an appropriate computer package to analyse financial data and solve complex problems

<table>
<thead>
<tr>
<th>Learning Outcomes</th>
<th>Industrial, Commercial &amp; Professional Practice; Autonomy, Accountability &amp; Working with Others; Communication, Numeracy &amp; ICT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Abilities</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Industrial, Commercial &amp; Professional Practice</strong></td>
</tr>
<tr>
<td></td>
<td>- Show an appreciation of the interface between academic theory and industrial practice</td>
</tr>
<tr>
<td></td>
<td>- Show an appreciation of the societal role of risk management in protecting the consumer and other stakeholders</td>
</tr>
<tr>
<td></td>
<td><strong>Autonomy, Accountability &amp; Working with Others</strong></td>
</tr>
<tr>
<td></td>
<td>- Demonstrate the ability to learn independently and as part of a group</td>
</tr>
<tr>
<td></td>
<td>- Manage time, work to deadlines and prioritise workloads</td>
</tr>
<tr>
<td></td>
<td><strong>Communication, Numeracy &amp; ICT</strong></td>
</tr>
<tr>
<td></td>
<td>- Use an appropriate computer package to analyse financial data and solve complex problems</td>
</tr>
<tr>
<td></td>
<td>- Present results in a way that demonstrates that they have understood the technical and broader issues of financial risk management.</td>
</tr>
</tbody>
</table>

<p>| Assessment Methods: | Assessment: Examination: (Weighting at least 70%) (in semester 2) Coursework: (weighting up to 30%) | Re-assessment: Examination (weighting –100%) |</p>
<table>
<thead>
<tr>
<th>Course Code: C31FM</th>
<th>Course Title: Financial Markets</th>
<th>Course Co-ordinator: Bing Xu</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Linked courses</strong></td>
<td>C31FV Finance &amp; investment for SP5 Exemption</td>
<td></td>
</tr>
<tr>
<td><strong>Aims:</strong></td>
<td>To introduce students to the way financial markets and institutions function in practice, with particular emphasis on equities and bonds. This will provide the context of underlying finance theory into which the mathematics will fit.</td>
<td></td>
</tr>
</tbody>
</table>
| **Syllabus:** | **Introduction to Financial Markets**  
- Introduction, purpose of financial markets, the Stock Exchange, types of investments.  
- Institutional investors: pension funds, life funds, general insurance funds, mutual funds.  
- Interest rate calculations: compound interest, annuities, real and nominal interest rates, spot and forward rates, discounted cash flow.  
- Equities: fundamental analysis and technical analysis, portfolio management.  
- Portfolio theory: Markowitz model, international diversification; basics of CAPM and Arbitrage Pricing Theory.  
- Efficient markets: informational efficiency, behavioural finance.  
- Portfolio performance measurement: rates of return, notional funds, consideration of risk.  
**Bond Markets**  
- Overview of fixed-income securities.  
- Bond mathematics including bond prices, interest rates and yields.  
- The concepts of duration and convexity, and their use in portfolio management.  
- The term structure of interest rates and alternative theories, and empirical evidence.  
- Index-linked securities. |
| **Learning Outcomes: Subject Mastery** | Understanding, Knowledge and Cognitive Skills; Scholarship, Enquiry and Research (Research-Informed Learning)  
- Know the principles of the valuation of shares and bonds  
- Be able to apply certain analytical techniques regarding shares and bonds  
- Understand the sources of bond risk and the factors affecting bond prices  
- Have the ability to critically evaluate the performance of an equity fund manager |
| **Learning Outcomes: Personal Abilities** | Industrial, Commercial & Professional Practice; Autonomy, Accountability & Working with Others; Communication, Numeracy & ICT  
- Understand the context within which market professionals work  
- Have some familiarity with the main financial markets and instruments trades  
- Have some familiarity with the investment industry  
- Understand the role of the various institutions involved in financial markets  
- Be able to write a coherent essay in a way which demonstrates that they have understood the material  
- Demonstrate the ability to learn independently  
- Manage time, work to deadlines and prioritise workloads |
| **Assessment Methods:** | Assessment: Examination: (weighting 80%)  
Coursework: (weighting 20%)  
Re-assessment: Examination (weighting –100%) |
<table>
<thead>
<tr>
<th>Course Code: F71CB</th>
<th>Course Title: Actuarial Risk Management 2</th>
<th>Course Co-ordinator: Andrew Stott</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Linked courses</strong></td>
<td>F71CA Actuarial Risk Management 1 for CP1 Exemption</td>
<td></td>
</tr>
<tr>
<td><strong>Aims:</strong></td>
<td>The aims of this course (and of Actuarial Risk Management 1) are:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• To provide students with a thorough grounding in the strategic concepts required to manage the business activities of financial institutions and programmes</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• To provide students with an understanding of the various types of risk faced and the processes used to manage those risks</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• To teach students to make use of those processes in order to formulate, justify and present plausible and appropriate solutions to business problems</td>
<td></td>
</tr>
<tr>
<td><strong>Syllabus:</strong></td>
<td><strong>Solving a Commercial Problem</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>♦ The requirements and use of a model and how its results should be tested</td>
<td></td>
</tr>
<tr>
<td></td>
<td>♦ How model assumptions should be determined</td>
<td></td>
</tr>
<tr>
<td></td>
<td>♦ The expenses that should be considered</td>
<td></td>
</tr>
<tr>
<td></td>
<td>♦ How costs of providing benefits based on contingent events should be determined</td>
<td></td>
</tr>
<tr>
<td></td>
<td>♦ How prices should be set to pay for benefits based on contingent events</td>
<td></td>
</tr>
<tr>
<td></td>
<td>♦ The principles, objectives and measures of investment management</td>
<td></td>
</tr>
<tr>
<td></td>
<td>♦ The approaches to establishing provisions</td>
<td></td>
</tr>
<tr>
<td></td>
<td>♦ The relationship between assets and liabilities</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Living with the Solution to a Commercial Problem</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>♦ Approaches to maintaining profitability</td>
<td></td>
</tr>
<tr>
<td></td>
<td>♦ How expected results can be projected</td>
<td></td>
</tr>
<tr>
<td></td>
<td>♦ How actual results are reported and what systems are required to do this</td>
<td></td>
</tr>
<tr>
<td></td>
<td>♦ The issues facing the providers of benefits on contingent events relating to the reporting of risk</td>
<td></td>
</tr>
<tr>
<td></td>
<td>♦ The principles of asset management and allocation</td>
<td></td>
</tr>
<tr>
<td></td>
<td>♦ The principles of capital management</td>
<td></td>
</tr>
<tr>
<td></td>
<td>♦ The management of surplus and the issues surrounding its distribution/retention</td>
<td></td>
</tr>
<tr>
<td></td>
<td>♦ The issues that need to be taken into account on insolvency or closure</td>
<td></td>
</tr>
<tr>
<td></td>
<td>♦ The issues surrounding the management of options and guarantees</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Ongoing Monitoring</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>♦ How experience is monitored and models/assumptions revised</td>
<td></td>
</tr>
<tr>
<td><strong>Principal Terms</strong></td>
<td>♦ The principal terms used in financial services and risk management</td>
<td></td>
</tr>
<tr>
<td><strong>Learning Outcomes: Subject Mastery</strong></td>
<td><em>Understanding, Knowledge and Cognitive Skills; Scholarship, Enquiry and Research (Research-Informed Learning)</em></td>
<td></td>
</tr>
<tr>
<td></td>
<td>♦ Be able to design appropriate models and make appropriate recommendations based on their results</td>
<td></td>
</tr>
<tr>
<td></td>
<td>♦ Be able to discuss the different approaches to investment management</td>
<td></td>
</tr>
<tr>
<td></td>
<td>♦ Be able to explain why provisions need to be established</td>
<td></td>
</tr>
<tr>
<td></td>
<td>♦ Know how to establish provisions for different types of liabilities, if necessary taking into account the assets backing them</td>
<td></td>
</tr>
<tr>
<td></td>
<td>♦ Be able to describe how a company is managed on an ongoing basis, particularly in respect of projecting future results, reporting results and managing assets, capital and any surplus arising</td>
<td></td>
</tr>
<tr>
<td></td>
<td>♦ Be able to discuss the issues surrounding the management of options and guarantees</td>
<td></td>
</tr>
<tr>
<td></td>
<td>♦ Be able to explain how actual experience is monitored and taken account of</td>
<td></td>
</tr>
<tr>
<td><strong>Learning Outcomes:</strong></td>
<td><strong>Industrial, Commercial &amp; Professional Practice; Autonomy, Accountability &amp; Working with Others; Communication, Numeracy &amp; ICT</strong></td>
<td></td>
</tr>
<tr>
<td>------------------------</td>
<td>--------------------------------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td><strong>Personal Abilities</strong></td>
<td>♦ Demonstrate the ability to learn independently and as part of a group</td>
<td></td>
</tr>
<tr>
<td></td>
<td>♦ Manage time, work to deadlines and prioritise workloads</td>
<td></td>
</tr>
<tr>
<td></td>
<td>♦ Present results in a way that demonstrates an understanding of the workplace, market place and general environment</td>
<td></td>
</tr>
<tr>
<td></td>
<td>♦ Understand the importance of risk management</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Assessment Methods:</strong></th>
<th><strong>Assessment:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Examination: (Weighting at least 80%)</td>
</tr>
<tr>
<td></td>
<td>Coursework: (weighting up to 20%)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th><strong>Re-assessment:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Examination (weighting –100%)</td>
</tr>
<tr>
<td>Course Code: F71PD</td>
<td>Course Title: Pensions B</td>
</tr>
<tr>
<td>--------------------</td>
<td>----------------------</td>
</tr>
<tr>
<td>Linked courses: F71PC Pensions A for SP4 Exemption</td>
<td></td>
</tr>
</tbody>
</table>

### Aims:
- To provide a good understanding of the risks and uncertainties facing the parties involved in pension provision
- To provide a thorough understanding of actuarial models used in the management of pension schemes
- To provide an understanding of risk management in pension schemes, including the use of reinsurance
- To provide an understanding of how to monitor the experience of pension schemes

### Syllabus:

#### Risks and Uncertainties
- Benefits and Contributions
- Returns on Assets
- Security
- Risk Management including Reinsurance

#### Population Projections
- Models and their Weaknesses
- Socio-economic Factors

#### Models
- Objectives
- Features
- Uses
- Sensitivity Analyses

#### Managing a Social Security Scheme
- Evaluating Liabilities
- Assessing Contributions

#### Valuation of a Pension Scheme
- Selecting Assumptions
- Calculating Values for Benefits, Contributions and Assets
- Applying Results
- Analysing Asset-Liability Matching
- Analysing Surplus or Deficit
- Analysing Experience

#### Discontinuance
- Determining Benefits

### Learning Outcomes: Subject Mastery

*Understanding, Knowledge and Cognitive Skills; Scholarship, Enquiry and Research (Research-Informed Learning)*

On completion of this course the student should be able to:
- Describe the risks and uncertainties affecting benefits, contributions, returns on assets and security
- Describe the process of population projection and its main determinants
- Discuss the use of actuarial models for decision making purposes in non-state pensions
- Discuss the application of actuarial methods and techniques to the financial management of a social security scheme
- Discuss the principles behind the determination of assumptions for valuing future benefits and contributions
- Discuss the principles behind the determination of discontinuance terms in respect of benefits
- Discuss how to determine values for assets, future benefits and future
<table>
<thead>
<tr>
<th>Contributions</th>
</tr>
</thead>
<tbody>
<tr>
<td>♦ Discuss the application of actuarial methods and techniques to the financial management of defined contribution pension schemes</td>
</tr>
<tr>
<td>♦ Analyse the asset-liability matching requirements of a provider of pensions and related benefits</td>
</tr>
<tr>
<td>♦ Discuss the principles underlying the use of re-insurance</td>
</tr>
<tr>
<td>♦ Identify the sources of surplus/deficit for a benefit provider</td>
</tr>
<tr>
<td>♦ Explain why and describe how the actual experience of a pension scheme should be monitored and assessed</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Learning Outcomes: Personal Abilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Industrial, Commercial &amp; Professional Practice; Autonomy, Accountability &amp; Working with Others; Communication, Numeracy &amp; ICT</td>
</tr>
<tr>
<td>♦ Show an appreciation of the interface between academic theory and industrial practice</td>
</tr>
<tr>
<td>♦ Demonstrate the ability to learn independently and as part of a group</td>
</tr>
<tr>
<td>♦ Manage time, work to deadlines and prioritise workloads</td>
</tr>
<tr>
<td>♦ Present results in a way that demonstrates that they have understood the technical and broader issues of the pensions environment</td>
</tr>
<tr>
<td>♦ Show an appreciation of the various potential conflicts between pensions stakeholders</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Assessment Methods:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assessment:</td>
</tr>
<tr>
<td>Examination: (Weighting at least 80%)</td>
</tr>
<tr>
<td>Coursework: (weighting up to 20%)</td>
</tr>
<tr>
<td>Re-assessment:</td>
</tr>
<tr>
<td>Examination (weighting –100%)</td>
</tr>
<tr>
<td>Course Code: F71LB</td>
</tr>
<tr>
<td>-------------------</td>
</tr>
<tr>
<td>Linked courses:</td>
</tr>
</tbody>
</table>

**Aims:**
- To introduce the principles of actuarial planning and control within insurance companies
- To apply this knowledge and understanding to practical situations in life insurance

**Syllabus:**

### Models
- Describing the use of actuarial models (including stochastic models) for decision making in life insurance companies

### Investment Guarantees and Options
- Describing the uses of models and option pricing techniques to values investment guarantees
- Describing the conventional and North American methods of valuing mortality options, and performing calculations using these methods

### Reinsurance
- Describing the uses of reinsurance in risk management
- Describing the main types of reinsurance and their uses

### Underwriting
- Describing the uses of underwriting in risk management
- Describing the main types of underwriting
- Describing the sources of information used when carrying out underwriting

### Actuarial Funding
- Describing techniques of taking credit upfront for future loadings in premiums/charges in respect of initial expenses

### Unit Pricing
- Describing the principles of unit pricing for internal unit-linked funds

### Surrenders and Alterations
- Describing methods of determining discontinuance and alteration terms for without profit contracts
- Calculating surrender values for without profit contracts

### Product Design
- Describing principles of determining a suitable design for a life insurance product

### Reserving
- Describing the principles for setting supervisory reserves
- Describing the ways in which assumptions for setting reserves differ from those of pricing

### Setting Assumptions for Different Purposes
- Describing purposes of insurance company valuations, including embedded value
- Describing appropriate assumptions for each purpose

### Risk Discount Rate
- Describing how the risk discount rate may be set for pricing/embedded value calculation purposes

### Monitoring Experience
- Describe how and why the experience of a life insurance company should be monitored
<table>
<thead>
<tr>
<th>Learning Outcomes: Subject Mastery</th>
<th>Understanding, Knowledge and Cognitive Skills; Scholarship, Enquiry and Research (Research-Informed Learning)</th>
</tr>
</thead>
<tbody>
<tr>
<td>On completion of this course the student should be able to:</td>
<td></td>
</tr>
<tr>
<td>♦ Describe the role and responsibility of the actuary within insurance management</td>
<td></td>
</tr>
<tr>
<td>♦ Describe the key features of the environment in which life insurance companies operate</td>
<td></td>
</tr>
<tr>
<td>♦ Demonstrate a thorough knowledge of life insurance products which insurance companies manage</td>
<td></td>
</tr>
<tr>
<td>♦ Describe the factors which contribute to the pricing and design of new products</td>
<td></td>
</tr>
<tr>
<td>♦ Demonstrate an understanding of the management and administration of products through their lifecycle, including reserving</td>
<td></td>
</tr>
<tr>
<td>♦ Describe the principal sources of profit within the insurance industry</td>
<td></td>
</tr>
<tr>
<td>♦ Determine surplus and to perform an analysis of the surplus</td>
<td></td>
</tr>
<tr>
<td>♦ Identify risks and suggest ways of implementing effective risk management</td>
<td></td>
</tr>
<tr>
<td>♦ Understand challenges / opportunities that the industry faces e.g. Solvency II</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Learning Outcomes: Personal Abilities</th>
<th>Industrial, Commercial &amp; Professional Practice; Autonomy, Accountability &amp; Working with Others; Communication, Numeracy &amp; ICT</th>
</tr>
</thead>
<tbody>
<tr>
<td>♦ Show an appreciation of the interface between academic theory and industrial practice</td>
<td></td>
</tr>
<tr>
<td>♦ Demonstrate the ability to learn independently and as part of a group</td>
<td></td>
</tr>
<tr>
<td>♦ Manage time, work to deadlines and prioritise workloads</td>
<td></td>
</tr>
<tr>
<td>♦ Present results in a way that demonstrates that they have understood the technical and broader issues of the life insurance environment</td>
<td></td>
</tr>
<tr>
<td>♦ Show an appreciation of the various potential conflicts within the insurance environment</td>
<td></td>
</tr>
</tbody>
</table>

<p>| Assessment Methods: |
| Assessment: Examination: (Weighting at least 80%) Coursework: (weighting up to 20%) Synoptic with F71LA Life Insurance 1 |
| Re-assessment: Examination (weighting –100%) |</p>
<table>
<thead>
<tr>
<th><strong>Course Code:</strong></th>
<th>F71AP</th>
<th><strong>Course Title:</strong></th>
<th>Advanced Derivative Pricing</th>
<th><strong>Course Co-ordinator:</strong></th>
<th>Timothy Johnson</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Linked courses:</strong></td>
<td>F71DV Derivative Markets &amp; Pricing for SP6 Exemption</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| **Aims:** | The aims of this course are:  
  ♦ To provide a thorough grounding in advanced topics of derivative markets  
  ♦ To introduce mathematical concepts related continuous time martingales processes  
  ♦ To provide students with a good understanding of developing the BSM model to different asset price models, including dividends and stochastic volatility  
  ♦ To provide students with a good understanding of pricing American options  
  ♦ To provide students with a good understanding of exotic options  
  ♦ To introduce the student to numerical methods for pricing  
  ♦ To provide students with a good understanding of modelling( the term structure of) interest rates  
  ♦ To introduce the student to securitisation and credit derivatives |
| **Syllabus:** | **Stochastic Calculus applied to financial markets**  
  - Ito calculus, Ito’s formula, statement of the Cameron-Martin-Girsanov Theorem, the concept of the Radon-Nikodym derivative, the Martingale Representation Theorem  
  - Self-financing portfolios in continuous time and the construction of replicating strategies using the martingale approach  
  - OU and Feller processes and derivation of BSM PDE  
  - The role of the market price of risk in the transfer between the real-world and the risk-neutral probability measures  
  - Hedging derivatives and the Greeks in continuous time models and to stuctures  
  **Exotic options and derivative portfolios**  
  - Description of exotic options (including Quanto, Chooser, Barrier, Binary, Lookback Asian, Exchange, Basket options)  
  - Management of derivative portfolios of using scenario analysis.  
  - Risk management characteristics of certain exotic products  
  **Stochastic Volatility**  
  - The role of the volatility parameter in the valuation of options  
  - Estimation of volatility from market data  
  - The “smile” effect and volatility surfaces  
  **Numerical methods**  
  - Finite differences and lattices  
  - Trinomial trees  
  - Monte Carlo techniques  
  - Least-Squares (Longstaff-Schwartz) approach for Ameican options  
  **Modelling the Term Structure of Interest Rates**  
  - The Black, Hull & White Vasicek and Cox-Ingersoll-Ross models (Ho & Lee, Black, Derman & Toy, Black & Karasinski)  
  - HJM framework.  
  - Libor Market Models  
  - Implementation and calibration of models  
  **Structured Derivatives and Synthetic Securities**  
  - Products for hedging non-financial risks  
  - Securitisation  
  - Credit risk  
  - CDOs and CDSs |
<table>
<thead>
<tr>
<th>Learning Outcomes: Subject Mastery</th>
<th>Understanding, Knowledge and Cognitive Skills; Scholarship, Enquiry and Research (Research-Informed Learning)</th>
</tr>
</thead>
<tbody>
<tr>
<td>✷ Show how to adapt the martingale approach to the pricing of foreign-exchange options and options on stock indexes paying dividends continuously.</td>
<td></td>
</tr>
<tr>
<td>✷ Demonstrate an understanding of the role of the market price of risk in the transfer between the real-world and the risk-neutral probability measures.</td>
<td></td>
</tr>
<tr>
<td>✷ Understand the risk management characteristics of certain exotic products (e.g. foreign exchange or equity barrier options).</td>
<td></td>
</tr>
<tr>
<td>✷ Demonstrate an understanding of the role of the volatility parameter in the valuation of options</td>
<td></td>
</tr>
<tr>
<td>✷ Describe a variety of numerical methods for calculating equity and foreign exchange derivative prices and hedging strategies</td>
<td></td>
</tr>
<tr>
<td>✷ Demonstrate an awareness of the problems in pricing American options</td>
<td></td>
</tr>
<tr>
<td>✷ Demonstrate the way in which option prices and Greeks change in relation to underlying variables.</td>
<td></td>
</tr>
<tr>
<td>✷ Describe how to manage portfolios of derivatives using scenario analysis.</td>
<td></td>
</tr>
<tr>
<td>✷ Demonstrate a knowledge and understanding of models of the term structure of interest rates.</td>
<td></td>
</tr>
<tr>
<td>✷ Demonstrate an awareness of the characteristics of different types of structured derivatives and synthetic securities</td>
<td></td>
</tr>
<tr>
<td>✷ Identify the credit risks and market risks that arise in the use of derivatives and how credit derivatives can be used to manage the credit risk present in a portfolio of securities</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Learning Outcomes: Personal Abilities</th>
<th>Industrial, Commercial &amp; Professional Practice; Autonomy, Accountability &amp; Working with Others; Communication, Numeracy &amp; ICT</th>
</tr>
</thead>
<tbody>
<tr>
<td>✷ Show an appreciation of the interface between academic theory and industrial practice</td>
<td></td>
</tr>
<tr>
<td>✷ Demonstrate the ability to learn independently and as part of a group</td>
<td></td>
</tr>
<tr>
<td>✷ Demonstrate knowledge of computational issues</td>
<td></td>
</tr>
<tr>
<td>✷ Manage time, work to deadlines and prioritise workloads</td>
<td></td>
</tr>
<tr>
<td>✷ Present results in a way that demonstrates that they have understood the technical and broader issues of derivative pricing</td>
<td></td>
</tr>
<tr>
<td>✷ Show an appreciation of the role of derivative markets in the management of a variety of risks</td>
<td></td>
</tr>
</tbody>
</table>

<p>| Assessment Methods:                   | Assessment: (Weighting at least 70%) Coursework: (weighting up to 30%) | Re-assessment: Examination (weighting –100%) |</p>
<table>
<thead>
<tr>
<th>Course Code: F71TT</th>
<th>Course Title: Risk Management: Techniques &amp; Tools</th>
<th>Course Co-ordinator: Andrew Cairns</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Linked courses:</strong></td>
<td>F71QR Quantitative Risk Analysis for SP9 Exemption</td>
<td></td>
</tr>
<tr>
<td><strong>Aims:</strong></td>
<td>The aims of this course are:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- To equip students with a variety of tools to tackle problems involving univariate financial time series</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- To provide a good grounding in the best practice of risk management within an organisation</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- To understand economic measures of capital and capital allocation</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- To have a thorough understanding of operational risk in its various forms</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- To identify and measure risks and then to take actions to mitigate risks and exploit risky opportunities through good risk management strategies.</td>
<td></td>
</tr>
<tr>
<td><strong>Syllabus:</strong></td>
<td>♦ <strong>Operational risk management</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Non-quantitative and quantitative methods and tools for managing operational risk</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Different ways of quantifying operational risk under Basel II</td>
<td></td>
</tr>
<tr>
<td></td>
<td>♦ <strong>Banking and insurance regulatory systems</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>♦ <strong>Risk management governance and culture</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Risk management governance structures and the risk management culture</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Governance issues including agency, audit and legal risk</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Rating agency assessments of an organisation’s risk management operation</td>
<td></td>
</tr>
<tr>
<td></td>
<td>♦ <strong>ERM frameworks and assessment</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>♦ <strong>Risk appetite and risk tolerance</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>♦ <strong>Economic capital and capital allocation</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>♦ <strong>Credit risk management</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>♦ <strong>Modelling and assessment of market risk</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Models for volatility clustering</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Non-normality, fat tails and skewness</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Assessment of value at risk</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Backtesting VaR models</td>
<td></td>
</tr>
<tr>
<td></td>
<td>♦ <strong>Market risk management</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Dynamic versus static hedging using financial derivatives; practical considerations</td>
<td></td>
</tr>
<tr>
<td></td>
<td>♦ <strong>Interest rate risk management</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Modern approaches to immunisation of interest-rate risk</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Asset-liability modelling</td>
<td></td>
</tr>
<tr>
<td></td>
<td>♦ <strong>How risks and risky opportunities affect the selection of strategy</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>♦ <strong>Advantages and disadvantages of different approaches to risk reduction; e.g. costs and benefits; information asymmetry; transparency; liquidity; basis risk; moral hazard</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>♦ <strong>Optimising risks and opportunities relative to the Board’s declared risk appetite and risk tolerances</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>♦ <strong>Case studies: examples of past disasters and examples of good practice</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Risk analysis of real and hypothetical scenarios including non-quantifiable risks; views of different stakeholders</td>
<td></td>
</tr>
<tr>
<td><strong>Learning Outcomes: Subject Mastery</strong></td>
<td><em>Understanding, Knowledge and Cognitive Skills; Scholarship, Enquiry and Research (Research-Informed Learning)</em></td>
<td></td>
</tr>
<tr>
<td></td>
<td><em>Understanding, Knowledge and Cognitive Skills</em></td>
<td></td>
</tr>
<tr>
<td></td>
<td>On completion of this course the student should be able to:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>♦ Analyse a variety of financial time series</td>
<td></td>
</tr>
</tbody>
</table>
Learning Outcomes:

- Demonstrate a good understanding of the different types of operational risks that might arise in an organisation, and be able to identify potential operational risks in a given scenario
- Use quantitative and qualitative methods for identifying and analysing operational risk
- Demonstrate an understanding of the main international guidelines on good risk management practice and good governance
- Understand how a ratings agency assess risk management practice and use this to improve risk management practice in an organisation
- Show how to measure the economic value of a risky venture and how this can be used to influence decision making
- Understand the different methods for how to allocate capital within an organization and apply these methods in a variety of situations
- Demonstrate how to establish at Board level an organisation’s risk appetite, risk objectives and risk tolerances
- Show to optimize risk and opportunities given Board-level constraints on risk appetite and risk tolerances
- Determine an organisation’s overall risk exposure
- Show an understanding of the importance of asset-liability modeling for a financial institution
- Analyse real and hypothetical case studies of good and bad risk management practice
- Analyse real and hypothetical scenarios from the perspective of different stakeholders

Scholarship, Enquiry and Research (Research-Informed Learning)
- Develop and recommend strategies for active management of risks using a variety of methods
- Recommend risk mitigation strategies by transfer of risk
- Develop strategies for management and mitigation of credit risk
- Recommend risk reduction strategies without transferring risk to an external agency
- Demonstrate an understanding of the pros and cons of the different approaches to risk mitigation
- Show an understanding of modern methods for management of interest-rate risk

Industrial, Commercial & Professional Practice; Autonomy, Accountability & Working with Others; Communication, Numeracy & ICT

Industrial, Commercial & Professional Practice
- Show an appreciation of the interface between academic theory and industrial practice

Autonomy, Accountability & Working with Others
- Demonstrate the ability to learn independently and as part of a group
- Manage time, work to deadlines and prioritise workloads

Communication, Numeracy & ICT
- Present results in a way that demonstrates that they have understood the technical and broader issues of financial risk management
- Show an appreciation of the societal role of risk management in protecting the consumer and other stakeholders

Assessment Methods:

Assessment:
- Examination: (Weighting at least 80%)
- Coursework: (weighting up to 20%)

Re-assessment:
- Examination (weighting –100%)
<table>
<thead>
<tr>
<th>Course Code: C31FV</th>
<th>Course Title: Finance &amp; Investment</th>
<th>Course Co-ordinator: Minjeong Kang</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Linked courses</strong>:</td>
<td>C31FM Financial Markets for SP5 Exemption</td>
<td></td>
</tr>
<tr>
<td><strong>Aims:</strong></td>
<td>To install in successful candidates the ability to apply, in simple situations, the principles of actuarial planning and control to the appraisal of investments, and to the selection and management of investments appropriate to the needs of investors.</td>
<td></td>
</tr>
</tbody>
</table>
| **Syllabus:** | ♦ Typical ways in which investment returns are taxed and the effect of the taxation basis on investor behaviour  
♦ Influences over the commercial and economic environment from central banks, main investor classes and government policy  
♦ Methods for the valuation of individual investments and their appropriateness in different situations  
♦ Methods by which an institution can monitor and control its exposure to the relevant types of risk  
♦ Principles and aims of market conduct regulatory regimes; principles underlying the legislative and regulatory framework for investment management and the securities industry; and how these principles can be applied in the relevant areas  
♦ Aspects of the theory of finance, including motives for mergers and acquisitions, long-term financial planning and short-term financial planning  
♦ Distinctive characteristics of specialist financial instruments  
♦ Derivative contracts and their payoffs  
♦ Use of actuarial techniques to develop an appropriate investment strategy  
♦ Analysis of the performance of an investment and the limitations of such measurement techniques  
♦ Analysis of the performance of an investment portfolio and the limitations of such portfolio performance measurement  
♦ Principal techniques in portfolio management including risk control techniques |
| **Learning Outcomes: Subject Mastery**: | Understanding, Knowledge and Cognitive Skills; Scholarship, Enquiry and Research (Research-Informed Learning)  
♦ Display knowledge of the principles of finance and investment management;  
♦ Apply the principles of actuarial planning and control to the appraisal, selection and management of investments;  
♦ Critically analyse the issues involved in the topics introduced. |
| **Learning Outcomes: Personal Abilities**: | Industrial, Commercial & Professional Practice; Autonomy, Accountability & Working with Others; Communication, Numeracy & ICT  
♦ Understand the context within which investment management professionals work;  
♦ Demonstrate the ability to learn independently;  
♦ Communicate ideas effectively by written and verbal means;  
♦ Recognise, evaluate and comment critically on alternative points of view;  
♦ Develop skills of planning and organising their own learning. |
| **Assessment Methods**: | Assessment:  
Examination: (weighting 80%)  
Coursework: (weighting 20%)  
Re-assessment:  
Examination (weighting –100%) |
<table>
<thead>
<tr>
<th>Course Code: F71MD</th>
<th>Course Title: MSc Project Work</th>
<th>Course Co-ordinator: Various</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Linked courses</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Aims:</strong></td>
<td>To carry out a sustained and intensive piece of independent work on topics in actuarial management and to write a substantial report or reports that communicates the results of this work to others interested in actuarial mathematics and practice.</td>
<td></td>
</tr>
<tr>
<td><strong>Syllabus:</strong></td>
<td>Students can carry out projects on a variety of topics in Actuarial Management. The project or projects should take the student beyond the courses they have already been taught and examined in on the MSc.</td>
<td></td>
</tr>
<tr>
<td><strong>Learning Outcomes: Subject Mastery</strong></td>
<td>Understanding, Knowledge and Cognitive Skills; Scholarship, Enquiry and Research (Research-Informed Learning)</td>
<td></td>
</tr>
</tbody>
</table>
| **On completion of this course the student should:** | ♦ Be able to access, use and demonstrate an understanding of the appropriate research literature  
♦ Have broadened their knowledge of actuarial management  
♦ Have improved their skills in reading research papers in actuarial management  
♦ Detailed and critical understanding of a selected recent development in actuarial management  
♦ Demonstrate expertise in applying a variety of actuarial techniques in the context of the problems contained within the project(s) |
| **Learning Outcomes: Personal Abilities** | Industrial, Commercial & Professional Practice; Autonomy, Accountability & Working with Others; Communication, Numeracy & ICT |
| **Demonstrate the ability to learn independently** | ♦ Manage time, work to deadlines and prioritise workloads  
♦ Conduct a sustained and intensive piece of independent work on topics in actuarial management over a period of weeks  
♦ Discuss the detail of their project(s) with their supervisor(s)  
♦ Perform numerical calculations using a suitable computer language or package as required for the project(s)  
♦ Write well-structured and coherent reports on their work in a way which can be easily be understood by their examiners  
♦ Assess issues with working as part of a team, as required for the project(s) |
| **Assessment Methods:** | Assessment: Coursework: (weighting 100%) | Re-assessment: Coursework: (weighting 100%) |
PART B: UNIVERSITY INFORMATION

The Academic Registry is responsible for producing Part B of the handbook to provide information and assistance on University policies and support services.

Please note that the following sections are standard sources of information provided to all students. However, certain aspects are programme-specific and you should refer to Part A where directed. Students are advised that the University will make changes to study programmes and progression requirements from time to time in accordance with strategic developments and it is therefore important to ensure that you check the most recent version of the handbook for up-to-date information.

B1. Our Values

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

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

Find out more about the [Heriot-Watt values](https://strategy2025.hw.ac.uk/our-new-values/) and what they mean to us.

B2. 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](https://www.hw.ac.uk/services/docs/learning-teaching/policies/spa-agreement.pdf)

B3. University Policies and Support Services
Heriot-Watt University has a detailed set of rules that governs the operation and management of University business. These are referred to as Ordinances and these Ordinances are set by the Court, which is the governing body of the University. The Ordinances provide a regulatory framework for corporate governance. The University Ordinances are supported by University Regulations which provide a regulatory framework for the governance of academic-related matters which staff and student must adhere to for all academic matters. Wherever practicable, University policy is designed to include all members of the University’s community, both within and outwith the main campus environments.

Read more about the University Policies, Ordinances and Regulations.

As part of your University enrolment, you signed the Student Declaration and agreed to abide by the regulations of the University and conform to its policies, procedures, ordinances and regulations that underpin the Ordinances and Regulations. During your time at Heriot-Watt, the following policies, procedures, reference information and support services may be relevant and useful guidance for you.

B4. Your Student Portal

The Student Portal brings together your services and relevant information in one place. Below is a summary of the services available to you via the portal:

- Office 365 suite: through single sign-on, all of your Office 365 services will be accessible through the Portal.
- Library: whether you want to search for books or view your loans & reservations, the Portal allows you to do this on your phone or desktop.
- Vision: your Portal will present you with announcements and tasks related to your course.
- Student Information: all university-level regulations and policies relating to your studies can be found on the Portal.
- Campus and School News: the Portal enables the University to promote events and experiences which will help you develop your skills.
- Personalised: You can hide, add and move tiles on your dashboard.
- AskHWU: You can find everything you need to help you navigate your time at HWU though the new AskHWU search tile. Ask questions of the University and enquire directly with members of staff to get information about exams, enrolment, careers, wellbeing services and much more.
- Appointments: Book Careers & Wellbeing appointments through your student portal
- Need to speak to someone at the Student Service Centre? Use our app to join a queue to talk to our counter staff.

You can access your student portal here.

B5. Quick Finder Guide to Academic and Support Services

The following provides a guide to the academic and support services available to you during your studies which are arranged alphabetically under four heading:

- Learning and Teaching
- Our Community
- Supporting Success
- Developing Your Skills
Clicking on the subject heading allows you to find relevant information on the student web pages. Please make sure that you check myHWU the Student Portal, and the University web pages throughout the year for the most up-to-date information.

Learning & Teaching

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

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

**Assessment Feedback**
Heriot-Watt University aims to support students in becoming confident, independent learners; feedback is a key part of the student learning experience, as it is designed to help students to learn and improve. It’s also important to know what to do with the feedback when you receive it.

**Assessment Results:**
Once your course results have been released, you will automatically be sent an email (to your Heriot-Watt email address) to inform you that new assessment results are available online to view/download via the **Student Self-Service (SSS)**.

**Examinations & Examination Diets**
There are three examination diets (assessment periods): December, Spring and the Resit Diet in the Summer.

**Exam Conduct and Identity 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 (see also intermediate awards).

**External Examiners Information**
External Examiners ensure that students are judged fairly according to academic standards. In addition, they ensure that the processes for assessment, examination and determination of awards are sound and fairly operated.
Heriot-Watt Assessment & Progression System (HAPS)
The Heriot-Watt Assessment and Progression System (HAPS) specifies the key assessment rules to be followed in taught programmes of study.

Intermediate Awards
Certificates given before your final award are known as intermediate awards. Certificates for intermediate awards are not issued automatically when you have obtained sufficient credits.

Learning and Teaching Matters
Across our campuses and global community of students, we are promoting learning and teaching with a series of key messages to provide you with advice and information at crucial points during your Heriot-Watt experience.

Periods of Study
Refer to the regulation(s) that are appropriate for your level of study. These regulations will explain the maximum time allowed to complete a degree and the circumstances where this may be extended.

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.

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.

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

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

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

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

Use of Calculators in Examinations
Refer to the link above to find out when you can use a calculator in an examination, and what kind of calculators are permitted.
### Use of Dictionaries in Examinations
Dictionaries are generally not permitted in exams. However, the following link details the exceptions and circumstances when a dictionary may be permitted.

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

#### 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]

#### Sport and Exercise
Opportunities for a range of sport and exercise activities are available at all our campuses
- [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)]
- [Heriot-Watt University Dubai Student Council]
- [Heriot-Watt University Malaysia Student Association]

Heriot-Watt University Student Union (Edinburgh, Orkney and Scottish Borders Campuses) is the primary representative body for all students at Dubai campus. Further details can be found on the Student Council’s [Facebook page](https://www.facebook.com).

Heriot-Watt University Malaysia Student Association represents students at Malaysia campus, manages clubs, implements welfare projects and organises events for students.
Supporting Success

**Academic Registry**
Academic registry is part of the professional services and covers information on Registry Operations and Academic Quality. Registry operations can help with student enrolment, examinations and assessment, graduation and timetabling. The academic quality service provide support on a number of policies across the University.

**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**

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

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

**Care Experienced Students**
We recognise that individuals with care experience are under-represented in higher education and are committed to offering support for these applicants to study at Heriot-Watt. We can provide access to the advice, guidance, financial support and accommodation required to allow those with care experience the opportunity to succeed at university. We offer a named point of contact and support within the University, from pre-entry advice through to support during your time at the University.

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

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

**Childcare**
There is a nursery based at Edinburgh campus run by an independent company called Pinocchio's. At Scottish Borders campus the Osito Nursery is near the campus and provides childcare for children aged between four weeks to eight years old. You are advised to ensure that any nursery or childminder you use is registered with the Care Commission. Information about childcare provision in your area is available from the [Scottish Family Information Service](#). You may be eligible for help with childcare fees through the Childcare Fund. Students wishing to apply must be home students who are fulltime, undergraduate and eligible for student loan support. Students must have applied for the maximum student loan available.

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

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

**Data Protection**
Information about how the University uses and protects data.

**Disability Support**
The Disability Service can provide support and advice for students with a range of disabilities. It is important that you inform us if you have a disability so the appropriate support can be arranged and you may be eligible for additional funding from the Disabled Students Allowance.

**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** (Please refer to the appropriate Regulation[s] for your level of study.) 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.

**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.

**Enrolment**

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

**Equality and Diversity**

As well as meeting our legal requirements we make sure that people across the University Community understand how they contribute to a Culture of Inclusion for All. This holistic approach helps us maintain an open and accessible working, living and learning environment where all are supported to reach their full potential.

**Erasmus+**

Erasmus+ enables you to study or work in Europe as part of your degree programme, usually for a full academic year. At Heriot Watt students have the opportunity to study at a wide range of institutions in Europe.

**Exchanges**

An exchange can be arrange with an institution abroad. This can be arranged with your school Exchange Coordinator but it is the responsibility of the student to complete the application for that institution.

**Failing a course**

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

**Go Global**

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

**Graduate Attributes**

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

**Graduation**

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

**Guide to Student Life**

This A to Z guide aims to provide you with essential information on a range of issues you may encounter.

**Harassment and Bullying**

Heriot-Watt University is committed to a working, learning and living environment that is free of discrimination and intimidation. If you feel that the

**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.

**Ill Health & 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' (previously 'special circumstances'). You can submit an application to have mitigating circumstances taken into account.

**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 a dedicated Academic Support and Liaison Librarian for each School. See also the subject guides for useful 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 you can discuss any issues and concerns with a professional counsellor or Student Advisor

**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

**Personal Tutors**
Every student has a member of academic staff allocated to them as a personal tutor who is your first point of contact if you need advice on any issue, both academic and non-academic. Personal tutors can also advise you of other support sources as appropriate. The name of your personal tutor is available on Student Self Service.

**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.

**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: please contact dubaistudentservices@hw.ac.uk
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 Support Services**
Information on our Disability and Careers services, as well as information for students who are care experienced or have caring responsibilities.

**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.

**Students With Caring Responsibilities**
The University seeks to support students who care “unpaid, for a friend or family member who due to illness, disability, a mental health problem or an addiction cannot cope without their support”.

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

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

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

Visa Advice: UK Campuses
Visa Advice: Dubai Campus
Visa Advice: Malaysia Campus

Virtual Learning Environment (Vision)
Vision is Heriot-Watt’s Virtual Learning Environment (VLE) and is a vital learning and communication tool for you and your lecturers, so make sure you log in and check Vision every day. A Student Guide to VISION can be found here.

Developing Your Skills

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

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

Careers: UK Campuses
Careers: Dubai Campus, contact Benita Maben, Careers Advisor, B.Maben@hw.ac.uk
Careers: Malaysia Campus, contact MYCareers@hw.ac.uk

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

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

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.