# Handbook for MSc/Diploma Programmes in Mathematics 2023 - 2024

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PART A: SCHOOL INFORMATION

A1. How to Use This Handbook

This handbook provides you with:

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

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

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

A2. Welcome and Introduction

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

I am delighted that you have chosen our unique and innovative University and have entrusted us with your education for the next few years.

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

Throughout your studies you will have the opportunity to thrive both personally and academically, and I would encourage you to take advantage of all that our campuses, student societies and global community has to offer you. Our Student Partnership Agreement is central to all that we do to ensure the best possible student experience across all our campuses globally. And, we are delighted to offer opportunities for students to gain a global perspective, whether at a single campus or abroad. Our Go Global programme offers inter-campus transfers and exchanges across our wonderful campuses in Edinburgh, Scottish Borders, Orkney, Dubai, and Malaysia, allowing you to study, socialise or experience new cultures and places. We encourage you to connect with likeminded individuals across the globe and grasp every opportunity with both hands.

The very nature of a Heriot-Watt education is one that allows you to benefit from our research-informed approach, underpinned by our rich heritage and values. We’re dedicated to providing you with the confidence and purposeful leadership skills to be a global citizen, and the expertise to one day become a leader in your chosen field or career. And our lifelong careers support leads to real jobs. That is why Heriot-Watt is ranked the top University in Scotland and fourth in the UK for the employability of its graduates. We are also proud to be able to welcome you to a University that currently ranks amongst the top 250 worldwide, an accolade that reflects our commitment to excellence in research, teaching, and innovation.
In Malaysia, our state-of-the-art lakeside campus in Putrajaya is the first “green campus” in the country, and the introduction of our unique Positive Education approach to students there in 2017 shows our commitment to nurturing graduates who will go on to make an impact as purpose-driven leaders.

Our campus in Dubai has established itself as a pioneer in the higher education market in the UAE, having received a five-star accreditation by the Knowledge and Human Development Authority, for three consecutive years. Its graduates are highly employable and sought after by the best organisations worldwide, with over 90% in graduate level jobs or further study within six months of graduation.

We look forward to supporting you as you too grow and become a successful graduate in our own right. On behalf of our global OneWatt community, I’d like to take this opportunity to say: welcome to the family.

Professor Richard A. Williams OBE
Principal and Vice-Chancellor

**A3. Globally Connected Learning**

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

If you are enrolled on our campus-based programmes you will be able to take full advantage of all that campus life offers. Our campuses are at the heart of our community and campus-based learning is core to the Heriot-Watt student learning experience. You will be expected to attend campus-based teaching and undertake any assessments or examinations scheduled on campus. Your studies are supported via our Virtual Learning Environment, Canvas, and may include other online activities.

If you are enrolled on our independent distance learning programmes you will undertake your studies online. You will be expected to participate in online teaching, assessments and examinations set on your programme.

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

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

**Making the most of your time at university is not just about study. Your health and wellbeing is vitally important.** You can discuss any issues around your learning or your wellbeing with your personal tutor (see below) and with the University’s support services (see below).
A4. **Personal Tutors**

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

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

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

A5. **Key Staff Contact Details**

**Departmental Support Structures**

**Programme Directors:**

Stefan Klus (s.klus@hw.ac.uk) & Jonathan Sherratt (j.a.sherratt@hw.ac.uk)

The Programme Directors have the responsibility of ensuring the overall smooth functioning of the programmes. The Programme Directors will take an overview of all the material taught to the year, should be aware of difficulties which are occurring in any of the courses, will ensure that continuous assessment is carried out in an appropriate manner and will deal with the collation of examination marks.

**Staff-Student Committee**

The Staff-Student Committee is a forum for notification and discussion of various issues affecting our undergraduate and postgraduate taught courses, and provides valuable feedback to the Department. Typical issues raised include organisational problems encountered by students and discussion of proposed changes in course structures. It is composed of two student and one staff representative for each year of the undergraduate and postgraduate mathematics programmes. Programme Directors represent the staff, and the class elects the student representatives. You will be asked to select representatives for this committee early in the first term. The committee meets once each term. Details of the discussion at this Committee are posted on the department’s web pages.

**Head of Department**

Robert Weston (hod.maths@hw.ac.uk)

We hope that all your problems, both personal and academic, can be resolved with the help of personal tutors, programme directors and the staff-student committee. If, however, for any reason you find that you cannot resolve a difficulty by these means you should consult the Head of Department.
Communication within the Department

So that we can communicate easily with you, and so that we can make sure that you are appropriately registered for courses and examinations it is necessary that you:

- Notify us about any changes in address or telephone number
- Notify your personal tutor of any change of courses
- Check your course registration. You can swap optional courses up to the end of week 2. Around week 2 of each term University Registration will ask you to check that the courses you are studying in that term are those for which you are officially registered.
- Keep your personal tutor informed about any illnesses or other problems

How We Will Contact You

To contact you during term time we will always use your Heriot-Watt e-mail address. General announcements from lecturers and specific announcements from mentors will be sent to you by e-mail, and you are responsible for keeping up to date with them. You are expected to check your e-mail regularly.

In some circumstances we will also contact you at your term-time address. In emergencies we will use e-mail and/or telephone (and any other way we can find) to try to contact you. Outside term time, we will write to your home address. It is important to let us know of any changes to your term and/or home addresses as soon as possible.

Please note we will use the Virtual Learning Environment Canvas [http://canvas.hw.ac.uk/](http://canvas.hw.ac.uk/) to communicate on the courses and update you on material, sample exams etc.

WWW: A great deal of information about the Department of Mathematics, its staff and postgraduate students can be found at: [www.macs.hw.ac.uk/students/maths/](http://www.macs.hw.ac.uk/students/maths/)

Student Communication Channels

Interim Policy and Guidance on the use of approved channels when communicating with students

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

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

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

A6. Programme Overview

Department of Mathematics

The Department of Mathematics has a very broad mission in the University, comprising undergraduate education for mathematics students, service mathematics education, research
and graduate education, and various outreach programmes. Each year, over one thousand students study a course taught by the Mathematics Department.

The goals of the Department of Mathematics are to deliver the highest quality teaching of mathematics to all students who take classes in mathematics, and, through its research, to contribute to the advancement of mathematics and its applications. In the teaching assessment in Scotland we were rated “highly satisfactory” (the second highest rating) while in the UK Research Assessment Exercise we are amongst the best in the UK. We are a part of the Maxwell Institute for Mathematical Sciences, http://www.maxwell.ac.uk/, a Joint Research Institute in the Edinburgh Research Partnership collaboration http://www.erp.ac.uk/, between Heriot-Watt and Edinburgh Universities.

MSc Programmes
The general aim is to ensure that our graduates have a sound knowledge of mathematics so that they can successfully pursue careers in industry, commerce, education and scientific research. More specifically our courses aim to enable students to:

▪ Develop detailed knowledge and critical understanding of central areas in pure mathematics, applied mathematics, computational mathematics and statistics
▪ Assimilate and use a range of skills in these mathematical areas
▪ Develop original and creative solutions to problems in the mathematical sciences
▪ Communicate and work effectively with peers and academic staff demonstrating appropriate levels of autonomy and responsibility
▪ Plan and execute a significant research project, investigation or development in the mathematical sciences demonstrating extensive, detailed and critical understanding of the appropriate area

Further information concerning University regulations and policies is available from the Academic Registry (http://www.hw.ac.uk/registry/).

A7. Programme Structure and Delivery
Classes in mathematics are in the form lectures and forums / workshops / tutorials. Lectures consist mainly of listening, understanding and making notes of the topics being taught. Tutorials/workshops/forums will give you an opportunity to ask questions about material which you have not understood, to discuss different aspects of problems/topics, and to find out how to solve problems formulated during the lectures or in the problem sheet/list which you were unable to do on your own. Feedback is provided 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 your work before the next relevant assessment. You can expect feedback on assessed coursework within three teaching weeks of the coursework submission deadline.

If you have problems after reading your notes, attempting the tutorial examples, and attending tutorial/workshop/forum discussions, please ask for additional help. Lecturers can be contacted via e-mail or directly after lectures/tutorials.

The full-time Diploma course runs from September to May. The full-time MSc course runs from September to August.

The academic year consists of 2 semesters. In Semester 1 maths courses there will normally be 12 weeks of teaching (including a Consolidation Week in week 6, and revision time at the end) followed by an exam session. In Semester 2 there will be 12 weeks of teaching (including a
Consolidation Week in week 6, and revision time at the end), followed by a break and an exam session. Some courses will be assessed entirely by coursework, without a formal examination.

For MSc students, the project continues through the summer for submission in August. The University Registry is responsible for the scheduling and organisation of examinations: see www.hw.ac.uk/students/studies/examinations.htm

Engagement with Courses
Please tell us as soon as possible if there are problems that affect your attendance or your ability to study online. If there are things that we or the University services can do to help then we will try our best to do that.

In order to satisfy the programme requirements in each course, a satisfactory record of engagement with the course is required, and coursework must be handed in by the stipulated dates. Students who, in the opinion of the Head of Department, fail to satisfy these requirements without good cause for any of the courses for which they are registered may, after due warning, be disallowed from presenting themselves for examination in those courses. In this case they will be deemed to have failed those courses. Please get in touch long before things get to that stage!

- Students are responsible for finding out where and when their classes, assessments, exams, resit exams etc. take place and for making the necessary arrangements to attend them.
- For students with medical and similar problems which cause them to miss classes for periods of incapacity of greater than 4 days or if the absence occurs during an examination or other assessment students should fill in an online Mitigating Circumstances form and have supporting evidence such as a medical certificate (see section 6.6.4 below for more details of what constitutes Mitigating Circumstances.)

The Mitigating Circumstances Forms and details of the processes can be found at the website https://www.hw.ac.uk/uk/students/studies/examinations/mitigating-circumstances.htm

Tell us About Things That Impact on Your Studies
If you have any mitigating circumstances that could adversely affect your examination performance you should complete a Mitigating Circumstances Application form and submit it, along with appropriate supporting evidence as soon as possible. There is a University-wide rule that Examiners can take illness into account only if valid medical evidence is supplied. We are also required to ask for documentary evidence of other circumstances. We may then be able to take this into account in decisions on examinations or other assessments, to discuss various options for advancing your studies, or simply to help put you in contact with appropriate University support specialists.

The School abides by the University’s Mitigating Circumstances policy. The form and the policy document can be found online at www.hw.ac.uk/students/studies/examinations/mitigating-circumstances.htm

Events or circumstances that would normally be recognised as grounds for consideration of mitigating circumstances might include:

- Illness or accident affecting the student
- Bereavement – death of a close relative or significant other
- Significant adverse personal or family circumstances
• Other significant exceptional factors that are outside the student’s control (e.g. Jury Service, although University assessments might be a reason for a student to be excused), or for which there is evidence of adverse effects.

Events or circumstances that would not normally be considered grounds for consideration of mitigating circumstances include:
• Holidays or other events that were planned or could reasonably have been expected
• Assessments that are scheduled close together or on the same day, or that clash due to incorrect registration by the student
• Misreading the timetable for examinations or otherwise misunderstanding the requirements for assessment
• Inadequate planning or time management
• Last-minute or careless travel arrangements
• Consequences of paid employment
• Exam stress or panic attacks not supported by medical evidence

Mitigating Circumstances information is handled in confidence, so do not be afraid to tell us something. Notification should be before the examination session concerned, and certainly no later than the Examiners’ Meeting (usually at the end of the semester, or mid-August in the case of resits). It is particularly important for final-year students to present all information to the department before the final degree award meeting, since it takes time to reconsider a degree award decision after it is made (you have to make a formal appeal) and you will certainly miss the summer graduation.

Student Academic Representation in Mathematics is led by the School Officer (the senior Student representative) and the elected Class Representatives for each year. All the School Officers attend the School Learning & Teaching Committee, and the School Officer for Mathematics and the Class Representatives attend the Staff-Student Liaison Committee (SSLC).

The SSLC is a forum for notification and discussion of various issues affecting undergraduate courses and provides valuable feedback to the Department. Typical issues raised include organisational problems encountered by students and discussion of course content and delivery. The committee meets once each semester. Details of the discussion at this Committee are posted on the Virtual Learning Environment. Feedback is sought from students via Student-Staff Liaison Committees and various surveys so that we can continue to enhance the student learning experience. Please be sure to provide feedback whenever it is sought.

**Late Submission of Coursework**
Courses may require the submission of coursework that will contribute to your final grade for the course. The University recognises that, on occasion, students may be unable to submit coursework and dissertations by the submission date. There is a University-wide policy that applies to the late submission of coursework.
• No individual extensions are permitted under any circumstances (although course leaders may decide to give an extension to an entire class);
• 30% deduction from the mark awarded for any late submission (up to a maximum of five working days);

In the case where you submit coursework 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 days of the set submission date shall be automatically awarded a zero grade with no formative feedback provided. The full policy can be found here: https://www.hw.ac.uk/uk/services/docs/learning-teaching/policies/submissionofcoursework-policy.pdf

Feedback on Assessments.

Feedback on assessment will be provided for mathematics courses.

For continuously assessed work, your work will be returned, with feedback, within 3 working weeks of the assessment deadline.

For examinations, we will provide a copy of the examination paper and detailed solutions after the examination diet. Access to examination papers is provided for the purpose of gaining feedback from the examination process and so students can understand their own strengths and areas for improvement. However, it is not an opportunity to question the marking process or the allocation of marks, nor to debate the academic judgement of the markers in the award of marks. If after students receive their marks they detect an irregularity in the marking (e.g. an arithmetical omission or error), then students can request to inspect their exam script by emailing the course leader and if appropriate indicate the section where they feel the irregularity has occurred and request that the course leader check the marking for this section.

Computing Facilities

All students are issued with accounts on the University Desktop Service network. E-mail, word-processing, specialist mathematics and statistics packages, and spreadsheet facilities are available on the University Desktop Service network. Details of how to access the University Desktop Service and how to use e-mail are provided to new students. Help is also available via e-mail at ITHelp@hw.ac.uk

Students are expected to use the computing facilities in an appropriate and considerate way. Abuse of the facilities is subject to various disciplinary measures, ranging from a ban on access to the facilities to, in extreme and flagrant cases, expulsion from the University.

Careers Service

The Careers Service provides high quality careers guidance, education and information services to Heriot-Watt students and graduates. It delivers these through class based sessions, a dedicated web site www.hw.ac.uk/students/careers.htm, a well-equipped information centre, drop-in query sessions, and individual appointments. In addition to providing comprehensive information on all aspects of careers, from part-time work to job seeking in the graduate labour market, they also run practical sessions that include Producing an Effective CV, Preparing for Interview and Practice Aptitude Tests.

Lindsay Wilson is the Careers Adviser with responsibility for students in Mathematics. You can find the Careers Service in the Hugh Nisbet Building, and can be contacted at careers@hw.ac.uk and at 0131 451 3396.
Cheating and Plagiarism

Cheating in examinations, and plagiarism (i.e. the presentation of another person’s ideas or work as one’s own) are very serious offences and are dealt with severely. They carry a range of penalties up to and including expulsion from the University. Students are responsible for familiarising themselves with the University policy on these matters: see [www.hw.ac.uk/students/studies/examinations/plagiarism.htm](http://www.hw.ac.uk/students/studies/examinations/plagiarism.htm).

Guidance on referencing and the use of sources is available from your subject librarian and the Effective Learning Service ([www.hw.ac.uk/is/skills-development/study-support.htm](http://www.hw.ac.uk/is/skills-development/study-support.htm)). Remember that plagiarism is an academic offence even if it is unintentional; take care to avoid it.

Courses, Programmes, and Assessment

Students normally study 4 courses per semester giving a total of 8 courses per year. The assessment may be by formal examination, or by continuous assessment, or by a mixture of the two methods. The Heriot-Watt course scheme is compliant with the Scottish Credit and Qualifications Framework (SCQF). Each Heriot-Watt course is regarded as requiring 150 hours of student effort and is worth 15 SCQF credits. Thus in each year of full-time study a student should accumulate 120 credits (plus a dissertation worth 60 credits for an MSc qualification).

The Heriot Watt Assessment and Progression System (HAPS)

The Heriot-Watt Assessment and Progression System (HAPS) applies to all undergraduate and postgraduate taught programmes (and the taught components of postgraduate research degrees) across all modes and locations of study. HAPS sets out minimum requirements and standards, expressing in a concise and inclusive form the key elements of the assessment regulations and policies of the University.

Schools have the option to apply progression requirements above the minimum University requirements. Students should refer to the programme specific information on progression requirements. This information is available below. In HAPS your exam result for each course will be presented in the form of a letter grade (A - F) where

<table>
<thead>
<tr>
<th>Grade</th>
<th>Approx. Mark</th>
</tr>
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<tbody>
<tr>
<td>A</td>
<td>70%-100%</td>
</tr>
<tr>
<td>B</td>
<td>60%-69%</td>
</tr>
<tr>
<td>C</td>
<td>50%-59%</td>
</tr>
<tr>
<td>D</td>
<td>40%-49%</td>
</tr>
</tbody>
</table>

An ‘E’ grade will indicate a mark of less than 40% and is awarded when you have done enough to be given credit points in the subject but you have not done enough to be allowed to study the same topic at a higher level. Thus an ‘E’ should be considered as a rather unsatisfactory pass; an ‘F’ indicates a fail for which no credit points are given towards your degree. The final mark for each course will consist of continuous assessment or hand-in work (from 0% to 100% of the total) with a formal exam making up any remainder.

Pass, Merit and Distinction in the MSc

Normally, to **pass** the MSc you need:

- 50% average mark on your 8 taught courses
- most courses at grade C or better
- none less than grade D
- dissertation at grade C or better

Normally, to gain **merit** in the MSc course you need:
• greater than 60% average mark on your 8 taught courses
• most courses at grade B or above
• none less than grade C
• dissertation at grade B or above

Normally, to gain a **distinction** in the MSc course you need:
• 70% average mark on your 8 taught courses
• most courses at grade A
• none less than grade C
• dissertation at grade A

**Pass and Distinction in the Diploma**

Normally, to **pass** the Diploma course you need:
• 40% average mark on your 8 taught courses
• most courses at grade D or better
• none less than grade E

Normally, to gain a **distinction** in the Diploma course you need:
• 70% average mark on your 8 taught courses
• most courses at grade A
• none less than grade C

**Pass in the Postgraduate Certificate**

Normally, to **pass** the Certificate course you need:
• 40% average mark on 4 taught courses
• most courses at grade D or better
• none less than grade E

**Transfer Between Diploma and MSc**

If you are registered for the Diploma course and perform to the standard required for an MSc in the May examinations, then you can ask the Programme Director to be transferred to the MSc course. Transfer from MSc to Diploma or Postgraduate Certificate is also possible.

**Transfer Between Different Degrees**

The requirements for the different mathematics MSc programmes have some overlap. If you have met the requirements for another mathematics MSc programme, then it may be possible to transfer between them. Please contact the Programme Director to discuss and arrange this.

**Transfer Between Courses**

If you want to change any of the courses for which you are registered, then see your personal tutor or the Programme Director. However, please do this before you miss any course work of the course you want to switch to, and certainly by the end of week 2 of the semester in which the course is held.

**Resitting Exams**

MSc resits are normally held the next time the exam is held. That may be one year later. Resitting should be considered as a last resort. Students will not normally be allowed to carry out the project part of the MSc if they have not satisfied the requirements on the taught courses.

**Description of Courses**

For descriptions of the courses please see the web-pages linked from [http://www.macs.hw.ac.uk/students/maths/pg-programmes/](http://www.macs.hw.ac.uk/students/maths/pg-programmes/)

If you wish to take non-standard options this should be discussed and approved by the Programme Director.

Further information concerning University regulations and policies is available from the [Academic Registry](http://www.hw.ac.uk/services/academic-registry.htm).
**Rooms and Building Names**

The room codes are given by building name. For example SR214 refers to room 214 in the Scott Russell building:

<table>
<thead>
<tr>
<th>Department Name</th>
<th>Room code</th>
<th>Building Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biological Sciences</td>
<td>JM</td>
<td>John Muir LT</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Lecture Theatre</td>
</tr>
<tr>
<td>Building</td>
<td>EC</td>
<td>Edwin Chadwick ILA</td>
</tr>
<tr>
<td>Careers and other Admin</td>
<td>SR</td>
<td>Scott-Russell LLA</td>
</tr>
<tr>
<td>Chemical Eng.</td>
<td>JC</td>
<td>John Coulson LLA</td>
</tr>
<tr>
<td>Chemistry</td>
<td>WP</td>
<td>William Perkin</td>
</tr>
<tr>
<td>Civil Engineering</td>
<td>WA</td>
<td>William Arrol</td>
</tr>
<tr>
<td>Combined Studies</td>
<td>DB</td>
<td>David Brewster</td>
</tr>
<tr>
<td>Computer &amp; Elect Eng.</td>
<td>EM</td>
<td>Earl Mountbatten</td>
</tr>
<tr>
<td>Computer Centre</td>
<td>CC</td>
<td>Computer Centre</td>
</tr>
<tr>
<td>Languages</td>
<td>HP</td>
<td>Henry Prais</td>
</tr>
<tr>
<td>Management</td>
<td>MG</td>
<td>Management</td>
</tr>
<tr>
<td>Mathematics</td>
<td>CM</td>
<td>Colin Maclaurin</td>
</tr>
<tr>
<td>Mechanical Eng.</td>
<td>NS</td>
<td>James Naysmith</td>
</tr>
<tr>
<td>Physics</td>
<td>DB</td>
<td>David Brewster</td>
</tr>
</tbody>
</table>
PART B: UNIVERSITY INFORMATION

B1. Programme and Course Content

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

B2. Our Values

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

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

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

B3. Student Partnership Agreement

Heriot Watt University and the Heriot-Watt Student Union (UK), Heriot-Watt Student Association (Malaysia) and Heriot-Watt Student Council (Dubai) work in partnership to develop a Student Partnership Agreement (SPA) each year. The Agreement identifies the main, agreed priorities for working in partnership each academic year and outlines an associated action plan.

Heriot-Watt University has a long and proud tradition of student engagement in institutional governance and decision-making and the Student Partnership Agreement sets out our ambition to continue to work in partnership across all of our campus locations, with the aim of increasing engagement with the institution, enhancing the student experience and engendering a sense of belonging to the University community.

The Student Partnership Agreement is available [here](#).

B4. University Regulations

Heriot-Watt has a detailed set of rules that govern how the University operates, these are the University’s [Ordinances and Regulations](#). Ordinances are set by the Court,
which is the University’s governing body, outline how the University is governed. University regulations provide the framework for the University's academic work and the education of our students and they define the policies, procedures and support available to our students.

B5. Your Student Portal

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

- **Office 365 suite**: through single sign-on, all of your Office 365 services will be accessible through the Portal.
- **Library**: whether you want to search for books or view your loans & reservations, the Portal allows you to do this on your phone or desktop.
- **Canvas**: access your courses here, including announcements, tasks and assignments.
- **Student Information**: all university-level regulations and policies relating to your studies can be found on the Portal.
- **Campus and School News**: the Portal enables the University to promote events and experiences which will help you develop your skills.
- **Personalised**: You can hide, add and move tiles on your dashboard.
- **AskHWU**: You can find everything you need to help you navigate your time at HWU through the new AskHWU search tile. Ask questions of the University and enquire directly with members of staff to get information about ID cards, student finance, confirmation of studies letters, exams, enrolment, Careers, Wellbeing Services and much more.
- **Appointments**: book appointments with a range of different services (Student Well-being Services, Careers, Finance etc.) through your student portal.

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

B6. Your Virtual Learning Environment

Heriot-Watt's Virtual Learning Environment (VLE) is called Canvas. It is a vital learning and communication tool for you and your lecturers, so make sure you log in and check Canvas every day. For further support see the Canvas Student Guides.

B7. A to Z Guide: Essential Student Information

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