

Programme Handbook for Combined Studies

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PART A: SCHOOL INFORMATION

It is important to read through Part A of the handbook which provides specific information on the requirements of your particular programme of study.

You should contact your School in the first instance for any academic queries.

A1. Summary of Key Information

Combined Studies is a programme at Heriot-Watt University where students enrol on a degree that is driven solely by regulation rather than course structure. Consequently all Combined Studies students are following individual programmes comprising of different courses but with a common regulation for progression and graduation. To gain a Combined Studies degree students must accumulate both credit, level and discipline by passing courses. A discipline is defined as a subject area (such as Mathematics or Economics) and it is the completion of a wide range of disciplines during a degree that makes Combined Studies unique.

Combined Studies students may select courses from across the university (although we do not encourage cross campus courses) and are asked to take responsibility for their programme. To assist in this task, students are allocated an Associate Director of Studies who will give advice and recommendations on programme construction and course selection. Each Associate Director of Studies has a specialist subject area and students will be allocated according to subjects studied in the past or subjects to be taken.

A2. Welcome and Introduction

Welcome from the Principal of Heriot-Watt University

I am delighted you have chosen to study at our innovative and distinctive University. You are now part of an unparalleled community, which has since 1821 been at the forefront of pioneering education and future thinking.

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 campus, student societies and community has to offer you. Our approach to teaching and learning is focused on offering you the very best study programmes that apply knowledge to real world challenges. We do this by combining innovative learning technologies and ideas with our outstanding support and facilities, both on-campus and through our digital services.

As a University committed to preparing you for your future, we're delighted to offer opportunities for students to gain a global perspective, whether at a single campus or abroad. Our Go Global programme offers inter-campus transfers and exchanges across our campuses in Dubai, Scotland and Malaysia, allowing you to study, socialise or experience new cultures and places.

Our graduates are sought 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.

So on behalf of all the staff, we look forward to supporting you to be a successful graduate of Heriot-Watt University.

Professor Richard A. Williams OBE
Principal and Vice-Chancellor

A3. General Information about the School

Combined Studies is administered by three schools in the university; Engineering and Physical Sciences, Social Sciences and Textiles and Design. Students may register for courses available from every school offering undergraduate courses. Students registered on a Combined Studies programme has the same rights as any other student in that school. The table below outlines the schools, subject groups and disciplines (completion of disciplines are required for the Combined Studies degrees).

Due to the diverse nature of Combined Studies students' programmes, it is not possible to have a staff student liaison committee or school officer, although Combined Studies students can join the staff-student liaison committee of a subject area in which they are studying. Students with issues concerning their programme or the courses that they are taking, or treatment by staff should take these in confidence to their Associate Director of Studies. Many Combined Studies students have performed effective roles on Students' Association committees and on the staff-student liaison committees of other subject groups.

Students seeking information on programmes and courses elsewhere in the university should seek this from school websites. In addition, the course handbooks for all first year Engineering and Physical Sciences subject groups are available on the Virtual Learning Environment (Vision).

Timetables are available from the university website. As Combined Studies students are taking courses that are not normally part of a timetabled course structure, individual timetables need to be constructed from many sources and students should ensure that they collect all appropriate timetables. It is sometimes not possible to create a Combined Studies course without encountering a timetable clash. In these cases student should discuss a strategy with their Associate Director of Studies.

A4. Key Staff and Office Locations

The role of an Associate Director of Studies is that of an enhanced personal tutor. As each student is following a personalised degree programme within a complex set of regulations, the Associate Director of Studies will provide advice and guidance on both academic and pastoral matters. Students are required to attend personal tutor meetings when requested. There should be at least one mentor meeting per semester. Personal tutor meetings with Associate Directors of Studies are important and beneficial to the students.

School Of Engineering and Physical Sciences

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Other Relevant Staff

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0131 451 3387

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A5. Programme Overview

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.

A Combined Studies student creates a personalised degree by selecting from courses available across the university. The selection of courses is based on having the appropriate pre-requisites. Progression to the next stage of a programme or to graduate is subject to meeting the progression and graduation requirements in terms of credit, level and discipline accumulation.

A6. Programme Study and Delivery

A Combined Studies student creates a personalised degree by selecting from courses available across the university. The selection of courses is based on having the appropriate pre-requisites. Progression to the next stage of a programme or to graduate is subject to meeting the progression and graduation requirements in terms of credit, level and discipline accumulation.

Full-time programmes comprise of 8 courses; four in each of two semesters. In some cases students will be advised to take additional courses (to overcome previous fails or for pre-requisite purposes). A student registered for 5 or more courses is full-time. A student registered for four or fewer courses is part-time. Full-time students pay the full tuition fee and are eligible to a full student loan. Part-time students are liable for their own tuition fees and a partial student loan. Part-time students are also liable for council tax (full-time students are not). If you have any financial concerns, help is available from Student Welfare Services.

At the start of each academic session a programme of study is agreed with the student's Associate Director of Studies prior to enrolment. This programme can be amended during the academic session in consultation with the student's Associate Director of Studies.

At the end of each session a Progression Board determines if a student has met the requirements to progress or to graduate. The Award board makes decisions on degree classifications for Honours students. Students requested to re-sit courses in August of each year are then dealt with at a second progression board after the re-sit diet of examinations.

SESSION DATES IN ACADEMIC YEAR 2019-20

Semester 1 Teaching Block:	16 th September – 6 December 2019
Semester 1 Assessment Weeks:	9 th December – 20 th December 2019
Semester 2 Teaching Block:	13 th January – 3 April 2020
Semester 2 Assessment Weeks :	27 th April – 22 nd May 2020
Award Board:	Beginning June 2020
Progression Board:	Mid June 2020
Graduations:	23 rd – 26 th June 2020 (Edinburgh Campus)
Re-sit Diet of Exams:	6 th August-14 th August 2020
Re-sit Progression Board:	Mid August 2020

During each academic session students will be invited to meet with their Associate Director of Studies to discuss progress (exam results) and the consequences of fails obtained during the session. Programme and course registration can be amended as a result of these meetings. Note that if a student has failed a course during a term they will be recommended to attend the examination at the next opportunity; the re-sit diet of examinations. It is therefore sensible not to arrange holidays until after the re-sit examinations.

Transfer

Students may transfer to and from Combined Studies at various stages of the academic year by completion of a Programme transfer form and discussion between appropriate staff from Combined Studies and the recipient/ donor subject group. Students wishing to transfer to Combined Studies in the first instance should contact the Associate Director of Studies most appropriate for their subjects.

Programme Structure and Delivery

Combined Studies degrees do not have programme structures and follow courses available from schools across the university. The degrees are driven by regulation. A summary of the degree regulations in terms of credit accumulation and level accumulation are given.

In all cases for progression, these are minimum requirements and if a student has insufficient pre-requisites for further study, they may not be able to proceed.

All degrees at Heriot-Watt University have been confirmed as complying with the Scottish Credit Qualification Framework. SCQF compliance assumes a course comprises 120 credits per year and all credits must be passed for award. To assist students meeting the full credit compliment, the university permits the award of discretionary credit (DC) to compensate for fails. As the names suggests discretionary credit is at the will of the progression board and the decision to award the credit is based on general student performance. The university guidelines give a clear steer to progression boards on the award of discretionary credit.

The University operates a 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.

Combined Studies has three forms of its BEng, BSc and BA degrees:

Honours Degree

B7C1: BEng Engineering (Hons)
B7A1: BSc Combined Studies (Hons)
C0A1: BA Combined Studies (Hons)
E2A2: BSc Combined Studies (Hons)
E2B4 BA Combined Studies (Hons)

Ordinary Degree

B7A2: BSc Combined Studies (Ord)
C0A2: BA Combined Studies (Ord)
E2A1: BSc Combined Studies (Ord)
E2B3 BA Combined Studies (Ord)

General Degree

B7B2: BSc Combined Studies (General Science)
B7C2, BSc Combined Studies (General Engineering)
B7D2, E2D2: BSc Combined Studies (General Degree)
C0B2, C0D2, E2B2: BA Combined Studies (General Degree)

Honours Degree

These are four year degrees and graduates receive a degree classification. The degree classification is based on the average mark obtained in Qualifying Course. A Qualifying Course is one that is counted for degree purposes. In other degree programmes Qualifying courses are specified by the course structure. It's different in Combined Studies, students may select courses as being qualifying. Once selected, they cannot be deselected unless there is a good reason (eg course withdrawn or a major timetable clash). Qualifying courses must be selected at the start of each year and before a mark or grade has been obtained. A student transferring into Combined Studies will have Qualifying courses from a previous course removed and must meet degree requirements from Qualifying courses taken as a Combined Studies student. Similarly, a student who has selected courses as qualifying for Combined Studies purposes may have these removed or replaced by the course to which they are transferring.

A named award can be made to an Honours student on a SCQF compliant degree if they have selected qualifying courses from approved subjects and where excessive discretionary credit awards are not made in these qualifying courses.

Qualifying Courses

The degree classification for honours is based on the average mark obtained in courses selected as Qualifying Courses whilst registered on a Combined Studies honours degree.

Honours students must meet the following requirements for Qualifying Courses:

- Minimum number of Qualifying Courses is 8
- Qualifying Courses may be selected from level 9,10 and 11 courses
- For SCQF compliance, a minimum of 6 must be at level 10 or 11
- A minimum of 6 must be chosen from the fourth year of study
- A maximum of 12 courses can be chosen as Qualifying
- Up to four courses can be selected as Qualifying from the third year of study
- 2 Qualifying courses from each of two separate disciplines must be taken
- SCQF compliant degrees may also qualify for a named degree

Named Degree award

Students who have completed 8 Qualifying courses from approved courses in two disciplines may be awarded a Combined Studies named degree. The name is determined by the disciplines studied. To be eligible for the named degree students must meet the requirements for the Combined Studies honours degree:

- 8 qualifying courses must be obtained from approved courses at levels 9, 10 and 11. 90 credits must be obtained from level 10 or 11 courses in approved subjects.
- In one discipline, more credit level passes must be achieved than those from Discretionary Credits.

The named degree will be in the form of:

*Bachelor of Science (or Arts) in Combined Studies with Honours of the
... Class in Combined Studies ('discipline A' with 'discipline B')*

Where *discipline A* and *discipline B* are from the approved list (see the table at 6.14).

The following marks are the starting point for discussion for the award of an honours degree classification:

Degree Classification	Average Qualifying Course Mark
First class	70% and above
Second Class (upper division)	60% to 69%
Second Class (lower division)	50% to 59%
Third class	40% to 49%

Note, decimal values below 0.5 are rounded down, equal to and above 0.5 are rounded up.

Ordinary degrees (including General Degrees)

Three year degrees and SCQF compliant degrees have the same amount of discretionary credit as the Honour programme.

Progression Requirements for an Honours Degree

Honours Degree Programme (SCQF COMPLIANT)

B7A1, C0A1, E2A2, E2B4, B7C1 (year 1 only)

To progress from Year 1 to Year 2:

- You must have gained a total of at least 90 credits
- Where a student has taken a “fresh start”, credits obtained prior to the fresh start are ignored for the purpose of progression
- You must have the pre-requisites for at least four level 8 courses

To progress from Year 2 to Year 3:

- You must have gained a total of at least 210 credits
- You must have gained a minimum of 60 credits at level 8
- You must have the pre-requisites for at least four level 9 courses

To progress from Year 3 to Year 4:

- You must have gained a total of at least 315 credits
- You must have gained a minimum of 60 credits at level 9
- You must have the pre-requisites for at least six level 10 courses
- You must have met the discipline requirements of three separate subjects with 30 credits.

To Graduate:

- You must have gained a total of at least 480 credits
- You must have gained a minimum of 90 credits at level 10
- You must have gained a minimum of 90 credits at level 9
- You must have gained a maximum of 300 credits from level 7 and level 8 (not more than 210 credits at level 7)
- 8 qualifying courses from two disciplines at levels 9 and 10
- Average mark from qualifying courses normally to be greater than 40%
- Up to 45 discretionary credits may be awarded

Progression Requirements for an Ordinary Degree

Ordinary and General Degree Programme (SCQF COMPLIANT)

B7A2, B7B2, B7C2, B7D2 C0A2, C0D2, E2A1, E2B3, E2D2

To progress from Year 1 to Year 2:

- You must have gained a total of at least 75 credits
- Where a student has taken a “fresh start”, credits obtained prior to the fresh start are ignored for the purpose of progression

To progress from Year 2 to Year 3:

- You must have gained a total of at least 195 credits including 30 at level 8
- There must be an appropriate third year for which you can be registered

To Graduate (SCQF Compliant)

- You must have completed 24 courses
- Up to 45 discretionary credits may be awarded
- You must have gained a total of at least 360 credits of which no more than 210 credits may be at level 7
- You must have gained 60 credits from level 9 courses
- You must have obtained a minimum of 30 credits from courses offered in at least three disciplines (does not apply to General Degree)

Discretionary credits: progression and graduation

It has been mentioned that student's are permitted the award of 3 courses of discretionary credit to allow graduation. (Some course permit discretionary credit for progression but Combined Studies only allows this credit for award.) Discretionary credit is, as its name suggests, this award is at the will of the Progression Board. University guidelines are clear on the award of such credit and Progression Boards are able to make their own judgement. This situation means that it is impossible for an Associate Director of Studies to confirm if a Discretionary Credit will be awarded. The Associate Director of Studies will represent your interests at a Progression Board however it is for the Board to make a decision.

If a student progresses on the minimum credit requirements then there is no guarantee that the Award Board will award discretionary credit. Therefore students progressing on minimum progression requirements must accept that they may be requested to complete their degree by part-time study. The other option is for a student to complete additional courses to overcome past fails. The issue with this approach is that it can be seen as overloading an 'at risk' student.

Some examples regarding discretionary credit:

Module	Diet	Opp	Mark	Grade	Comment
C11MA	1	1	30	F	Discretionary Credit will (probably) be awarded.
C11MA	4	2	28	F	
C11MA	1	1	30	F	Discretionary Credit will not be awarded. Guidelines require 2 attempts
C11MA	4	2	ABS	ABS	
C11MA	1	1	ABS	F	Discretionary Credit might be awarded. Guidelines require 2 attempts.
C11MA	4	2	30	F	
C11MA	1	1	ABS	F	Discretionary Credit will not be awarded. Guidelines require 2 attempts.
C11MA	4	2	ABS	F	
C11MA	1	1	3	F	Discretionary Credit will probably not be awarded. Although 2 attempts, very poor ones.
C11MA	4	2	2	F	

Discretion; is a progression board decision based on the student's entire record and its award cannot be predicted by an Associate Director of Studies at the start of an academic session.

Prizes

The University awards a number of Prizes to the top student in each year group, along with other prizes supported by companies. For Combined Studies the Watt Club Medal is normally awarded to the graduating student on Combined Studies who achieves the highest overall grade.

Enrolment

Combined Studies students enrol on courses agreed at the start of the academic session. At enrolment, a student receives a copy of the courses that they have enrolled on for the academic session. If a student elects to change courses then their Associate Director of Studies to ensure that it is acceptable for progression or graduation purposes and to ensure that the university's student records system is updated must confirm this. If the course is not changed then no examination seat will be available and the student may lose the examination opportunity. Additionally, most courses have a presence on the university's Virtual Learning Environment (VLE) and only students correctly enrolled for a course will be able to access the on-line materials. Many courses are assessed using the VLE and therefore incorrect enrolment may result in coursework opportunities being lost.

The VLE is accessed from the following URL: <https://vision.hw.ac.uk>

Additional Courses

Students are permitted to take additional courses as part of a full-time year. These courses could be for extra credit (see Discretionary Credit) or for pre-requisite. An Associate Director of Studies will advise on the appropriateness for additional courses. You may also be charged for an extra course enrolment.

Changes to Courses

Course changes can be completed with discussion with the student's Associate Director of Studies and completion of a 'change of course form'. There is no cost to these changes provided that they are completed in the first three weeks of each semester. A change occurring after this deadline will incur a cost.

One-Semester Students, BEng Engineering and Non-Graduating Students

One-Semester Students

Some of you will only be here for one semester since you are on exchange from a parent university – usually in continental Europe. Arriving in a new university where they don't speak your language can be a daunting experience! At a Combined Studies induction meeting at the start, we try to familiarise you with the university and Edinburgh. International Office (Section B3 of this guide) is there to help you. Also, your Combined Studies Director of Studies has experience in dealing with overseas students and can help with courses, timetabling and general welfare issues.

Council Tax

Since you will be in accommodation either on campus or in Edinburgh, the local Council will need to know your position with regard to payment of council tax. As One Semester students, you will not be liable for council tax but Edinburgh council needs to know this. You will be given a form to fill in online and you must fill out every section of this form. Otherwise you may be found liable for council tax.

B.Eng Engineering Programme

The B.Eng Engineering programme is a one year programme designed to act as a route for students who wish to defer making a choice about a specialised engineering discipline until completion of Level 1. Students may select 8 courses from the entire range available on the engineering programmes. In practice, students select courses from two or three disciplines. At the end of Level 1, BEng engineers transfer to Level 2 of their chosen programme. The aim of this programme is to enable students to sample a range of engineering disciplines before choosing their degree. Each student is assigned a Director of Studies who assists in the design of

an individualised program. The major disciplines available are: Mathematics, Civil Engineering, Building Engineering, Mechanical Engineering, Chemical Engineering, Electrical and Electronic Engineering, Robotics, Computer Science, Information Systems and Physics.

BSc Non-Graduating Students

Sometimes students do not wish to pursue a definite degree programme but simply want to study some courses that are of interest to them. They are usually working, and/or have family commitments so they study part time. You will have a Director of Studies like other Combined Studies students and he will arrange with you what courses you can do that best suit your academic development.

Change of address

It is important that a student's term and home addresses are current as vital information is relayed to these addresses. Out of term time, results letters are sent to the student's home address unless another address is elected. A change of address can be recorded by completion of a 'change of address form', at no charge.

Email

The university also uses email as a means of communicating with its students. It is important that all students monitor their university email accounts (Microsoft Outlook). If you prefer to use another email address then arrange for your university account to be set to forward emails to your other address.

E-mail is an important means of communication and you are asked to check your e-mail regularly and try to clean old messages as soon as possible. Each student's mailbox is of limited size, and if you exceed your limit, e-mail will be returned to the sender. Some of your work and important

information will be delivered by e-mail and it is important to ensure you have sufficient e-mail space to receive e-mail messages. You can use e-mail to explain an upcoming (or past) absence to your lecturer and Director of Studies.

Please remember that as a written form of communication, e-mail is best written in clear and appropriate language.

Disciplines appropriate for 'Named' degree awards

Discipline for Combined Studies purposes	Course Code prefix	Disciplines acceptable for naming of honours	Comment, or courses excluded from forming an honours named discipline (SCQF level 9 and 10 only)
Engineering and Physical Sciences			
Chemistry	B1	Physical Sciences	B13CF2, B13ES3, B13CE3, B13IS3, B13CC3
Physics	B2	Physical Sciences	B23CO3
Electrical Engineering	B3	Engineering Technology	B33VR3 and B33VS3 if they form the 'with' discipline (group project work)
Chemical Engineering	B4	Engineering Technology	B43CL1, B43CK2, B43CP3
Mechanical Engineering	B5	Engineering Technology	
Combined Studies ¹	B7	Not applicable	B73PP1, B73FD3
	B9		
School of Social Sciences			
(Personal Development) Skills	C0	Not applicable	C03EN1, C03ER2, C03EP3
Management	C1	Management	C13EN3, C14AE1, C14CF2
Economics	C2	Economics	
Accountancy & Finance	C3	Accountancy & Finance	C33AN1, C33BR2, C33SD3
Languages	C4	Languages	
School of Energy, Geoscience, Infrastructure and Society			
Biological Science	A1	Biology	
Building	D1	Built Environment	
Civil Engineering	D2	Built Environment	
Urban Studies	D3	Built Environment	
School of Textiles and Design			
Weave, Print, Knit, Design, Technical	E1	Weave, Print, Knit, Design, Technical	
Management	C5	Management	Management discipline at SBE
School of Mathematical and Computer Sciences			
Mathematics	F1	Mathematical Science	
Computer Science	F2	Computing	
Actuarial Mathematics & Statistics	F7	Mathematical Science	

PART B: UNIVERSITY INFORMATION

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

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

B1. Our Values

At Heriot-Watt, we have an established set of values that help 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](https://strategy2025.hw.ac.uk/our-new-values/) <https://strategy2025.hw.ac.uk/our-new-values/> and what they mean to us.

B2. Student Partnership Agreement

Heriot Watt University and the Heriot Watt University Student Representative Bodies work in partnership to develop a Student Partnership Agreement (SPA) each year. The Agreement identifies the main, agreed priorities for working in partnership each academic year and outlines an associated action plan.

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

The Student Partnership Agreement is available <https://www.hw.ac.uk/services/docs/learning-teaching/policies/spa-agreement.pdf>

B3. University Policies and Support Services

Heriot-Watt University has a detailed set of rules that governs the operation and management of University business. These are referred to as Ordinances and these Ordinances are set by the Court, which is the governing body of the University. The Ordinances provide a

regulatory framework for corporate governance. The University Ordinances are supported by University Regulations which provide a regulatory framework for the governance of academic-related matters which staff and student must adhere to for all academic matters. Wherever practicable, University policy is designed to include all members of the University's community, both within and outwith the main campus environments.

Read more about the University [Policies, Ordinances and Regulations](#).

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

B4. Your Student Portal

The Student Portal brings together your services and relevant information in one place.

Below is a summary of the services available to you via the portal:

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

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

B5. Quick Finder Guide to Academic and Support Services

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

- **Learning and Teaching**
- **Our Community**
- **Supporting Success**
- **Developing Your Skills**

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

Learning & Teaching

Academic Appeals

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

Assessment

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

Assessment Feedback

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

Assessment Results:

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

Examinations & Examination Diets

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

Exam Conduct and Identity Checks

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

Exam Timetables

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

Exit Awards

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

External Examiners Information

External Examiners ensure that students are judged fairly according to academic standards. In addition, they ensure that the processes for assessment, examination and determination of awards are sound and fairly operated.

Heriot-Watt Assessment & Progression System (HAPS)

The Heriot-Watt Assessment and Progression System (HAPS) specifies the key assessment rules to be followed in taught programmes of study.

Intermediate Awards

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

[Learning and Teaching Matters](#)

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

[Periods of Study](#)

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

[Plagiarism](#)

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

[Reassessment](#)

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

[Requirements for Awards](#)

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

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

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

[Submission of Coursework Policy](#)

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

[Teaching Timetables](#)

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

[Use of Calculators in Examinations](#)

Refer to the link above to find out when you can use a calculator in an examination, and what kind of calculators are permitted.

[Use of Dictionaries in Examinations](#)

Dictionaries are generally not permitted in exams. However, the following link details the exceptions and circumstances when a dictionary may be permitted.

Our Community

[Alumni](#)

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

Accommodation

Information about student accommodation at each of our campuses

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

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

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

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

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

Faith and Belief

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

[Faith and Belief: Edinburgh Campus](#)

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

[Faith and Belief: Orkney Campus](#)

[Faith and Belief: Dubai Campus](#)

[Faith and Belief: Malaysia Campus](#)

Sport and Exercise

Opportunities for a range of sport and exercise activities are available at all our campuses

[Sport and Exercise: Edinburgh Campus](#)

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

[Sport and Exercise: Orkney Campus](#)

[Sport and Exercise: Dubai Campus](#)

[Sport and Exercise: Malaysia Campus](#)

Student Representation

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

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

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.

Supporting Success

[Academic Registry](#)

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

[Amendment to Enrolment](#)

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

[Assistive Technology](#)

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

[Assistive Technology at Edinburgh Campus](#)

[Assistive Technology at Scottish Borders Campus](#)

[Assistive Technology at Orkney Campus](#)

[Assistive Technology at Dubai Campus](#)

[Attendance and Absence](#)

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

[Big White Wall](#)

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

[Care Experienced Students](#)

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

[Caring Responsibilities](#)

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

Change of Address

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

Childcare

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

[Complaints](#)

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

[Counselling](#)

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

[Data Protection](#)

Information about how the University uses and protects data.

[Disability Support](#)

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

[Discipline](#)

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

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

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

[Email](#)

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

[Enrolment](#)

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

[Equality and Diversity](#)

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

[Erasmus+](#)

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

[Exchanges](#)

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

[Failing a course](#)

Failing a course may be a setback, but it is not necessarily a disastrous one. Students who have failed can go on to pass resits and still graduate with a good degree. If you fail a course

it is important you discuss this with your personal tutor in the first instance. Your personal tutor will be able to offer advice on how to obtain detailed feedback and suggest sources of support.

[Go Global](#)

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

[Graduate Attributes](#)

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

[Graduation](#)

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

[Guide to Student Life](#)

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

[Harassment and Bullying](#)

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

[Health and Wellbeing](#)

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

[Ill Health & Mitigating Circumstances](#)

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

[Library Essentials](#)

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

[Library Resources for your Subject](#)

There is a dedicated Academic Support and Liaison Librarian for each School. See also the [subject guides](#) for useful information about books, journals, and online resources for each subject area.

[Managing Your Money](#)

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

[Maternity and Paternity](#)

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

[Mental Health](#)

If you experience a mental health difficulty while at the University you can discuss any issues and concerns with a professional counsellor or Student Advisor

[Next Steps: Post result help](#)

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

[People Finder](#)

Find a key person on campus by using People Finder

[Personal Tutors](#)

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

[Sexual Misconduct](#)

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

[Student Success Advisors](#)

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

Student Service Centre

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

dubaistudentservices@hw.ac.uk

[Edinburgh Campus](#)

[Malaysia Campus](#)

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

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

[Student Policies and Guidance](#)

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

[Student Support Services](#)

Information on our Disability and Careers services, as well as information for students who are care experienced or have caring responsibilities.

[Student Surveys](#)

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

[Students With Caring Responsibilities](#)

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

[Temporary Suspension of Studies](#)

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

[Thinking of Leaving](#)

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

Visa Advice

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

[Visa Advice: UK Campuses](#)

[Visa Advice: Dubai Campus](#)

[Visa Advice: Malaysia Campus](#)

Virtual Learning Environment (Vision)

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

Developing Your Skills

[Careers](#)

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

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

[Careers: UK Campuses](#)

Careers: Dubai Campus, contact Benita Maben, Careers Advisor, B.Maben@hw.ac.uk

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

[Career Mentoring](#)

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

[Enhanced Transcript](#)

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

[Skills Development](#)

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

[Study Spaces](#)

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

Volunteering

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