



Programme Handbook for Mathematics 2019-20

Contents

1. Introduction.....	4
1.1 This Guide.....	4
1.2 Heriot-Watt Graduate Attributes.....	4
1.3 Other Sources of Information.....	4
2. General Information.....	5
2.1 Lectures, Tutorials and Feedback.....	5
2.2 Teaching, Revision and Exam Weeks.....	5
2.3 Personal tutors.....	5
2.4 Attendance.....	6
3. Communication.....	6
3.1 How We Will Contact You.....	6
3.2 Your Responsibilities.....	7
3.3 How to Contact Us.....	7
4. Department and University Support for Students.....	7
4.1 Year Coordinators.....	7
4.2 Tell us About Things That Impact on Your Studies and Examinations.....	7
4.3 Staff-Student Liaison Committee.....	8
4.4 The Head of Department.....	9
4.5 Student Support and Accommodation Office.....	9
4.7 Computing Facilities.....	9
4.8 Careers Advisory Service.....	9
5. Student Learning Code of Practice.....	10
5.1 What Staff Can Expect Of Students.....	10
5.2 What Students Can Expect Of Staff.....	10
5.3 Plagiarism and Cheating.....	11
6. Courses, Programmes, and Assessment.....	11
6.1 The Course System.....	11
6.2 Transfer between Programmes and courses.....	11
6.3 Heriot Watt Assessment and Progression Systems (HAPS).....	12
6.4 End of Semester Examinations.....	13
6.5 Resitting Courses.....	13
6.6 Late Submission of Coursework.....	13

7. Mathematics Programme Information.....	14
7.1 Mathematics Year Coordinators and Programme Directors.....	14
7.2 BSc Mathematical Studies.....	15
8. Information about First Year.....	16
8.1 General Information about First Year.....	16
8.2 First Year Mathematics and Statistics Courses.....	16
8.3 Progression to Second Year.....	17
9. Information about Second Year.....	18
9.1 General Information about Second Year.....	18
9.2 Second Year Mathematics courses.....	18
9.3 Second Year Mathematics course information.....	18
9.4 Teaching, Assessment and Exams.....	18
9.5 Progression to Year 3.....	19
10. Information about Third Year.....	20
10.1 General Information about Third Year.....	20
10.2 Third Year Mathematics Courses.....	20
10.3 Third Year Mathematics Course Information.....	20
10.4 Teaching, Assessment and Exams.....	20
10.5 Graduation with an Ordinary degree (apart from Mathematical Studies).....	21
10.6 Graduation with an Ordinary degree (Mathematical Studies).....	21
10.7 Progression to Year 4 (apart from Mathematical Studies).....	21
10.8 Progression to Year 4 (Mathematical Studies).....	22
11. Information about Fourth Year.....	23
11.1 General Information about Fourth Year.....	23
11.2 Fourth Year Mathematics courses.....	23
11.3 Fourth Year Mathematics Subject Information.....	23
11.4 Examinations.....	23
11.5 Board of Examiners.....	23
11.6 Classification of Honours Degrees (other than Mathematical Studies).....	23
11.7 Classification of Honours Degrees (Mathematical Studies).....	24
12. Information about Fifth Year (MMath degree only).....	25
12.1 General Information about Fifth Year.....	25
12.2 Fifth year courses.....	25
12.3 Fifth year Subject Information.....	25
12.4 Classification of MMath Degree.....	25
PART B: UNIVERSITY INFORMATION.....	26
1 Our Values.....	27
2 Student Partnership Agreement.....	27
3 University Policies and Support Services.....	27
4 Your Student Portal.....	28
5 Quick Finder Guide to Academic and Support Services.....	29

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

1. Introduction

1.1 This Guide

These notes have been prepared for the guidance of students in the Department of Mathematics, part of the School of Mathematical and Computer Sciences (MACS). The Department is located in the Colin Maclaurin (CM) building. They provide an outline of the programmes and courses taught by the Department and give a summary of University and Departmental policies and procedures. While we try to make this guide as accurate as possible, you should note that the detailed University and Department regulations take precedence over this guide.

1.2 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.

1.3 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 VISION, the University-wide Virtual Learning Environment. You can find the log-in to VISION at vision.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) and in the MACS Undergraduate Course Handbook.

2. General Information

2.1 Lectures, Tutorials and Feedback

Timetabled classes for mathematics courses will include both lectures and tutorials. A lecture consists mainly of listening, understanding and making notes of the topics being taught. Tutorials are an interactive opportunity 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.

Classes begin at 20 past the hour and finish at 10 past the hour. Make sure that you are in the room and ready to start each class by 20 past.

If you have problems after reading your notes and attempting the tutorial examples, please ask for help. You should do this at the tutorial classes or by going to see the lecturer teaching the course. You can make an appointment at the end of a lecture or a tutorial, and lecturers can also be contacted by e-mail (see the department and course web pages for e-mail addresses).

2.2 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 1 or 2 weeks of revision at the end) followed by a 2-week exam session. In Semester 2 there will be 12 weeks of teaching (including 1 or 2 weeks of revision), 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.

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

2.3 Personal tutors

Every student has a member of academic staff allocated as a personal tutor, who will be a key source of advice, guidance and support throughout your degree. Your personal tutor 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. If you are unsure who your personal tutor is you can find out this information from the Student Portal, or from the MACS School Office (EM1.25).

It is important that you see your personal tutor regularly. We have a Departmental requirement that students should see their personal tutor twice in each academic year, but more frequent meetings will take place in first year. These meetings serve two purposes. They enable the Department to keep an eye on how you are doing and, just as importantly, they allow the personal side of the personal tutor/student relationship to develop. These meetings are

particularly important in first year. Your personal tutor is there to help you - do not hesitate to contact them if you need help.

- It is important that we have up-to-date records for each student and so your personal tutor should be informed of any changes to your chosen programme or in your personal information such as your term and home addresses and telephone numbers.
- Your personal tutor is usually the person in the department who knows you and your work best and so is well placed to provide job (and other) references when the time comes.
- If you have personal problems your personal tutor can often help with a sympathetic chat or put you in touch with the appropriate University support service (such as the Medical Centre, Accommodation and Welfare, Student Union, or Chaplaincy).

2.4 Attendance

Please tell us as soon as possible if there are problems that affect your attendance. 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 attendance at lectures and tutorials 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 self-certification is required for periods of incapacity from work of four days or less provided there is no assessment during the period of absence. Self-certification forms should be collected from the School Office. For longer periods of absence or if the absence occurs during an examination or other assessment students should fill in a Mitigating Circumstances form and have supporting evidence such as a medical certificate (see section 4.2 below for more details of what constitutes Mitigating Circumstances.) Self Certificates, Mitigating Circumstances Forms and supporting evidence such as Doctor's Certificates should be submitted to the School Office, room EM1.25.

3. Communication

3.1 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.

3.2 Your Responsibilities

It is very important that you

- read your university e-mail regularly
- notify us immediately of any change of address by completing a 'Change of Address Notification' and handing it in to the School Office;
- notify your personal tutor immediately of any change of course (in fact your personal tutor will usually sign the appropriate form to authorize any such change);

Forms can be found outside the MACS School Office, EM1.25, and (when on campus) at www.macs.hw.ac.uk/students/forms/

3.3 How to Contact Us

- Photographs of staff are displayed outside EM.125.
- 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.

4. Department and University Support for Students

4.1 Year Coordinators

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.

4.2 Tell us About Things That Impact on Your Studies and Examinations

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.

4.3 Staff-Student Liaison Committee

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 VISION. 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.

4.4 The Head of Department

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 Andy White.

4.5 Student Support and Accommodation Office

You can also discuss any personal problems including counselling, disability and financial difficulties with the staff in the Student Support (and Accommodation) Office (www.hw.ac.uk/support, or email studentsupport@hw.ac.uk).

4.7 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. Further information on University policy regarding the proper use of computing facilities is given in the MACS Undergraduate Course Handbook.

4.8 Careers Advisory Service

The Careers Advisory 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*.

Alan Smith 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

5. Student Learning Code of Practice

5.1 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 online 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

5.2 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
- Availability for face-to-face meetings, either during scheduled office hours or at pre-arranged times
- 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

5.3 Plagiarism and Cheating

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.

6. Courses, Programmes, and Assessment

6.1 The Course System

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. Further information on assessment methods can be found in the year sections in this booklet, and in the course information given by the lecturers. 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.

6.2 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.

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.

6.3 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.

6.4 End of Semester Examinations

All end of semester and resit examinations are organised by the University Registry. Information about examinations, including timetables and results, can be found starting at www.hw.ac.uk/students/studies/examinations.htm

Full-time students in attendance at the University are entered automatically, without fee, for the end of semester examinations of courses in which they are registered. It is a student's responsibility to make sure that they attend all their examinations and obey all regulations for examination conduct. Dictionaries are only allowed to be taken into examinations by students with certain special needs. Examination results are released online. It is important that you check your online results promptly once they are released.

6.5 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 .

6.6 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 (unless course leaders 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:

www.hw.ac.uk/services/docs/learning-teaching/policies/submissionofcoursework-policy.pdf ..

7. Mathematics Programme Information

For detailed information concerning the various mathematics programmes, see

www.macs.hw.ac.uk/students/maths/

7.1 Mathematics Year Coordinators and Programme Directors

	Year Coordinator	Room
Year 1	Prof. M. Lawson	CM G12
Year 2	Dr. A. Konechny	CM T09
Year 3	Dr. M. Youngson	CM S03
Year 4	Prof. K. Painter	CM T08
Year 5	Prof. K. Painter	CM T08

Programme	Code	Programme Director	Room
BSc Mathematics with Physics	F141	Prof. R. Weston	CM T16
BSc Mathematics with Computer Science	F181	Dr. D Breit	CM G12
BSc Mathematics and Computer Science	F1G1	Dr. D Breit	CM G12
BSc Mathematics with a European Language	F191	Dr. M. Youngson	CM S03
BSc Mathematics with Statistics	F1A1	Dr. M. Youngson	CM S03
BSc Mathematics with Finance	F1B1	Prof. K. Painter	CM T08
BSc Mathematics with Finance with Diploma in Industrial Training	F1K1	Prof. K. Painter	CM T08
BSc Mathematical, Statistical and Actuarial Sciences	F1F1	Dr. M. Youngson	CM S03
BSc Mathematical, Statistical and Actuarial Sciences with Diploma in Industrial Training	F1J1	Dr. M. Youngson	CM S03
BSc Mathematical Studies	F1I1	Dr. M. Youngson	CM S03

The exchange coordinator for students who go abroad in year 3 is Dr. D. Coutand and the year in industry coordinator for students on degrees with industrial placement is Dr. D. Breit

7.2 BSc Mathematical Studies

This is a very flexible degree programme and course choices must be approved by the Programme Director. This is to make sure that students have a balanced programme of study covering enough topics each year to allow progression to the next level of the programme, and also that the courses selected do not suffer from impossible timetable clashes.

- In the tables below, “MACS” means The School of Mathematical and Computer Sciences and “external” means not MACS.
- Many courses have prerequisite requirements (i.e. you must have studied and passed one or more courses at a lower level that lay the groundwork for the course of interest).
- Honours students must complete one of the project groupings F19GB1+F10GP2 (Mathematics project) or F79MA1+F79MB2 (Statistics project) during years 3 and 4.

Year	Course selection in each Semester	Additional Notes
1	At least 3 MACS courses Up to 1 external course	
2	At least 3 MACS courses with at least 2 at SCQF level 8 or above Up to 1 external course	At least 6 courses this year should be at SCQF level 8
3	At least 3 MACS courses with at least 2 at SCQF level 9 or above, and the remainder at SCQF level 8 or above Up to 1 external course	For honours, at least 6 MACS courses this year should be at SCQF level 9 See note above about Projects
4	At least 3 MACS courses chosen to satisfy the conditions in the notes Up to 1 external course	In Stages 3 and 4 at least 6 MACS courses shall be at level 9 and at least 6 MACS courses shall be at SCQF level 10 or above See note above about Projects

8. Information about First Year

8.1 General Information about First Year

Year Coordinator: Professor M. V. Lawson, Room CMG.12

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.

Detailed programme structures may be found at www.macs.hw.ac.uk/students/maths/

8.2 First Year Mathematics and Statistics Courses

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 above courses are assessed by a blend of coursework and a two-hour examination at the end of the semester in which they are taught, apart from F17GA Problem Solving which is assessed by 100% coursework.

The following course is optional and is not available on all programmes. It is assessed by 100% coursework.

Year 1 Semester 1	
F17GC	Mathematics in Context

The following course is optional and is not available on all programmes. It is assessed by a blend of coursework and a two-hour examination at the end of semester 2.

Year 1 Semester 2	
F17SC	Discrete Mathematics

8.3 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 and F17SC Discrete Mathematics.
- Students on BSc Mathematics and Computer Science normally require 8 passes at grade D or better in order to proceed to the second year.
- 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.

9. Information about Second Year

9.1 General Information about Second Year

Year Coordinator: Dr A. Konechny, Room CMT.09

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.

9.2 Second Year Mathematics courses

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.

9.3 Second Year Mathematics course information

More details of the above courses including their syllabus and their learning outcomes and details of their method of assessment are given at www.macs.hw.ac.uk/students/maths/

9.4 Teaching, Assessment and Exams

Most second year mathematics courses have a two-hour examination at the end of the semester in which they are taught. Up to 30% of the final mark will come from continuously assessed work carried out during the semester. F18GW Mathematics Workshop uses 100% continuous assessment.

9.5 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 F17LP Logic & Proof, F28PL Programming Languages, and F28SD Software Design.
- Students on BSc Mathematics and Computer Science will additionally require a grade D or better in F17LP Logic & Proof, F28PL Programming Languages, F28HS Hardware-Software Interface, and F28SD Software Design.
- Students on BSc Mathematics with Languages will additionally require a grade D or better in the Language courses in each semester and an overall average of 70% or better to qualify for the Year Abroad.
- 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.

10. Information about Third Year

10.1 General Information about Third Year

Year Coordinator: Dr M A Youngson, Room CMS.03

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.

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.

10.2 Third Year Mathematics Courses

Year 3 Semester 1	
F19GB1	Project Preparation
F19MV1	Vector Analysis
F19PB1	Pure Mathematics B
F19PL1	Abstract Algebra

Year 3 Semester 2	
F19AB2	Applied Mathematics B
F19MC2	Complex Analysis
F19MO2	Ordinary Differential Equations
F19NB2	Numerical Analysis B

10.3 Third Year Mathematics Course Information

More details on courses, including the syllabus, learning outcomes, and details of the method of assessment are given on the Mathematics department website at www.macs.hw.ac.uk/students/maths/

10.4 Teaching, Assessment and Exams

- All third year mathematics courses, apart from Project Preparation, combine some continuous assessment with a two-hour examination at the end of the semester in which they are taught. Project Preparation is assessed by 100% coursework.
- We review progress of honours degree students after the first semester exams, 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.

10.5 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.

10.6 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.

10.7 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.**

10.8 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 modules 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.**

11. Information about Fourth Year

11.1 General Information about Fourth Year

Year Coordinator: Professor K. Painter, Room CMT.08

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 (F10GP2) in Semester 2.

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.

11.2 Fourth Year Mathematics courses

Year 4 Semester 1	
F10AC1	Applied Mathematics C
F10AM1	Mathematical Biology A
F10MF1	Functional Analysis
F10MM1	Optimisation
F10NC1	Numerical Analysis C
F10PC1	Pure Mathematics C

Year 4 Semester 2	
F10GP2	Mathematics Project
F10AN2	Mathematical Biology B
F10PG2	Geometry
F10MP2	Partial Differential Equations
F10ND2	Numerical Analysis D
F10PD2	Pure Mathematics D

11.3 Fourth Year Mathematics Subject Information

More details of the above courses including the syllabus, the learning outcomes, and details of their method of assessment are given on the Mathematics departmental website at www.macs.hw.ac.uk/students/maths/

11.4 Examinations

Each of the mathematics courses, apart from the Mathematics Project, will have a 2-hour examination paper in either December (for Semester 1 courses) or April/May (for Semester 2 courses). The Mathematics Project is assessed by the submission of a dissertation and a short presentation. There are no resit assessments for Year 4 courses

11.5 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.

11.6 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.

11.7 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.

12. Information about Fifth Year (MMath degree only)

12.1 General Information about Fifth Year

Year Coordinator: Professor K. Painter, Room CMT.08

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.

12.2 Fifth year courses

Year 5 MMath courses	
F11AE1	Applied Mathematics E
F11AM1*	Mathematical Biology A*
F11MF1*	Functional Analysis*
F11MM1*	Optimisation*
F11NC1*	Numerical Analysis C*
F11PE1	Pure Mathematics E
F11MT1	Modelling and Tools
F11MS1	Modelling and Simulation in the Life Sciences
F11GS1	Project Part II
F11AN2*	Mathematical Biology B*
F11PG2*	Geometry*
F11MP2*	Partial Differential Equations*
F11ND2*	Numerical Analysis D*
F11PF2	Pure Mathematics F
F11AL2	Applied Linear Algebra
F11SS2	Stochastic Simulation
F11DA2	Data Assimilation with Applications to Climate Change

You cannot choose a course marked with a * in the above list if you have already taken its 4th year counterpart. In addition you cannot choose F11AL2 if you have previously taken F19NB2.

12.3 Fifth year Subject Information

More details of the above courses including the syllabus, the learning outcomes, and details of their method of assessment are given on the Mathematics departmental website at www.macs.hw.ac.uk/students/maths/

12.4 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

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.

1 Our Values

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

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

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

2 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>

3 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.

4 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](#).

5 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

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 holds events and hosts 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 provides 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.

[III 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

