Programme Handbook

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

Edinburgh Campus
2023 – 2024
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<tr>
<th>Acronym/Term</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assessment (Formative)</td>
<td>Monitor learning (e.g., class activity, poll and question), for feedback, not marked</td>
</tr>
<tr>
<td>Assessment (Summative)</td>
<td>Evaluate learning (e.g., coursework and exams), counts towards final mark</td>
</tr>
<tr>
<td>Canvas</td>
<td>Our Virtual Learning Environment</td>
</tr>
<tr>
<td>Course</td>
<td>Individual courses (e.g. F20GA – 3D Graphics). These are different to your Programme or Degree.</td>
</tr>
<tr>
<td>CS</td>
<td>Computer Science</td>
</tr>
<tr>
<td>CSYS</td>
<td>Computer Systems</td>
</tr>
<tr>
<td>First Opportunity</td>
<td>Mark awarded at the first try, and not at a later stage (e.g., a resit).</td>
</tr>
<tr>
<td>IS</td>
<td>Information Systems</td>
</tr>
<tr>
<td>MC</td>
<td>Mitigating Circumstances</td>
</tr>
<tr>
<td>Programme</td>
<td>Your degree structure (e.g. BSc Computer Science). Courses form a Programme or Degree.</td>
</tr>
<tr>
<td>PT</td>
<td>Personal Tutor</td>
</tr>
<tr>
<td>Resit</td>
<td>Retake assessment of a failed course (usually during the summer assessment diet)</td>
</tr>
<tr>
<td>S1</td>
<td>September Semester</td>
</tr>
<tr>
<td>S2</td>
<td>January Semester</td>
</tr>
<tr>
<td>SE</td>
<td>Software Engineering</td>
</tr>
<tr>
<td>Sit</td>
<td>To sit a course means to do it in full (inc. Lectures, Labs and Assessments)</td>
</tr>
<tr>
<td>SSS</td>
<td>Student Self Service – the portal to check your marks, details and MCs.</td>
</tr>
<tr>
<td>TSS</td>
<td>Temporary Suspension of Studies</td>
</tr>
<tr>
<td>VLE</td>
<td>Virtual Learning Environment (Canvas)</td>
</tr>
<tr>
<td>Y1-Y5</td>
<td>Academic Year 1 - 5</td>
</tr>
</tbody>
</table>

Edinburgh Document Version 2023-2024: Stefano Padilla

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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 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 (PT).

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 (https://lta.hw.ac.uk/wp-content/uploads/10_Making-the-most-of-GCL_A-guide-for-students.pdf).

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 the University’s support services (https://www.hw.ac.uk/uk/students/health-wellbeing/edinburgh/wellbeing-services.htm) or your personal tutor.
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 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. Please note, the CS Department will run PT groups for each year from 2023 to improve the quality and speed resolving issues. As so, your PT might change when you progress a year. For more details about personal tutoring are below:

https://www.hw.ac.uk/uk/students/studies/personal-tutors.htm

Do you need help?

In most cases, it might be faster and simpler to contact the correct person or service directly as shown below, but do not forget that your Personal Tutors are also there for you if needed.

- **Academic issues related to a course like lectures, labs and assessment**: You can discuss these directly with your lecturer before or after lectures or labs; you can also talk to your Class Representative or School Officer.

- **Personal issues like financial, housing, mental, pregnancy, harassment, bullying, and discrimination**: You can discuss these directly with Student Wellbeing Services (https://www.hw.ac.uk/uk/students/health-wellbeing/edinburgh/wellbeing-services.htm), they do offer drop-in sessions and quick appointments if needed. Please do keep your Personal Tutor informed if needed as well.

- **Academic support like late change of courses, registration issues, programme confirmation letters, course mark transcripts, student fees, letters for funding organisations, and registrations**: You can open a ticket using the ASKHWU portal (https://portal.hw.ac.uk/dashboard/home) or write an email directly to the MACS school office (macs-student-support@hw.ac.uk).

- **Mitigating Circumstances like illness, accidents, jury service, bereavement and mental health**: You can discuss these issues with Student Wellbeing Services, they will be able to help you complete and validate any request for Mitigating Circumstances, and be able to provide counselling if needed. You can also just apply for small Mitigating Circumstances using the Student Self-Service portal. As always, Personal Tutors are here to help you, so please chat or inform your Personal Tutor about these if needed.

- **Issues with IT Services, Labs, Library and Online Services**: You can open a ticket with Professional Services, Information Systems (https://www.hw.ac.uk/uk/services/information-services.htm) or just write an email to ishelp@hw.ac.uk, you might want to add the course coordinator to these tickets and emails to keep them informed about these issues as well.

- **Other issues and help**: You can also look on https://portal.hw.ac.uk or links in the Student Resources pages here https://heriotwatt.sharepoint.com/sites/PersonalTutoring/SitePages/UG.aspx. The Heriot Watt Student Union Advice Hub offers advice on academic and personal issues that is independent of the University https://www.hwunion.com/advice-hub/.
**A5. Key Staff Contacts Details**

Below are the contact details for key staff in the department. Please consider first who will be most suitable to contact for your query or issue. It might be quicker to just talk to your lecturer after their class, chat with your Personal Tutor, or just visit Student Wellbeing Services.

<table>
<thead>
<tr>
<th>Member</th>
<th>Details</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jurriaan Hage</td>
<td>Head of Computer Science</td>
<td><a href="mailto:cs.hod@hw.ac.uk">cs.hod@hw.ac.uk</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>EM G.39</td>
</tr>
<tr>
<td>Hans-Wolfgang Loidl</td>
<td>Senior Programme Director (all UG programmes)</td>
<td><a href="mailto:H.W.Loidl@hw.ac.uk">H.W.Loidl@hw.ac.uk</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>EM G.51</td>
</tr>
<tr>
<td>Stefano Padilla</td>
<td>Programme Director: BSc Computer Science, BSc Computer Systems (deputy), and MEng Software Engineering</td>
<td><a href="mailto:S.Padilla@hw.ac.uk">S.Padilla@hw.ac.uk</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>EM 1.38</td>
</tr>
<tr>
<td>Jenny Coady</td>
<td>Programme Director: BSc Information Systems</td>
<td><a href="mailto:J.Coady@hw.ac.uk">J.Coady@hw.ac.uk</a></td>
</tr>
<tr>
<td></td>
<td>Director of Learning and Teaching</td>
<td><a href="mailto:dlt.macs@hw.ac.uk">dlt.macs@hw.ac.uk</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>EM G.37</td>
</tr>
<tr>
<td>Rob Stewart</td>
<td>Year 1 Coordinator (Deputy Coordinator: Jeевani Goonetillake)</td>
<td><a href="mailto:R.Stewart@hw.ac.uk">R.Stewart@hw.ac.uk</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>EM G.56</td>
</tr>
<tr>
<td>Role</td>
<td>Name</td>
<td>Room</td>
</tr>
<tr>
<td>---------------------------</td>
<td>---------------------------</td>
<td>-------</td>
</tr>
<tr>
<td>MACS Executive Dean</td>
<td>Sara Lombardo</td>
<td>CM F.07</td>
</tr>
<tr>
<td>Special Needs Advisor</td>
<td>Tessa Berg</td>
<td>EM G.35</td>
</tr>
<tr>
<td>MACS Student Support</td>
<td>All UG Enquiries</td>
<td>EM 1.24</td>
</tr>
</tbody>
</table>

Full staff details can be found at: [https://www.hw.ac.uk/uk/schools/mathematical-computer-sciences/macs-staff/computer-science.htm](https://www.hw.ac.uk/uk/schools/mathematical-computer-sciences/macs-staff/computer-science.htm)

### Non-Departmental Contacts

<table>
<thead>
<tr>
<th>Code</th>
<th>Course</th>
<th>Lecturer</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>F17LP</td>
<td>Logic and Proof</td>
<td>Mark Lawson</td>
<td><a href="mailto:M.V.Lawson@hw.ac.uk">M.V.Lawson@hw.ac.uk</a></td>
</tr>
<tr>
<td>F17SC</td>
<td>Discrete Mathematics</td>
<td>Anatoly Konechny</td>
<td><a href="mailto:A.Konechny@hw.ac.uk">A.Konechny@hw.ac.uk</a></td>
</tr>
<tr>
<td>F20SA</td>
<td>Statistical Modelling and Analysis</td>
<td>Damian Clancy</td>
<td><a href="mailto:d.clancy@hw.ac.uk">d.clancy@hw.ac.uk</a></td>
</tr>
<tr>
<td>C17PS</td>
<td>Becoming a Professional</td>
<td>Kerstin Maier Barcroft</td>
<td><a href="mailto:Kerstin.Maier_Barcroft@hw.ac.uk">Kerstin.Maier_Barcroft@hw.ac.uk</a></td>
</tr>
<tr>
<td>C18OP</td>
<td>Operations Management</td>
<td>Guven Inan</td>
<td><a href="mailto:G.Inan@hw.ac.uk">G.Inan@hw.ac.uk</a></td>
</tr>
</tbody>
</table>
**Staff-Student Liaison**

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

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

Please note, there are no Course Representatives, if you have a request or suggestion about a course, the first thing to do is to talk to the lecturer in question or ask the class representative to do this for you. If that doesn’t work, you can talk to the year coordinator or the Programme Director for your degree.

**A6. Program Overview**

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

**Information Resources and Links**

<table>
<thead>
<tr>
<th>Resource</th>
<th>Description</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>MACS Student Website</td>
<td>Lots of information regarding MACS programmes and courses.</td>
<td><a href="http://www.macs.hw.ac.uk/students">http://www.macs.hw.ac.uk/students</a></td>
</tr>
<tr>
<td>University Student Website</td>
<td>The main University website for information and resources.</td>
<td><a href="https://www.hw.ac.uk/students">https://www.hw.ac.uk/students</a></td>
</tr>
<tr>
<td>Student Portal (e.g. ASKHWU)</td>
<td>Access to the University Student Portal (e.g. email, room bookings, timetables).</td>
<td><a href="https://portal.hw.ac.uk">https://portal.hw.ac.uk</a></td>
</tr>
<tr>
<td>Virtual Learning Environment (VLE)</td>
<td>All courses have materials available at the University’s Learning Environment (CANVAS).</td>
<td><a href="https://canvas.hw.ac.uk/">https://canvas.hw.ac.uk/</a></td>
</tr>
<tr>
<td>Student Self Service (SSS)</td>
<td>You can update your address and where you will get your on-line results.</td>
<td><a href="https://www.hw.ac.uk/selfservice">https://www.hw.ac.uk/selfservice</a></td>
</tr>
</tbody>
</table>

**Programme Structure**

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

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

All undergraduate courses are designed to be of equal length in terms of student effort. **Students are expected to put in a total effort of 150 hours per course.** These 150 hours include all lectures, tutorials, computing labs, workshops, background reading, writing up notes, coursework, revision and examinations for the course.
For Y1 students of the BSc in Computer Systems, as part of your September Semester optional courses, you can choose an elective course instead of Logic and Proof (F17LP). Electives courses include languages, reading and writing, critical analysis and other similar Y1 courses. For the full list of elective courses, please visit: [https://www.macs.hw.ac.uk/students/cs/ug-programmes/bsc-computer-systems/](https://www.macs.hw.ac.uk/students/cs/ug-programmes/bsc-computer-systems/)

**Timetables**

A timetable of classes for cohorts (not personalised individually) is available below: [https://www.hw.ac.uk/uk/students/studies/timetables.htm](https://www.hw.ac.uk/uk/students/studies/timetables.htm)

**Session Dates**

The dates below show term and break periods.

<table>
<thead>
<tr>
<th>Dates</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 September 2023 – 8 September 2023</td>
<td>Welcome Week</td>
</tr>
<tr>
<td>11 September 2023 – 1 December 2023</td>
<td>September Semester teaching</td>
</tr>
<tr>
<td>16 October 2023 - 20 October 2023</td>
<td>September Semester Consolidation Week</td>
</tr>
<tr>
<td>4 December 2023 – 15 December 2023</td>
<td>December Exam and Assessment Diet</td>
</tr>
<tr>
<td>18 December 2023 – 12 January 2024</td>
<td>December break</td>
</tr>
<tr>
<td>15 January 2024 – 5 April 2024</td>
<td>January Semester teaching</td>
</tr>
<tr>
<td>19 February 2024 – 23 February 2024</td>
<td>January Semester Consolidation Week</td>
</tr>
<tr>
<td>8 April 2024 – 19 April 2023</td>
<td>April break</td>
</tr>
<tr>
<td>22 April 2024 – 10 May 2024</td>
<td>April Exam and Assessment Diet</td>
</tr>
<tr>
<td>17 June 2024 – 21 June 2024</td>
<td>Summer Graduations</td>
</tr>
<tr>
<td>29 July 2024 – 9 August 2024</td>
<td>August Exam and Assessment Diet (Resits)</td>
</tr>
<tr>
<td>2 December 2024 – 5 December 2024</td>
<td>Winter Graduations</td>
</tr>
</tbody>
</table>

**UK Campus holidays**

The University buildings – except for student halls of residences – will be closed on:

- 25 December to 29 December 2023
- 1 January 2024 and 2 January 2023
- 29 March 2024 (Good Friday)
- 1 April 2024 (Easter Monday)

**Consolidation Week**

The Consolidation Week is an opportunity to pause within the semester. It will allow both staff and students to reflect on courses, catch up with outstanding pieces of work and consolidate the material that has been covered in the first half of the semester to determine aspects of the course that may need to be revisited, re-enforced, etc. Consolidation week normally takes place at the middle of the semester (week 6). There will also be the opportunity for students to engage in additional induction and wellbeing activities, careers sessions, etc.
The following outlines the main expectations for both staff and students for the consolidation week:

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

**Staff/Student Expectations**

*What can you expect from staff?*

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

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

*What staff can expect from students?*

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

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

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 will use approved Heriot-Watt University internal channels/tools when sharing learning and teaching advice, information and guidance (e.g., official Heriot-Watt email and telephone, MS Teams and the VLE (Canvas)).

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

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

Communicating with staff: expectations, courtesy, and notes
Please note a few points when contacting staff:

• **Expectation:** as mentioned before, you should expect staff to contact you back within 5 working days. You should expect that staff will not be working outside hours or during weekends. Also, some staff do not work the full five workdays. Please do not expect emails to be replied before 5 working days or rely on an answer before this (e.g., before an exam or coursework deadline).

• **Channels:** there are a few channels to contact staff like emails, campus lab sessions, canvas messages, phone calls, campus office visits, Canvas Forums, MS Teams meetings and MS Teams messages. Please use appropriately depending on the query or issue. Staff have predefined campus office hours, and they might also choose to use only a few preferred communication channels of communication (e.g., meet in lab session and use only email).

• **Email courtesy:** please add your student number and username at the end, it helps staff reply and sort issues quicker. Please do not use outside email addressed (e.g., Gmail) to correspond to staff as it might end up being blocked or lost in the spam folder. If you can be concise in describing the topic and give the core context for the issue (e.g., your Programme, Year, etc) that will help the staff sort your issues faster. Finally, do not CC or BCC multiple members of staff for a single query, instead find the correct person.
Personal Tutor
You will be allocated a Personal Tutor when you arrive at the University. The Personal Tutor is your main academic link with the University and is there to provide you with help and advice about your studies.

If you run into issues, your Personal Tutor can put you in touch with the appropriate University support service (Chaplaincy, Medical Centre, Student Wellbeing Services or Student Association). Personal Tutors are there to help; do not hesitate to contact yours if you need them.

Where can I find who is my Personal Tutor?
Your Personal Tutor will be listed in the Student Self Services pages available through the HW Portal: https://portal.hw.ac.uk

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

Key contact points for new students (first-year and direct entrants):
• Welcome Week: during your induction programme, you will find out about the personal tutoring system and have the opportunity to ask any questions.
• End of teaching week 2: you will be invited for a chat just to check that things are going well.
• Week 8 or 9: you will be invited to discuss end-of-semester assessments.
• Post-assessment: early in the January Semester, you will be invited to discuss your September Semester results.

Key contact points for continuing students:
• By the end of teaching week 5: you will be invited to discuss how you are settling into the new academic year.
• January Semester Post-assessments: early in the January Semester, you will be invited to chat about your September Semester results.

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

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

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

If you wish to change your course, you can do this online (https://www.hw.ac.uk/selfservice) after you complete online enrolment up until the end of the second week of the semester. To swap a course, you go to the ‘Student menu’ in self-service and select ‘Course Swap’. There is further guidance online as you follow the process.

Any subsequent changes to optional choices must be agreed between you and your Personal Tutor. Please note: all course changes must be made by the end of week 2 of each semester.
Programme Swaps
Programmes changes must be agreed between you and the Programme Directors, and then recorded on a Change of Programme form (https://www.hw.ac.uk/uk/students/studies/record/change-course-programme.htm). The completed form then must then be returned to student-services-uk@hw.ac.uk for processing.

Programme swaps are considered and processed best after you have received your final results for all your courses (early summer) and up until the second week of each academic year.

Guidance on common requests for Programme swaps

<table>
<thead>
<tr>
<th>Swap</th>
<th>Guidance</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS to CSys</td>
<td>Possible to swap during Y1, for Y2, and for Y3 (max before Y3 Wk2 S1). Not possible to swap for Y4.</td>
</tr>
<tr>
<td>CSys to CS</td>
<td>Possible to swap for Y2 if completed ‘Logic and Proof’ (F17LP) and ‘Discrete Mathematics’ (F17SC) courses at a C or better mark (first opportunity – not at resit). Possible to swap before Y3 if completed both previous required courses and ‘Hardware-Software Interface’ (F28HS) at a D or better mark. Not possible to swap during Y1 or for Y4.</td>
</tr>
<tr>
<td>CS/CSys to IS</td>
<td>Need to discuss if possible with IS Programme Director.</td>
</tr>
<tr>
<td>IS to CS/CSys</td>
<td>Not possible to swap.</td>
</tr>
<tr>
<td>CS to SE</td>
<td>Possible to swap during Y1, Y2, Y3, and for Y4 (please contact PD before April in Y3).</td>
</tr>
<tr>
<td>SE to CS</td>
<td>Possible to swap during Y1, Y2, Y3, Y4. You can request to graduate with a CS degree at the end of Y4 (max Y4 S2 WK15).</td>
</tr>
<tr>
<td>CS/CSYS/IS Specialisations</td>
<td>Possible to swap at the end of Y1, Y2, Y3, and before the start of Y4. You can request to your Year 4 Coordinator to graduate with a Degree specialisation during Y4 (max Y4 WK15 S2), but please be aware you need to have completed the correct requirements needed for each specialisation (Honours Project topic and courses). You can also request to graduate without a Degree specialisation in Y4 (max Y4 WK15 S2).</td>
</tr>
</tbody>
</table>

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

Course Requirements

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

Students who fail to satisfy course attendance requirements may, after due warning, be disallowed from presenting themselves for examination in the course, see: http://www.hw.ac.uk/students/doc/withdrawalprocedures.pdf
Plagiarism & Cheating
Cheating in examination and plagiarism, which is, the presentation of another person’s ideas or work as one’s own, are very serious offences and are dealt with severely. They carry a range of penalties up to and including expulsion from the University. The University guidelines on plagiarism can be found here: https://www.hw.ac.uk/uk/students/studies/examinations/plagiarism.htm

Can I use Artificial Intelligence (AI) tools?
An extensive guide about this topic is available here: https://lta.hw.ac.uk/wp-content/uploads/Student-Guide-Introduction-to-Artificial-Intelligence-content-creation-tools-university-study.pdf. In general, all submitted work must be your own and you should ensure to highlight parts that are not.

Please note, some courses might use these kinds of tools to aid learning and teaching, but in some other courses you will be required to fully learn or master concepts without the aid from external tools (e.g., key algorithms, structures and theory). So, please ask the course organiser to clarify if these are allowed or not if needed.

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

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

Submission of Coursework Policy
The University recognises that, on occasion, students may be unable to submit coursework and dissertations by the submission date. As such, the University has agreed on a new policy which states:

- No individual extensions are permitted under any circumstances (unless course coordinators decide to give an extension to an entire class in exceptional circumstances);
- Standard 30% deduction from the mark awarded (maximum of 5 working days) (in total, not per day);
- Coursework received after the 5 working days from the deadline will received 0 marks.
- In the case where you submit coursework up to five working days late and you have valid mitigating circumstances, the mitigating circumstances policy will apply, and appropriate mitigation will be applied.
- Formative feedback will be provided on all coursework submitted up to five working days late. Any coursework submitted after five working days of the set submission date shall be automatically awarded a no grade with no formative feedback provided.

The policy can be found below: https://www.hw.ac.uk/uk/services/docs/learning-teaching/policies/submissionofcoursework-policy.pdf
Coursework Extensions
No individual extensions are permitted. Under some circumstances whole cohort extensions for coursework can be granted, please discuss this with the course coordinator during or after lectures and labs.

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

Feedback
Feedback is a two-way process. Feedback is provided in a variety of ways in order to help you to reflect on, evaluate your progress and assist you to take steps to improve before the next relevant assessment. For most courses, students can expect feedback on assessed coursework within three teaching weeks of the coursework due date. Please note, in certain circumstances feedback might be delayed (e.g. external factors or breaks), please ask the course coordinator when feedback will be released.

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.

Resits (Reassessment)
If you fail a course or do not meet the progression requirements, you will be asked to resit or be reassessed during the August diet. You will need to prepare throughout the summer and complete the re-assessment as either a resits coursework or an exam. Please note, you will need to register for your resits and pay a reassessment fee. See link: https://www.hw.ac.uk/uk/students/studies/examinations/re-assessment.htm

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

Do you have a concern about your Y4 Dissertation Supervisor?
In most cases Dissertation Project supervisors are of great help guiding you through your Dissertation project, but in the rare cases that for any reason you have concerns or issues you would like to discuss about your Honours Project Supervisor, then please directly contact your Honours Project Coordinator and your Programme Director.

Grades & Assessments
Grades for each course are awarded as follows:
<table>
<thead>
<tr>
<th>Grade</th>
<th>Overall Range</th>
<th>Description</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>70% or more</td>
<td>Excellent</td>
<td>Please note, you can gain a Deputy Principal’s Award in each year by attaining six Grade As with passed at Grade D in the other courses (in the first sitting).</td>
</tr>
<tr>
<td>B</td>
<td>60% to 69%</td>
<td>Very Good</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>50% to 59%</td>
<td>Good</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>40% to 49%</td>
<td>Satisfactory</td>
<td>Please note, some courses require a pass at C grade.</td>
</tr>
<tr>
<td>E</td>
<td>30% to 39%</td>
<td>Adequate</td>
<td>Fail. You will be given an extra opportunity to resit in the summer.</td>
</tr>
<tr>
<td>F</td>
<td>Below 30%</td>
<td>Inadequate</td>
<td></td>
</tr>
</tbody>
</table>

Programme Requirements

Progression Requirements for Computer Science
CS requirements or rules to be able to progress years:

<table>
<thead>
<tr>
<th>Year</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 1 to Year 2</td>
<td>120 credits (8 courses). Software Development 1 (F27SA) and Software Development 2 (F27SB) at grade C. All other courses at grade D.</td>
</tr>
<tr>
<td>Year 2 to Year 3</td>
<td>120 credits (8 courses). All courses at grade D.</td>
</tr>
<tr>
<td>Year 3 to Year 4</td>
<td>120 credits (8 courses) and an overall assessment average of 50% or above at the first attempt. Re-assessment in Year 3 is available for credit only and not to improve overall average. Students that joined before 2022: 6 course at Grade D including Software Engineering (F29SO) and Professional Development (F28PD) Students that joined the first year from September 2022: All courses at grade D.</td>
</tr>
</tbody>
</table>

Progression Requirements for Computer Systems
CSys requirements or rules to be able to progress years:

<table>
<thead>
<tr>
<th>Year</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 1 to Year 2</td>
<td>120 credits (8 courses). Software Development 1 (F27SA) and Software Development 2 (F27SB) at grade C. All mandatory courses at grade D. Optional courses at grade E.</td>
</tr>
<tr>
<td>Year 2 to Year 3</td>
<td>120 credits (8 courses). All courses at grade D.</td>
</tr>
<tr>
<td>Year 3 to Year 4</td>
<td>120 credits (8 courses) and an overall assessment average of 50% or above at the first attempt. Re-assessment in Year 3 is available for credit only and not to improve overall average. Students that joined before 2022: 6 course at Grade D including Software Engineering (F29SO) and Professional Development (F28PD) Students that joined the first year from September 2022: All courses at grade D.</td>
</tr>
</tbody>
</table>
### Progression Requirements for Information Systems

IS requirements or rules to be able to progress years:

<table>
<thead>
<tr>
<th>Year</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 1 to Year 2</td>
<td>120 credits (8 courses). All courses at grade D.</td>
</tr>
<tr>
<td>Year 2 to Year 3</td>
<td>120 credits (8 courses). All courses at grade D.</td>
</tr>
<tr>
<td>Year 3 to Year 4</td>
<td>120 credits (8 courses) and an overall assessment average of 50% or above at the first attempt. Re-assessment in Year 3 is available for credit only and not to improve overall average. Students that joined before 2022: 6 course at Grade D including Software Engineering (F29SO) and Professional Development (F28PD) Students that joined the first year from September 2022: All courses at grade D.</td>
</tr>
</tbody>
</table>

### Progression Requirements for MEng Software Engineering

SE requirements or rules to be able to progress years:

<table>
<thead>
<tr>
<th>Year</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 1 to Year 2</td>
<td>120 credits (8 courses). Software Development 1 (F27SA) and Software Development 2 (F27SB) at grade C. All other courses at grade D.</td>
</tr>
<tr>
<td>Year 2 to Year 3</td>
<td>120 credits (8 courses). All courses at grade D.</td>
</tr>
<tr>
<td>Year 3 to Year 4</td>
<td>120 credits (8 courses) and an overall assessment average of 60% or above at the first attempt. Re-assessment in Year 3 is available for credit only and not to improve overall average. Students that joined before 2022: 6 course at Grade D including Software Engineering (F29SO) and Professional Development (F28PD) Students that joined the first year from September 2022: All courses at grade D.</td>
</tr>
<tr>
<td>Year 4 to Year 5</td>
<td>120 credits (8 courses) and an overall assessment average of 60% or above at the first attempt. Re-assessment at Stage 4 is not available. All courses at grade D.</td>
</tr>
</tbody>
</table>

### Assessment Results and Progress Decisions

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

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

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

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

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

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

**Final Degree Assessment**

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

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

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

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

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

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

An MEng student may select to exit on successful completion of Stage 4 with a BSc in Computer Science (with Honours). Note that 600 credits are required for the award of an MEng degree.

**Ordinary degrees and other Exit Awards (Diplomas and Certificates)**

You can request to graduate earlier with an Ordinary degree at the end of Y3, for example, if you have been offered a job opportunity, or if you wish to shorten your studies earlier. Ordinary degrees are considered a bit less in Industry compared to Honours degrees, as you would be missing your final year courses and your Dissertation.
Also, if you fail the Progression requirements at the end of Y3, you will not be allowed to continue to your Honours year and you will be awarded only an Ordinary degree.

Please note the requirements for Ordinary and other Exit Awards:

<table>
<thead>
<tr>
<th>Exit Award</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ordinary or General Degree</td>
<td>360 SCQF credits including a minimum of 60 credit at Level 9. All courses at grade D.</td>
</tr>
<tr>
<td>Diploma of Higher Education</td>
<td>240 SCQF credits including a minimum of 90 credit at Level 8. All courses at grade D.</td>
</tr>
<tr>
<td>Certificate of Higher Education</td>
<td>120 SCQF credits including a minimum of 90 credit at Level 7. All courses at grade D.</td>
</tr>
</tbody>
</table>

**Accreditation**

Our honours degrees are accredited by BCS, the Chartered Institute for IT. This means that they are reviewed regularly by a team of employers and external academics to ensure that what you learn meets the requirements of IT-related professions within the UK and internationally. Completing a BCS-accredited degree also gives you a pathway towards professional qualifications such as Chartered IT Professional and Chartered Engineer. For more details on BCS, including student membership, see https://www.bcs.org/.

**Graduation**

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

**University Prizes**

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

**Final Year Awards**

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

**Continuing Years Awards**

- University Prizes, Years 1, 2 & 3 (£100): For outstanding merit (In practice, an average mark of at least 70% is regarded as the minimum standard). Available to students on any undergraduate course in the Department of Computer Science. There is one prize per academic year per year of study.
- ICL Prize (£200): The best student in the first year for the degree of BSc in Computer Science.
• British Computer Society Prize (£150): Awarded to the best student in the final year of the MEng Software Engineering.
• Vindhya Liyanage Citizenship Award (£100): Awarded to a student, or group of students, who have shown exceptional citizenship in their 1st year of study within the Department of Computer Science.

Degree Specialisms

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

- BSc (Hons) Computer Science (Artificial Intelligence),
- BSc (Hons) Computer Science (Cyber Security),
- BSc (Hons) Computer Science (Computer Games Programming),
- BSc (Hons) Computer Science (Data Science), or
- BSc (Hons) Computer Science (Software Engineering).

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

Requirements for Computer Science Specialisms:

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

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

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

- BSc Computer Systems (Computer Games Programming) candidates must take the course F20GP Computer Games Programming and do at least one of F20SC Industrial Programming or F20AD Advanced Interaction Design and do an approved dissertation topic suitable for this specialism.
BSc Information Systems
The degree of BSc Information Systems can also be offered with a specialism to highlight your knowledge in a certain domain. The current degree specialisations are:

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

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

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

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

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

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

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

You should read the University’s Policy on Mitigating Circumstances in Relation to Assessment. Further details can be found here: [https://www.hw.ac.uk/uk/students/studies/examinations/mitigating-circumstances.htm](https://www.hw.ac.uk/uk/students/studies/examinations/mitigating-circumstances.htm)

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

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

The Mitigating Circumstances Board fairly considers requests and decides on outcomes, decisions include:

- Request to sit (or redo) again the whole course,
- Resit their current course as a first opportunity,
- Remove late penalties,
- Remap affected parts of the course assessment,
- Or not to mitigate in certain cases.

Please note:

- the Mitigating Circumstances Board can’t award course credits or give a ‘pass’ mark to students.
- There are deadlines for submitting request for Mitigating Circumstances, so submit your request as soon as possible and before the deadlines.

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

Temporary Suspension of Studies (TSS)
In certain situations, it might be recommended that students suspend their studies temporarily. For example when health or personal issues have affected a significant amount of courses throughout a Semester or the whole year. In a TSS a student stops studying for an extended period and an agreed date of return is set.

Please discuss TSS with Student Wellbeing Services (link below) and your Personal Tutor to see if this route is the best for you:

https://www.hw.ac.uk/uk/students/health-wellbeing/edinburgh/wellbeing-services.htm
https://www.hw.ac.uk/uk/students/studies/leaving/temporary-suspension-studies.htm

Please note:

- There are deadlines from when you can submit a TSS, so do not leave it to the end.
- You are responsible to agree a return back date and register back at the end of a TSS.
## A7. Programme Structures and Delivery

Programme structures, courses, learning outcomes and requirements for all degrees can be found below:

<table>
<thead>
<tr>
<th>Code</th>
<th>CS Programmes</th>
</tr>
</thead>
<tbody>
<tr>
<td>F291-COS</td>
<td>BSc Computer Science&lt;br&gt;<a href="https://curriculum.hw.ac.uk/programmedetails/F291-COS?termcode=202324">https://curriculum.hw.ac.uk/programmedetails/F291-COS?termcode=202324</a></td>
</tr>
<tr>
<td>F2P1-CSA</td>
<td>BSc Computer Science (Artificial Intelligence)&lt;br&gt;<a href="https://curriculum.hw.ac.uk/programmedetails/F2P1-CSA?termcode=202324">https://curriculum.hw.ac.uk/programmedetails/F2P1-CSA?termcode=202324</a></td>
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<tr>
<td>F2C3-CCS</td>
<td>BSc Computer Science (Cyber Security)&lt;br&gt;<a href="https://curriculum.hw.ac.uk/programmedetails/F2C3-CCS?termcode=202324">https://curriculum.hw.ac.uk/programmedetails/F2C3-CCS?termcode=202324</a></td>
</tr>
<tr>
<td>F2C1-GCP</td>
<td>BSc Computer Science (Computer Games Programming)&lt;br&gt;<a href="https://curriculum.hw.ac.uk/programmedetails/F2C1-GCP?termcode=202324">https://curriculum.hw.ac.uk/programmedetails/F2C1-GCP?termcode=202324</a></td>
</tr>
<tr>
<td>F2D3-CDS</td>
<td>BSc Computer Science (Data Science)&lt;br&gt;<a href="https://curriculum.hw.ac.uk/programmedetails/F2D3-CDS?termcode=202324">https://curriculum.hw.ac.uk/programmedetails/F2D3-CDS?termcode=202324</a></td>
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<td>F2DT-CDD</td>
<td>BSc Computer Science (Data Science) and Diploma in Industrial Training&lt;br&gt;<a href="https://curriculum.hw.ac.uk/programmedetails/F2DT-CDD?termcode=202324">https://curriculum.hw.ac.uk/programmedetails/F2DT-CDD?termcode=202324</a></td>
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<tr>
<td>F2J1-CSE</td>
<td>BSc Computer Science (Software Engineering)&lt;br&gt;<a href="https://curriculum.hw.ac.uk/programmedetails/F2J1-CSE?termcode=202324">https://curriculum.hw.ac.uk/programmedetails/F2J1-CSE?termcode=202324</a></td>
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<tr>
<td>F29T-COD</td>
<td>BSc Computer Science and Diploma in Industrial Training&lt;br&gt;<a href="https://curriculum.hw.ac.uk/programmedetails/F29T-COD?termcode=202324">https://curriculum.hw.ac.uk/programmedetails/F29T-COD?termcode=202324</a></td>
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<tr>
<td>F2CT-CSD</td>
<td>BSc Computer Systems and Diploma in Industrial Training&lt;br&gt;<a href="https://curriculum.hw.ac.uk/programmedetails/F2CT-CSD?termcode=202324">https://curriculum.hw.ac.uk/programmedetails/F2CT-CSD?termcode=202324</a></td>
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<tr>
<td>F2IR-IND</td>
<td>BSc Information Systems (Interaction Design)&lt;br&gt;<a href="https://curriculum.hw.ac.uk/programmedetails/F2IR-IND?termcode=202324">https://curriculum.hw.ac.uk/programmedetails/F2IR-IND?termcode=202324</a></td>
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<tr>
<td>F2II-INI</td>
<td>BSc Information Systems (Internet Systems)&lt;br&gt;<a href="https://curriculum.hw.ac.uk/programmedetails/F2II-INI?termcode=202324">https://curriculum.hw.ac.uk/programmedetails/F2II-INI?termcode=202324</a></td>
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<tr>
<td>F2IN-INM</td>
<td>BSc Information Systems (Management)&lt;br&gt;<a href="https://curriculum.hw.ac.uk/programmedetails/F2IN-INM?termcode=202324">https://curriculum.hw.ac.uk/programmedetails/F2IN-INM?termcode=202324</a></td>
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<tr>
<td>F2IT-ISD</td>
<td>BSc Information Systems and Diploma in Industrial Training&lt;br&gt;<a href="https://curriculum.hw.ac.uk/programmedetails/F2IT-ISD?termcode=202324">https://curriculum.hw.ac.uk/programmedetails/F2IT-ISD?termcode=202324</a></td>
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<tbody>
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<td>MEng Software Engineering&lt;br&gt;<a href="https://curriculum.hw.ac.uk/programmedetails/F2M1-SOE?termcode=202324">https://curriculum.hw.ac.uk/programmedetails/F2M1-SOE?termcode=202324</a></td>
</tr>
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</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 up to nurture innovation and leadership and show our commitment to continuous development in all our activities. They are:

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

Find out more about the Heriot-Watt Values and what they mean to us.

B3. Student Partnership Agreement
Heriot Watt University and the Heriot-Watt Student Union (UK), Heriot-Watt Student Association (Malaysia) and Heriot-Watt Student Council (Dubai) work in partnership to develop a Student Partnership Agreement (SPA) each year. The Agreement identifies the main, agreed priorities for working in partnership each academic year and outlines an associated action plan.

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

The Student Partnership Agreement is available here.

B4. University Regulations
Heriot-Watt has a detailed set of rules that govern how the University operates, these are the University’s Ordinances and Regulations. Ordinances are set by the Court, which is the University’s governing body, outline how the University is governed. University regulations provide the framework for the University’s academic work and the education of our students and they define the policies, procedures and support 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 Wellbeing Services, Careers, Finance etc.) through your student portal.

You can access your student portal here.

B6.  Your Virtual Learning Environment
Heriot-Watt’s Virtual Learning Environment (VLE) is called Canvas. It is a vital learning and communication tool for you and your lecturers, so make sure you log in and check Canvas every day. For further support see the Canvas Student Guides.

B7.  A to Z Guide: Essential Student Information
This A-Z Student Guide covers essential information about the support and resources available to you as a Heriot-Watt student.