



Programme Handbook for Mathematics 2021-22

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PART A: SCHOOL INFORMATION

A1. Introduction

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.

While we try to make this Handbook as accurate as possible, you should note that the detailed University and Department regulations take precedence over this guide.

A2. Welcome from the Principal and Vice Chancellor

I am delighted that you have chosen our unique and innovative University and have entrusted us with your education for the next few years. Heriot-Watt has been at the forefront of pioneering education and future thinking since 1821, and this year we celebrate the 200th anniversary of our founding in Scotland. Each year, whether it be in league tables or the testimonies of our brilliant students and our supportive staff, we continue to lead the way in world class education.

We understand that these times remain uncertain but let me reassure you that we are here to support you step confidently through your studies using our forward-thinking approach called Responsive Blended Learning (RBL). RBL combines active, supported online learning with contextually appropriate face-to-face learning opportunities, responding dynamically to the changing external context. This way of learning offers you the best of both worlds as it enables you to proceed with your studies alongside your peers, whatever pandemic-related restrictions are lifted or imposed in specific contexts. Now more than ever, we are thankful for our global OneWatt community of students, colleagues and alumni, who continue to actively take part in our supportive network, which spans five campuses in three countries.

Throughout your studies you will have the opportunity to thrive both personally and academically, and I would encourage you to take advantage of all that our campuses, student societies and global community has to offer you. As a University committed to preparing you for your future, we're delighted to offer opportunities for students to gain a global perspective, whether at a single campus or abroad. As travel restrictions are eased, our Go Global programme will continue to offer inter-campus transfers and exchanges across our campuses in Dubai, Scotland and Malaysia, allowing you to study, socialise or experience new cultures and places. We encourage you to connect with likeminded individuals across the globe and grasp every opportunity with both hands.

Our graduates are sought-after by global professions and industries all over the world. The very nature of a Heriot-Watt education is one that allows you to benefit from our research-informed approach, underpinned by our rich heritage and values. We're dedicated to providing you with the confidence and leadership skills to be a global citizen, and the expertise to one day become a leader in your chosen field or career. Together we will help shape tomorrow to deliver benefits for all of society.

We look forward to supporting you as you grow and become a successful graduate of Heriot-Watt University. On behalf of our global OneWatt community, I'd like to take this opportunity to say: welcome to the family.

Professor Richard A. Williams OBE, Principal and Vice-Chancellor

A3. COVID-19 and Responsive Blended Learning

The COVID-19 pandemic means that we have adapted the way we deliver learning and teaching across our campuses to enable us to continue to offer an inspiring learning experience, whatever pandemic-related restrictions may be in place.

Our approach is called Responsive Blended Learning (RBL).

- Responsive to the changing environments our students are living and learning in, to the wellbeing concerns of students and staff, and to the diversity of students' learning needs at this challenging time.
- Blended to combine the very best use of online and on-campus teaching, learning and student support. The exact balance of this blend of online and on-campus learning will flex depending on local conditions and individual student context.

Our Responsive Blended Learning approach means that you will be able to learn, interact and collaborate with your classmates, whether you are on campus or beginning your studies this year online. It will enable you to access materials, collaborate and learn alongside your class cohort, and build and strengthen friendships, wherever you begin your studies from. This means our response will flex with the local conditions, and with your particular circumstances. It will also allow us to safely facilitate the return of students and staff on to our campuses, when conditions allow. You can access RBL student resources here.

As campuses reopen, there will be increasing opportunities for on-campus teaching activities. Labs, studios and maker-spaces will, when safe to do so, be opened to allow students to engage in practical activities. Tutorials and other class teaching will also resume on campus, in line with the safety guidance in your campus context. Whenever you can return, we will be here to welcome you and support you to adjust to campus life.

Details of the specific blend of on campus, online and independent study will be set out by your course teams, who will support you through your studies.

You can discuss any issues around your learning or your wellbeing with your personal tutor (see below) and with the University's professional services (see section B6 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 (<https://www.hw.ac.uk/uk/students/studies/personal-tutors.htm>).

A5. Key Details

A5.1. Staff Details

The Year Coordinators are responsible for ensuring the overall smooth functioning of each year. The Year Coordinators will take an overview of all the material taught to the year, should be aware of any 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. They also deal with progression decisions and transfer requests.

Year of study	Year Coordinator	Room	Email address
1	Prof Mark Lawson	CM.G12	M.V.Lawson@hw.ac.uk
2	Dr Thomas Wong	CM.S04	thomas.wong@hw.ac.uk
3	Dr Alex Martin	CM.S09	Alexandre.Martin@hw.ac.uk
4 / 5	Dr Laura Ciobanu	CM.T22	L.Ciobanu@hw.ac.uk

We hope that all your problems, both personal and academic, can be resolved with the help of personal tutors, Year Coordinators and the staff-student committee. If, however, for any reason you find that you cannot resolve a difficulty by these means you should contact the Head of Department, Professor Robert Weston (HoD.Maths@hw.ac.uk).

A5.2. Session Dates

Dates	Activity
6 September 2021 –10 September 2021	Welcome Week
13 September 2021 –3 December 2021	Semester 1 teaching
18-22 October 2021	Semester 1 Consolidation Week 6
6 December 2021 –17 December 2021	Semester 1 exams
20 December 2021 –9 January 2022	Semester 1 break
10 January 2022 –1 April 2022	Semester 2 teaching
14-18 February 2022	Semester 2 Consolidation Week 6
5 April 2022–23 April 2022	Semester 2 break
25 April 2022– 20 May 2022	Semester 2 exams
21 June 2022–24 June 2022 (Edinburgh) – to be confirmed	Graduations
4 August 2021–12 August 2022	Resit exams
15 November 2022–16 November 2022 – to be confirmed	Graduations

A5.3. UK Campus Holidays

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

- 24 December 2021
- 27 December 2021
- 28 December 2021
- 29 December 2021
- 30 December 2021
- 31 December 2021
- 3 January 2022
- 4 January 2022
- 15 April 2022 (Good Friday)
- 18 April 2022 (Easter Monday)

A5.4. Consolidation Week

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

The following outlines the main expectations for both staff and students:

- The Consolidation Week is not a vacation/break. It is intended to slow the pace, somewhat, and allow reflection and consolidation of learning. Support activities will still take place during this week.
- No new material will 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.

A6. Programme Overview

A6.1. Heriot-Watt Graduate Attributes

The University will provide you with opportunities to develop skills, qualities, and academic abilities that are summarised in the Heriot-Watt Graduate Attributes, under the headings Specialist, Professional, Creative, and Global. For more information on the Graduate Attributes, see www.hw.ac.uk/students/doc/StudentGraduateAttributes.pdf.

All your courses will contribute towards the development of these Attributes, and in your Mathematics programmes you will find the following specific features:

Specialist: all our courses are designed to impart specialist skills and knowledge across a range of areas in modern mathematics.

Professional: we have a stream of courses – Maths in Context, Problem Solving, Mathematics Workshop, Project Preparation, Projects – which develop the professional skills required for a wide range of careers. These include communication skills such as technical writing and presenting, IT skills, team working and career planning.

Creative: problem solving is an essential part of mathematics, and by its nature is a creative process. All our courses provide opportunities for problem solving, but this is particularly emphasised in the courses Maths in Context, Problem Solving and Mathematics Workshop.

Global: mathematics is a universal language. By training as a mathematician you are joining a global community of scientists who are able to communicate effectively and to work together, unhindered by any differences in language and culture.

A6.2. Other Sources of Information

Information about mathematics courses and programme structures is available from the Department's web site at www.macs.hw.ac.uk/students/maths/ and on the University-wide Virtual Learning Environment - *Canvas*. You can find the log-in to Canvas at canvas.hw.ac.uk and your User ID is the same as your User ID for the University Desktop Service, and your password is the same as your password for the University e-mail system. Further information concerning University regulations and policies is available from the Academic Registry (www.hw.ac.uk/services/academic-registry.htm).

A6.3. Lectures, Tutorials and Feedback

Timetabled classes for mathematics courses will include both lectures / online learning units, and tutorials / online forum sessions. A lecture consists mainly of listening, understanding and making notes of the topics being taught: an equivalent online learning unit will be a structured activity based on a reading assignment and other self-study. Tutorials and online forum sessions are interactive opportunities to get feedback on the

work you are doing, to ask questions about the course material, and to get extra help with problems. 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 and attempting the tutorial examples, please ask for help: all lecturers can be contacted by e-mail (see the department and course web pages for e-mail addresses).

A6.4. Teaching, Revision and Exam Weeks

The academic year consists of 30 weeks, divided into 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 a 2-week 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 3-week break and then a 4-week exam session. Exams for 3rd, 4th and 5th year courses are usually in the first part of this exam period and those for 1st and 2nd year are in the later part.

Some courses will be assessed entirely by coursework, without a formal examination.

The University Registry is responsible for the scheduling and organisation of examinations: see www.hw.ac.uk/students/studies/examinations.htm

A6.5. 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 processes can be found here <https://www.hw.ac.uk/uk/students/studies/examinations/mitigating-circumstances.htm>

A6.6. Communication

How We Will Contact You

When we contact you during term-time we will use your University e-mail address. In some circumstances, we will also use your term-time address and/or the student mailboxes in the School Office, EM.125. (These mailboxes are also used for any mail addressed to students and delivered to the department.) In emergencies we will use e-mail or telephone. Outside term time, we may continue to use your University e-mail address, and we may write to your home address. You must keep your contact addresses up to date and check your University e-mail regularly, otherwise you might miss important information.

Your Responsibilities

It is very important that you

- read your University e-mail regularly.
- notify us immediately of any change of address You can check and amend your personal information by logging in to [Student Self Service](#).
- make sure your course choices are up to date. consult your Personal Tutor or Year Coordinator for advice on course choices.

How to Contact Us

- Photographs of staff are displayed outside EM.125 with their room number.
- School office: 0131 451 3324
- e-mail: This is probably the best way to contact most staff. You will get e-mail addresses from Course pages starting from www.macs.hw.ac.uk/students/maths/
- Post: Department of Mathematics, School of Mathematical and Computer Sciences, Heriot-Watt University, Edinburgh, EH14 4AS.
- In Person: Staff can be contacted in their offices.

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 Virtual Learning Environment).

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.

A6.7. 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.

A6.8. 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.

A6.9. 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.

Career planning is a major part of the third year course F19GB Project Preparation and Skills which will help prepare you for possible summer work placements and other future employment. The Careers Advisory Service will also make presentations to 4th and 5th year students.

A6.10. Student Learning Code of Practice

What Staff Can Expect of 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 the University you need to be independent, self-motivated and proactive in your studies. We understand that you may have other demands on your time, but your studies should come first. In addition, we expect:

- Preparation for classes as specified by your lecturers, including studying lecture notes, working on tutorial questions and participating in course activities. To do well in your studies you will need to undertake a significant amount of private study in addition to attending your timetabled classes
- Full engagement and attendance on time for lectures, laboratories, seminars and tutorials: during the semester it is your responsibility to be available to attend classes and, in particular, class tests
- Basic organisational skills, including coming to classes with pen and paper ready to take notes or with equipment for electronic note-taking, and using a calendar so that you don't forget deadlines and appointments
- Attention, courtesy and participation during classes; this includes asking and answering questions in lectures and tutorials
- Respecting deadlines for any assignments
- Taking responsibility for your work, whether completed individually or as part of a group
- Attendance at any scheduled meetings with a member of staff. If you can't make a scheduled meeting, please notify the member of staff in advance rather than just not attending
- Checking your University email, providing timely responses to emails from members of staff
- Provision of feedback on your courses and programme
- Commitment to your learning and a professional approach to your academic work
- Self-reflection on progress and willingness to learn from feedback on tutorial work, projects, exams, and trying to improve your work based on that feedback
- Determination and persistence; some topics and problems will be challenging and we expect you to make a sustained effort to master difficult topics. Lecturers are there to help if you need it
- To keep yourself informed about new and interesting developments in your discipline (beyond what is covered in your courses)
- Full referencing of all work
- Adherence with regulations and requirements, including health and safety
- Politeness and respect for all members of the Heriot-Watt University community and for the facilities/ services provided. This includes switching off your phones and other social media during classes

What Students Can Expect of Staff

Teaching is one of the most important duties for members of staff. Although members of academic staff have research and administrative duties which also require attention, we aim to provide:

- Commitment to helping you learn, with support, encouragement and technical back-up to help you develop your skills
- Research-informed teaching and high quality delivery of learning materials in accordance with the syllabus

- Advice and support on course content at tutorials, laboratories and through pre-arranged meetings
- Appropriate supervision of project/dissertation work
- Clear information and guidance on assessment requirements
- Timely oral and written feedback
- Timely provision of marks/grades for coursework and exams
- A prompt response from your personal tutor
- A timely response to general email questions
- Guidance on specific regulations and requirements including those related to health and safety
- Politeness and respect

A6.11. 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

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). Remember that plagiarism is an academic offence even if it is unintentional; you need to take care to avoid it.

A6.12. 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. Our 1st Year courses are usually at SCQF Level 7, 2nd year at level 8, 3rd year at level 9, 4th year at level 10, and 5th year at level 11.

A6.13. Transfer between Programmes and Courses

If you want to change any of the courses for which you are registered, you should consult either your Personal Tutor or your Year Coordinator. This can be done within the first 2 weeks of each semester.

Transfer between our various degree programmes is possible under certain circumstances; for example, at the beginning of the second and third years, students studying one of the joint degrees may switch to the BSc in Mathematics. At some stages in your programme it might also be possible to study a broader range of courses by transferring to the BSc in Mathematical Studies.

A6.14 Heriot Watt Assessment and Progression Systems (HAPS)

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. Progression information is given for each degree separately in the Programme Structures and Progression Rules section available from www.macs.hw.ac.uk/students/maths/. A brief summary of the progression rules are also given in the information about the various years later in this guide but while we try to make this summary as accurate as possible, you should note that the detailed University and Department regulations take precedence over what is given in this guide.

In HAPS your exam result for each subject is presented in the form of a mark and a letter grade (A - F) where

A = approximately 70% - 100%
B = approximately 60% - 70%
C = approximately 50% - 60%
D = approximately 40% - 50%

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. Every course is worth **15 credits** and you will get 15 credits for each subject in which you get grade E or above. An F indicates a fail for which no credit points are given towards your degree.

If you obtain credit in all eight courses in a year of study you earn 120 credits. In order to obtain an Honours degree 480 credits are required (and 360 credits are required for an Ordinary Degree). This means that in order to graduate you must normally obtain 120 credits from every year that you study. Final Examination Boards are allowed to award a student discretionary credits for up to two courses, within a complete programme, in which a student has failed to obtain credits, provided that all relevant examinations in the courses have been attempted. Hence you are allowed to fail in no more than two courses in your entire University career. In particular you will not be allowed to proceed to the next year of your programme if at any point you have failed in more than two courses.

However, since an E grade does not allow you to carry on studying a topic at a higher level, for most courses you will have to get a grade D or above in order to progress. If you hope to flourish in the later years of an Honours programme you should be aiming for your best possible performance in all your courses. The much sought-after upper second and first class degrees equate to A's and B's rather than D's and E's.

A6.15. Resitting Courses

If you fail courses (or do not obtain a sufficient number of D passes) in years 1 and 2, then you will be required to resit them. In year 3 if you do not obtain enough credits to progress to the final year of Honours or to graduate with an Ordinary degree then you will have to resit for credit. **Resits in Year 3 exams do not count towards the classification of your Honours degree.** In this case the resit allows you to gain the credits required for the award of a degree, but the original exam mark is used to determine the degree classification.

You are normally entitled to one resit attempt for Year 1-3 exams. Students resitting an exam will be subject to an administration charge levied by the University Registry. The resit diet is usually in August (it is your responsibility to check the details on the Registry web pages). Should you be required to resit anything, you must be available to do so. **Do not book holidays or take on other commitments during the resit diet.** All resit examinations will be held on the campus on which you took the course (so for Mathematics students this will be at Edinburgh). Further information on this policy can be found at www.hw.ac.uk/students/studies/examinations/re-assessment.htm .

A6.16. 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/assessment-2021-courseworksubmission.pdf>

A7. Information about First Year

Year Coordinator: Professor M. V. Lawson, Room CM.G12

Each semester you study four courses (making a total of 8 in the year). For most programmes, two in each semester will be on mathematics, one on statistics, and the fourth may be in a topic outside of mathematics. For *Mathematics with ...* degrees, the fourth course will usually be a mandatory course in the subsidiary subject.

Some programmes allow students to choose from a number of options. Students who need to choose options in each semester should choose a related pair, for example C27IE Economics and C37FF Finance. It may be possible to switch options at the end of the first semester but the choice then is likely to be restricted.

The first year Mathematics courses are listed below. Detailed programme structures may be found at www.macs.hw.ac.uk/students/maths/

Year 1 Semester 1	
F17CA	Calculus A
F17CC	Introduction to University Mathematics
F77SA	Introduction to Statistical Science A

Year 1 Semester 2	
F17CD	Calculus B
F17GA	Problem Solving
F77SB	Introduction to Statistical Science B

The following courses are optional and are not available on all programmes.

Year 2 Semester 1	
F17GC	Mathematics in Context

Year 2 Semester 2	
F17SC	Discrete Mathematics

Progression to Second Year

Decisions on progression are made by the Progression Board. The information below is given for guidance.

- Students normally require 120 credits including 6 passes at grade D or better to proceed to Second Year.
- For most programmes a grade D or better is required in Introduction to University Mathematics, Calculus A, Calculus B, and Problem Solving

Exceptions and additions to these general Progression Requirements for certain courses are given below:

- Students on the MMath will additionally require an overall average of 60% or better to proceed to second year MMath.

- Students on BSc Mathematics with Physics will additionally require a grade D or better in B27MW Mechanics, Fields & Forces and B27FF Waves and Matter.
- Students on BSc Mathematics with Computer Science will require a grade D or better in Introduction to University Mathematics, Calculus A, Calculus B and additionally a grade D or better in F27SA Software Development 1, F27SB Software Development 2.
- Students on BSc Mathematics with Languages will additionally require a grade D or better in the Language courses in each semester
- Students on BSc Mathematics with Statistics will additionally require a grade D or better in F77SA Introduction to Statistical Science A and F77SB Introduction to Statistical Science B.
- Students on BSc Mathematics with Finance will additionally require a grade D or better in C37FF Finance and Financial Reporting.
- Students on the Mathematical, Statistical and Actuarial Sciences degree normally require 8 passes at grade D or better in order to proceed to the second year.
- If a student has not obtained at least an E grade in any course, it is essential that the student takes the resit assessment in that course. University Regulations allow Examination Boards to award any student up to two Discretionary Credits during their programme, but only if the student has attempted the resit examinations concerned. However Discretionary Credits are not allocated for progression.
- Students who have not met the Progression Requirements will receive advice from the First Year Coordinator.

A8. Information about Second Year

Year Coordinator: Dr T. Wong, Room CM S.04

Each semester you study four courses (making a total of 8 in the year). The choice of courses depends on the degree you are taking, as in first year. The second year Mathematics courses are listed below. Details of courses, including their syllabus, their learning outcomes, and details of their method of assessment are given at www.macs.hw.ac.uk/students/maths/

Year 2 Semester 1	
F18CD	Multivariable Calculus and Real Analysis A
F18CF	Linear Algebra
F18AA	Applied Mathematics A

Year 2 Semester 2	
F18CE	Multivariable Calculus and Real Analysis B
F18NA	Numerical Analysis A
F18PA	Pure Mathematics A

The following courses are optional and are not available on all programmes.

Year 2 Semester 1	
F17LP	Logic and Proof

Year 2 Semester 2	
F18GW	Mathematics Workshop

It is important that you take optional courses seriously. Failure in them will lead to resit examinations in August/September, which must be passed before you are allowed into Honours Mathematics or MMath in Year 3.

Progression to Year 3

Decisions on progression are made by the Progression Board. The information below is given for guidance.

- Students normally require a total of 240 credits including 6 passes in Second Year at grade D or better
- For most programmes a grade D or better is required in each of Linear Algebra, Multivariable Calculus and Real Analysis A, and Multivariable Calculus and Real Analysis B.

Exceptions and additions to these general Progression Requirements for certain courses are given below:

- Students on MMath normally require a total of 240 credits and an overall average of at least 60% to proceed to third year MMath. In addition students are required to obtain grade D passes or better in Linear Algebra, Multivariable Calculus and Real Analysis A, Multivariable Calculus and Real Analysis B, Numerical Analysis A, Applied Maths A and Pure Maths A.
- Students on BSc Mathematics with Physics will additionally require a grade D or better in B28PO Photonics and Optics and B28TP Thermal Physics and Properties of Matter.

- Students on BSc Mathematics with Computer Science will additionally require a grade D or better in F28SG Intro to Data Structures and Algorithms, F28PL Programming Languages, and F28SD Software Design.
- Students on BSc Mathematics with Languages a minimum of Grade B in at least 6 courses including Multivariable Calculus and Real Analysis A, Multivariable Calculus and Real Analysis B, Linear Algebra, and all language courses and an overall average mark of at least 70% in all mathematics courses.
- Students on BSc Mathematics with Statistics will additionally require a grade D or better in F78PA Probability and Statistics A and F78PB Probability and Statistics B.
- Students on BSc Mathematics with Finance will additionally require a grade D or better in C38FM Financial Markets Theory and C38FN Corporate Financial Theory.
- Students on the Mathematical, Statistical and Actuarial Sciences degree normally require 8 passes at D or better in order to proceed to the third year.
- Students on BSc Mathematical Studies normally require a total of 240 credits, a minimum of 90 credits at SCQF level 8 and an average mark over their MACS modules of at least 40% to proceed to third year Honours. In addition students must have the pre-requisites for at least six SCQF level 9 or level 10 modules available in the degree.
- If a student has not obtained at least an E grade in any course, it is essential that the student takes the resit assessment in that course. University Regulations allow Examination Boards to award any student up to two Discretionary Credits in the course of their programme, but only if the student has attempted the resit examinations concerned. However Discretionary Credits are not allocated for progression.
- Students who have not met the Progression Requirements will receive advice from the Second Year Coordinator.

A9. Information about Third Year

Year Coordinator: Dr A Martin, Room CM.S09

Each semester you study four courses (making a total of 8 in the year). The choice of courses depends on the degree you are taking as in the previous two years. Third year Mathematics courses are listed below. Details of courses, including the syllabus, the learning outcomes, and details of the method of assessment are given at www.macs.hw.ac.uk/students/maths/

Results from examinations in courses at SCQF level 9 or 10 taken during the year count toward the classification of the final Honours or MMath degree.

Year 3 Semester 1	
F19GB	Project Preparation
F19MV	Vector Analysis
F19PB	Pure Mathematics B
F19PL	Abstract Algebra

Year 3 Semester 2	
F19AB	Applied Mathematics B
F19MC	Complex Analysis
F19MO	Ordinary Differential Equations
F19NB	Numerical Analysis B

Teaching, Assessment and Exams

- We review progress of honours degree students after the first semester, and may advise some students to change to the ordinary degree course at that point. However, failing a subject in December does not necessarily mean that you cannot get an Honours degree.
- **All the level 9 or 10 courses taken during the third year count towards the degree assessment for BSc Honours degrees with a weighting of 40% on third year results and 60% on fourth year.** Students on the Mathematics with a European Language degree spend their third year studying abroad, and so there are special arrangements for them. There are also special arrangements for students on the Master of Mathematics degree and the Mathematical Studies degree. More details on this are given in *Sections 10.7 and 10.8* in this guide.

Graduation with an Ordinary degree (apart from Mathematical Studies)

- The final decisions on graduation are made by the Progression/Award Boards. The information below is given for guidance only and should not be regarded as binding.
- Students are eligible for an Ordinary degree if they obtain at least 360 credits. University Regulations allow Examination Boards to award any student up to two Discretionary Credits in the course of their programme **but only if the student has attempted the resit examinations concerned.**
- Students who reach the end of third year without 360 credits may be able to resit courses to gain enough credits for an Ordinary degree.
- Students registered for an Honours degree may choose to leave with an Ordinary degree at the end of third year if they have obtained sufficiently many credits.

Graduation with an Ordinary degree (Mathematical Studies)

- The final decisions on graduation are made by the Progression/Award Boards. The information below is given for guidance only and should not be regarded as binding.
- Students must have gained a total of at least 360 credits (including, where appropriate, up to 30 Discretionary Credits).
- Students must have gained a minimum of 60 credits at SCQF level 9
- Students must have gained a maximum of 300 credits from SCQF level 7 and SCQF level 8 (not more than 210 credits at SCQF level 7)
- Students must have the majority of their MACS courses with codes which start with F1 or F7.

Progression to Year 4 (apart from Mathematical Studies)

- The final decisions on progression are made by the Progression Boards. The information below is given for guidance only.
- You will be allowed to proceed to the final year of the Honours course if
 - you satisfy the prerequisites for all the courses you will study in year 4
 - you have accumulated at least 360 credits (and so qualify for an Ordinary degree) and
 - have an average mark on all qualifying courses of at least 40% and,
 - if you take F19GB Project Preparation, an average mark of at least 40% in the other seven qualifying courses.
- MMath students will be allowed to proceed to the 4th year of the MMath if
 - you satisfy the prerequisites for all the courses you will study in year 4
 - and you have accumulated 360 credits
 - and your overall average mark is 60% or better.

If you have a sufficiently good average overall but have failed some courses and have an insufficient number of credits, or you do not satisfy the prerequisites for all the courses you will study in year 4, you may be asked to resit examinations to gain more credits or obtain the prerequisites before you can progress. **In this case the mark scored in your first attempt at the exam will be used in calculating your overall average for classifying Honours.**

Progression to Year 4 (Mathematical Studies)

- The final decisions on progression are made by the Progression Boards. The information below is given for guidance only and should not be regarded as binding.
- To progress from Stage 3 to Stage 4 students must have gained a minimum of 90 credits at SCQF level 9 or above and must have the pre-requisites to enable them to have taken at least six qualifying courses which are at SCQF level 9 and at least six qualifying courses which are SCQF level 10 or 11 by the end of Stage 4.
- In order to progress from Stage 3 to Stage 4, students must normally have an average mark of 40% or better in their qualifying courses and have obtained 360 credits.

If you have a sufficiently good average overall but have failed some courses and have an insufficient number of credits or you do not satisfy the prerequisites for all the courses you will study in year 4, you may be asked to resit examinations to gain more credits or obtain the prerequisites before you can progress. **In this case the mark scored in your first attempt at the exam will be used in calculating your overall average for classifying Honours.**

A10. Information about Fourth Year

Year Coordinator: Dr L Ciobanu, Room CMT.22

Each semester you study four courses (making a total of 8 in the year). The choice of courses depends on the degree you are taking as in the previous three years. Most students must take the Mathematics Project Dissertation (F10GP) in Semester 2. The fourth year Mathematics courses are listed below. Details of courses, including the syllabus, the learning outcomes, and details of the method of assessment are given at www.macs.hw.ac.uk/students/maths/

Results from examinations in courses at SCQF level 9 or 10 taken during the year count toward the classification of the final Honours or MMath degree.

Year 4 Semester 1	
F10AC	Applied Mathematics C
F10AM	Mathematical Biology A
F10MF	Functional Analysis
F10MM	Optimisation
F10NC	Numerical Analysis C
F10PC	Pure Mathematics C

Year 4 Semester 2	
F10GP	Mathematics Project
F10AN	Mathematical Biology B
F10PG	Geometry
F10MP	Partial Differential Equations
F10ND	Numerical Analysis D
F10PD	Pure Mathematics D

Board of Examiners

The Board of Examiners is chaired by the Head of Department, and includes both External Examiners and the lecturers who taught the courses. The External Examiners preview and approve the methods of assessment, contribute to decision making at the Board, and so ensure the academic standards and fairness of our degree awards.

Classification of Honours Degrees (other than Mathematical Studies)

- For the BSc in Mathematics (F111), the Honours degree assessment is based on examinations held in both of the third and fourth years, weighted 60% on the fourth year results and 40% on the third year. For BSc degrees in mathematics with an external subject, the weighting may be slightly different and you should consult the appropriate programme guide at www.macs.hw.ac.uk/students/maths/ or the Programme Director for details.
- The assessment for the degree of Mathematics with a European Language is based on courses taken in the fourth year together with an oral examination in your European Language which is taken in October of year 4. The courses taken in fourth year are equally weighted, irrespective of whether they are level 9 or level 10. The oral examination counts 20% towards the final degree classification.
- The table below shows the average marks per paper used by the examiners *as a starting point* in the degree classification process.

Average Mark	Degree Classification
≥70%	1
60-69%	2.1
50-59%	2.2
40-49%	3
Below 40%	Ordinary

- There is no quota system on the number of degrees of different classes awarded. It is not impossible (although highly unlikely) for everyone to get a 1st class degree, and similarly for everyone to get an Ordinary degree.
- MMath students will get a provisional Honours degree classification at the end of 4th year (using the rules above).
- MMath students will be allowed to proceed to the final (5th) year of the MMath programme if
 - you satisfy the prerequisites for all the courses you will study in year 5
 - **and** you have accumulated at least 480 credits with your average mark at 60% or better.

Classification of Honours Degrees (Mathematical Studies)

- The Board of Examiners is the same as that for the other mathematics honours degree and operates under the same conditions.
- A student must have gained a total of at least 480 credits
- A student must have gained a minimum of 90 credits at SCQF level 10 and a minimum of 90 credits at SCQF level 9
- a student must have gained a maximum of 300 credits from SCQF level 7 and SCQF level 8 (not more than 210 credits at SCQF level 7)
- A student must have gained a minimum of 30 credits from Project courses F19GB1+F10GP2 (Mathematics project) OR F79MA1+F79MB2 (Statistics project).
- The class of Honours shall be determined by performance in the 6 best MACS Stage 3 courses and the 6 best MACS Stage 4 courses taken, these are termed "the qualifying courses". The classification shall be based on 40% of the average mark of the Stage 3 qualifying courses and 60% of the average mark of the Stage 4 qualifying courses.
- A student must have the majority of their MACS courses with codes which start with F1 or F7. A student who satisfies all the above criteria for the award of an honours degree but fails to have the majority of their MACS courses with codes starting with F1 or F7 shall be eligible to be considered for the degree of BSc in Computing Studies.

A11. Information about Fifth Year (MMath degree only)

Year Coordinator: Dr L Ciobanu, Room CMT.22

In the 5th year we offer a choice of courses. In semester 1 students must take the Mathematics Project Dissertation Part II (F11GS) and choose three other courses. In Semester 2 you choose 4 courses. Fifth year Mathematics courses are listed below. Details of courses, including the syllabus, the learning outcomes, and details of the method of assessment are given at www.macs.hw.ac.uk/students/maths/

Year 5 MMath courses	
F11AE	Applied Mathematics E
F11AM*	Mathematical Biology A*
F11MF*	Functional Analysis*
F11MM*	Optimisation*
F11NC*	Numerical Analysis C*
F11PE	Pure Mathematics E
F11MT	Modelling and Tools
F11MS	Modelling and Simulation in the Life Sciences
F11GS	Project Part II
F11AN*	Mathematical Biology B*
F11PG*	Geometry*
F11MP*	Partial Differential Equations*
F11ND*	Numerical Analysis D*
F11PF	Pure Mathematics F
F11SS	Stochastic Simulation
F11DA	Data Assimilation

You cannot choose a course marked with a * in the above list if you have already taken its 4th year counterpart.

Classification of MMath Degree

The classification is based on the assessments held in years 3, 4 and 5, weighted 25%, 37.5% and 37.5% respectively. The Board of Examiners is the same as that for the other mathematics honours degrees and operates under the same conditions. MMath degrees are also classified like Honours degrees. The table below shows the average marks used by the examiners *as a starting point* in the degree classification process.

Average Mark	Degree Classification
≥70%	1
60-69%	2.1
50-59%	2.2
40-49%	3
Below 40%	BSc Honours Degree earned by the end of year 4

PART B: UNIVERSITY INFORMATION

B1. Programme and Course Content

The content of our programmes and courses is reviewed annually to make sure it's 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 University Student Representative Bodies work in partnership to develop a Student Partnership Agreement (SPA) each year. The Agreement identifies the main, agreed priorities for working in partnership each academic year and outlines an associated action plan.

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

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

B4. University Regulations

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

B5. Your Student Portal

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

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

In addition to the portal you can telephone the **Student Helpdesk 0131 451 8899**.

B6. Your Virtual Learning Environment

For the academic year 2021-22, Heriot-Watt will have a new Virtual Learning Environment (VLE) called [Canvas](#). It is an engaging and student friendly system adopted in response to student and staff feedback. Canvas is a vital learning and communication tool for you and your lecturers, so make sure you log in and check Canvas every day. For further support see the [Canvas Student Guides](#).

B7. Quick Finder Guide to Heriot-Watt University

The following provides a guide to the support, resources, procedures and more which are available to you during your studies. This section is arranged alphabetically under four thematic headings:

- **Learning and Teaching**
This covers issues related to your academic study.
- **Our Community**
As a Heriot-Watt student you are part of a community where we value and draw strength from our diversity, and from the range of different experiences which have brought us together. This section helps you to find out about events, activities and opportunities for you to meet new people and get to know other students.
- **Supporting Success**
This covers issues relating to student life and the support resources available to help you.
- **Developing Your Skills**
It's not just knowledge of your subject that you acquire as a student, you will develop a range of skills that will not only help you study, but also help in everyday life. You will also develop skills which will help you get a job and develop your career.

Clicking on the links below allows you to find relevant information on the student web pages. Please make sure that you check myHWU the Student Portal, and the University web pages throughout the year for the most up-to-date information.

Learning & Teaching

Academic Appeals

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

Assessment

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

Assessment Feedback

Heriot-Watt University aims to support students in becoming confident, independent learners; feedback is a key part of the student learning experience, as it is designed to help students to learn and improve. It's also important to know [what to do with the feedback](#) when you receive it. Please also see this guide: [Making the Most of Assessment and Feedback: A Guide for Students](#)

Assessment Results

Once your course results have been released, you will automatically be sent an email (to your Heriot-Watt email address) to inform you that new assessment results are available online to view/download via the [Student Self-Service](#). [Guidance is available on the results and the grading system used by the University](#).

Changing Your Course

If you wish to change your course you can do this [online](#) 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.

Learning, teaching and assessment will be delivered through a combination of online and face-to-face methods as part of the University's Responsive Blended Learning Approach. Online activities will be delivered through Canvas, the University's VLE. Prompt course registration will ensure that you are able to participate in all online activities.

Changing Your Programme

The University recognises that students may wish to transfer to a different programme of study and will normally allow this provided that a student's prior study or subject knowledge meets the entry requirements of the new programme. Transferring after year 1 may be difficult without repeating stages of study. If you are considering changing to another Heriot-Watt programme please make sure you discuss this with your personal tutor and see the following advice.

- Think carefully about what you want to study instead
- Access all sources of information about any alternative programme. Find out who the programme contact is, what the entry requirements are and what careers it might lead to. You can find out the programme contact by contacting the School Office. Find out if you would you have to repeat a year.

- Talk to programme staff and students who are currently studying the programme.
- Remember, it is not automatic that you will be allowed to transfer to a different programme.
- If you are able to transfer, make sure you complete the correct forms and have the appropriate approval. Your new programme leader can advise you on this.
- You may have to repeat a year on your new programme, e.g. start again at Year 1, in which case you should check with your funding body what financial support will be available if you do this. Repeat funding can sometimes be offered but this will depend on your circumstances.

[Examinations & Examination Diets](#)

There are three examination diets (assessment periods): December, Spring and Summer.

[Exam Conduct and ID Checks](#)

Make sure you know what is required and permitted within each of your exams and understand the University exam conduct.

[Exam Timetables](#)

Information on the exam timetable and when it will be available. Please note that exam timetables are subject to change so check regularly – we recommend checking the morning of each exam for any adjustments.

[Exit Awards](#)

You will receive an award if you successfully complete your programme of study, however, if you leave the University part way through your programme, you may still have met the required criteria for receiving a Certificate of Higher Education, a Diploma of Higher Education or an Ordinary/Bachelors Degree as an exit award.

[External Examiners Information](#)

External Examiners are independent of Heriot-Watt and their role is to ensure that students are judged fairly according to the academic standards expected by the wider higher education sector. In addition, they ensure that the processes for assessment, examination and determination of awards are sound and fairly operated, and that the quality of programmes is appropriate. Students can request copies of the External Examiners' reports for their programme by emailing externalexaminerstaught@hw.ac.uk

[Periods of Study](#)

The University Regulations explain the maximum time allowed to complete your programme of study.

[Plagiarism](#)

Plagiarism is the act of taking the ideas, writings or inventions of another person and using these as if they were your own, whether intentionally or not. [Here you can find out more about plagiarism, how the University responds to it and guidance on how to avoid plagiarism in your academic work.](#) The Library also provides workshops and support on citing and referencing to avoid plagiarism.

[Reassessment](#)

If you fail an assessment during the first or second semester of an academic year, then you will have to sit a reassessment for that course before being able to progress. This page contains information on reassessment procedures, how to register and pay for reassessments on your campus, reassessment diet dates, and information about additional reassessment opportunities.

Recording of Lectures

As part of the University's Responsive Blended Learning approach, learning and teaching activities may be recorded for academic purposes. Students will have access to these recordings for use in their studies, but must not download, access or use these recordings for any purpose other than their studies at the University. Equally, students must not copy or share the recordings, in whole or in part, in any way with any other party. Where students have permission from the University to record sessions as part of any reasonable adjustments to ensure the accessibility of their studies, such recordings do not fall within the scope of this guidance. New and continuing students will be invited to sign up to these requirements as part of the Student Declaration at the point of enrolment.

[Requirements for Awards](#)

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

[Recognition of Prior Learning & Credit Transfer](#)

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

[Submission of Coursework Policy](#)

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

[Student Communications Policy](#)

This policy states that only approved Heriot-Watt communication tools should be used by staff in communication with students.

[Teaching Timetables](#)

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

Our Community

[Alumni](#)

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

Accommodation

Information about student accommodation at each of our campuses

[Accommodation \(Dubai Campus\)](#)

[Accommodation \(Edinburgh Campus\)](#)

[Accommodation \(Malaysia Campus\)](#)

[Accommodation \(Scottish Borders Campus\)](#)

[Accommodation \(Orkney Campus\)](#)

Faith and Belief

Heriot-Watt University respects religious and cultural diversity and aims to support individuals in their religious and cultural observance.

[Faith and Belief: Edinburgh Campus](#)

[Faith and Belief: Scottish Borders Campus](#)

[Faith and Belief: Orkney Campus](#)

[Faith and Belief: Dubai Campus](#)

[Faith and Belief: Malaysia Campus](#)

[Residence Life \(Edinburgh Campus\)](#)

Residence Life (Res Life) provide help and support for students living in University accommodation. This can be practical help and information, help with the transition to living in halls of residence, signposting to other sources of support and providing a calendar of social events.

Sport and Exercise

Opportunities for a range of sport and exercise activities are available at all our campuses. From recreational fun to competition, there's a place in the WattFamily for everyone regardless of sporting ability or experience. The Edinburgh campus is also home to [Oriam](#) Scotland's Sports Performance Centre.

[Sport and Exercise: Edinburgh Campus](#)

[Sport and Exercise: Scottish Borders Campus](#)

[Sport and Exercise: Orkney Campus](#)

[Sport and Exercise: Dubai Campus](#)

[Sport and Exercise: Malaysia Campus](#)

Student Representation

All students have representative bodies for their campus who will also oversee clubs and societies and organise events for students.

[Heriot-Watt University Student Union \(Edinburgh, Orkney and Scottish Borders Campuses\)](#)

All Heriot-Watt students at Scottish campuses are a member of the Student Union. In addition to the wide range of societies, the Student Union offers volunteering opportunities for students to get involved in and make friends and connections during their time at university. The Union regularly hold events and host campaigns for good causes. The Student Union can also provide advice and support for all Heriot-Watt students via the [Advice Hub](#).

[Heriot-Watt University Dubai Student Council](#) is the primary representative body for all students at Dubai campus. Further details can be found on the Student Council's [Facebook](#) page

[Heriot-Watt University Malaysia Student Association](#) represents students at Malaysia campus, manages clubs, implements welfare projects and organises events for students.

UK Armed Forces Reservists

The University has signed up to the [Armed Forces Covenant](#) and we are committed to ensuring that current and former Armed Forces personnel and their families are treated fairly. We will ensure that students who are reservists are not disadvantaged in their studies by undertaking compulsory training and service, and this includes the consideration of [Mitigating Circumstances](#) in assessments. You can discuss any issues relating to your service with your [personal tutor](#).

Supporting Success

[Amendment to Enrolment](#)

Amendments can be made to a student's enrolment at any point during their studies. This can include Temporary Suspension of Studies, extension of study period or amendment to study level or method.

[Assistive Technology](#)

We have a variety of assistive technology available at Heriot-Watt University. Our Technology Assistant is here to help you with the enabling technology that we have and can assist you with any queries or support needs.

[Assistive Technology at Edinburgh Campus](#)

[Assistive Technology at Scottish Borders Campus](#)

[Assistive Technology at Orkney Campus](#)

[Assistive Technology at Dubai Campus](#)

[Assistive Technology at Malaysia Campus](#)

[Attendance and Absence](#)

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

[Togetherall](#)

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

[Care Experienced Students](#) (Scottish Campuses)

We recognise that students with care experience are under-represented in higher education and are committed to offering support for you to study at Heriot-Watt. We can provide access to the advice, guidance, financial support and accommodation required to help you succeed at university. We offer a named point of contact and support within the University,

[Caring Responsibilities](#) (Scottish Campuses)

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

Change of Address

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

[Childcare and School Information](#) (Scottish Campuses)

Information on nurseries, childminders and Schools is available at this link for students at Edinburgh, Scottish Borders and Orkney Campuses. You may be eligible for [financial support](#) for childcare costs.

[Complaints](#)

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

[Counselling](#)

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

[Data Protection](#)

Information about how the University uses and protects data.

[Disability Support](#)

The Disability Service provides support for students with a range of disabilities (dyslexia and other specific learning difficulties, sensory impairment, mental health, medical and physical health conditions, Autistic Spectrum Condition). Let us know if you have a disability and we'll arrange an appointment. We also offer advice and screening if you think that you may have a disability. You may be eligible for additional funding from the Disabled Students Allowance. Drop-in times and contact details are available via the link above.

[Discipline](#)

The University can take action against any student if they have committed an academic offence (such as plagiarism, collusion or cheating in an exam) or a non-academic offense such as improper use of, or damage to, university property, or unacceptable behaviour.

[Discretionary Credit](#)

A student who has not achieved the minimum number of credit points necessary to qualify for consideration of an award or the minimum number of credit points to progress from one stage to another may be awarded the requisite credit points at the discretion of the Award Board or Progression Board, as appropriate.

[Effective Learning Service](#)

Our global team of Effective Learning Advisers can provide advice and guidance on study skills for University work e.g. academic writing, study strategies, managing your time and effective group working.

[Email](#)

Make sure you keep checking your Heriot-Watt email at least every day and use it if you need to contact the University. Sometimes mail from personal e-mail addresses is blocked by the University's IT systems, so use your Heriot-Watt e-mail to be sure your message gets through to us. Essential messages and information will also be available via myHWU the Student Portal.

[Enrolment](#)

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

[Equality and Diversity](#)

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

[Estranged Students](#)

An estranged student is "someone who no longer has the support of their family due to a breakdown in their relationship which has led to ceased contact. This might mean biological or adoptive parents or wider family members who have been responsible for supporting a student in the past". We recognise that estrangement causes particular challenges to students and the University is able to provide a range of support. If this applies to you, please get in contact.

[European Exchange](#)

Our European Exchange Programme enables you to study or work in Europe as part of your degree programme, usually for a semester or full academic year. At Heriot-Watt students, have the opportunity to study at a wide range of institutions in Europe and may benefit from an Erasmus+ grant if the placement meets the criteria and is completed by 31st May 2023.

[Exchanges](#)

An Exchange placement can be arranged with an institution abroad, outside of Europe. This can be arranged with your school Exchange Co-ordinator but it is the responsibility of the student to complete the application for that institution.

[Failing a Course](#)

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

[Go Global](#)

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

[Graduate Attributes](#)

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

[Graduation](#)

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

[Harassment and Bullying](#)

Heriot-Watt University is committed to a working, learning and living environment that is free of discrimination and intimidation. If you feel that you are being bullied or harassed, in person or online, please talk to your personal tutor, or to Student Wellbeing.

[Health and Wellbeing](#)

During your time at University it is important to look after yourself and use the resources available to help you with this, including Wellbeing Services, and medical and dental services.

[Library Essentials](#)

Library essentials covers how to navigate the library service across campuses at the University. If you need to borrow a book or book out a study space this can be accessed from the library essentials webpage.

[Library Resources for Your Subject](#)

There is an Academic Support and Liaison Librarian supporting your subject or School, who can provide advice and guidance on library resources and developing your information

skills. See also the online subject guides for information about books, journals and online resources for each subject area.

[Managing Your Money](#)

As a student you will find there is a lot to think about financially. For some of you, studying at university will be the first time you have had to manage your money and keep your expenditure within a fixed budget. Advice and support on money matters is available at all Heriot-Watt campuses.

[Maternity and Paternity](#)

The University has a set of published guidelines to ensure that students who become pregnant during their studies know where to seek advice and support, including on matters such as returning to study following a period of maternity leave and on requests for shared leave or paternity leave.

[Mental Health](#)

If you experience a mental health difficulty while at the University, or have a pre-existing mental health condition, you can discuss any issues and concerns with a professional counsellor or Student Advisor

[Mitigating Circumstances](#)

There are circumstances which, through no fault of your own, may have affected your performance in an assessment (exams or other assessment), meaning that the assessment has not accurately measured your ability. These circumstances are described as 'mitigating circumstances'. You can submit an application to have mitigating circumstances taken into account.

[Next Steps: Post result help](#)

Next Steps is a simple guide that can help you after you have received your course assessment results. The guide has information about importance of obtaining feedback from your assessments, and how to reflect and act on feedback to ensure you are more successful in your studies.

[People Finder](#)

Find a key person on campus by using People Finder

[Sexual Misconduct](#)

The University is committed to providing a safe environment that allows you to work, study, and fulfil your potential without fear of sexual misconduct and has a policy to combat sexual misconduct.

[Software](#)

You can access a range of IT software provided by the University to help in your studies.

[Student Success Advisors](#)

Nobody knows the challenges of being a Heriot-Watt student better than those who have been through it all themselves. With the benefit of recent experience and successful study at Heriot-Watt, the Student Success Advisors will be able to offer advice to students based on their own experiences. They will also have an overview of the other support resources available at Heriot-Watt and point you in the right direction if you need it.

Student Service Centre

The Student Service Centre offers help and support relating to matters on enrolment, examinations, paying tuition fees, graduation, as well as advice for students holding a visa.

[Dubai Campus](#)
[Edinburgh Campus](#)
[Malaysia Campus](#)

[Student Fees, Funding and Additional Charges](#)

The University can give you advice about paying your tuition fees as well as information on scholarships and bursaries, and other means of financial support.

[Student Policies and Guidance](#)

Our list of student policies can give you information on University regulations and guidance relating to issues including attendance, mitigating circumstances, mental health, and programme transfer.

[Student Surveys](#)

Feedback from students is extremely important as it allows the University to further improve and enhance what it offers to students. Surveys give students the opportunity to feedback their thoughts and opinions to the University.

[Temporary Suspension of Studies](#)

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

[Thinking of Leaving](#)

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

Visa Advice

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

[Visa Advice: UK Campuses](#)
[Visa Advice: Dubai Campus](#)
[Visa Advice: Malaysia Campus](#)

Developing Your Skills

[Careers](#)

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

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

[Careers UK Campuses](#)

Careers: Dubai Campus, contact dubaicareersandgradfutures@hw.ac.uk

[Careers: Malaysia Campus](#), contact MYCareers@hw.ac.uk

[Career Mentoring](#)

Career Mentoring can connect a student with a professional working in a student's area of interest. The programme gives students an opportunity to gain an insight into what it is like working in a certain field. A mentor will also be able to support a student with their long-term

career planning. This programme is mostly aimed at students in their penultimate year, however all students are welcome to apply.

[Enhanced Transcript](#)

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

[LinkedIn Learning](#)

As a Heriot-Watt student, you have full, free access to LinkedIn Learning. The platform hosts over 12,000 digital courses on business, creative and technology topics. These courses are broken into bitesize sections, making it easy to focus on developing the skills you need.

[Maths Gym](#)

The Maths Gym is a cross-campus initiative aimed at supporting all Heriot-Watt students, from any subject, to strengthen their mathematical or statistical skills and gain confidence in applying these skills. We provide support through a variety of activities including:

- drop-in sessions
- one-to-one or small group appointments
- workshops.

Whether you want to brush up on basic skills or need help to understand new material from your course, the Maths Gym is there to help you.

[Skills Development](#)

Studying at university gives you the opportunity to learn new skills or build on existing skills you already have. Information Services provide many workshops and resources to help you gain or develop the skills you will need to have a successful time at university.

[Study Spaces](#)

Heriot-Watt provide a large number of modern and contemporary study spaces for both individuals and groups in convenient locations. Some of these spaces are open late, and offer IT access as well as food and drink.

Volunteering

Volunteering offers you the opportunity to develop your skills and experience while helping your fellow students, your community or a charitable organisation. There are numerous opportunities for [volunteering](#) within and outside the University. The Careers service also provide [advice](#) on volunteering. Your experience as a volunteer can be logged and evidenced, and help enhance your employability.