

School of the Built Environment
Approved Learning Partners
Student Handbook

2008-2009



	SUMMARY OF KEY INFORMATION	3
1	WELCOME AND INTRODUCTION.....	4
2	GENERAL INFORMATION ABOUT HERIOT-WATT UNIVERSITY AND THE SCHOOL	4
3	APPROVED LEARNING PARTNERS (ALPS).....	5
4	POSTGRADUATE MODULES & STRUCTURES	9
5	UNDERGRADUATE MODULES & STRUCTURES	14
6	EXAMINATIONS, TRANSFERRING TO ON-CAMPUS AND WITHDRAWING FROM THE PROGRAMME.....	18
7	REFERENCING AND BIBLIOGRAPHIES.....	26
8	STUDENT GUIDE TO PLAGIARISM.....	28
9	ADDITIONAL CHARGES.....	32
10	USEFUL FORMS.....	33
11	KEY STAFF	38
PART B - UNIVERSITY INFORMATION		
1	ACADEMIC SUPPORT	39
2	REGISTRATION, ATTENDANCE AND PERIODS OF STUDY	40
3	GUIDANCE ON ASSESSMENT	41
4	EXAMINATION AND RE-ASSESSMENT PROCEDURES	42
5	GRADING, AWARDS AND QUALIFICATIONS	44
6	GRADUATION.....	45
7	CONDUCT, DISCIPLINE AND APPEALS.....	45
8	SUSPENSION AND WITHDRAWAL	46
9	STUDENT FEES AND CHARGES.....	47
10	STUDENT SUPPORT SERVICES	48
11	UNIVERSITY POLICY AND GUIDANCE.....	51

SUMMARY OF KEY INFORMATION

SIGNIFICANT DATES IN ACADEMIC YEAR

The School of the Built Environment operates on a three annual examination diet system. The key dates are as follows;

ACADEMIC YEAR	DIET	DATES
2008-2009	DECEMBER	8 - 19 DECEMBER 2008
	APRIL/ MAY	2 April – 22 May 2009
	AUTUMN	6 - 14 AUGUST 2009

The final exam timetable is available via the university website two weeks before the start of each exam diet. : <http://www.hw.ac.uk/registry/examination-timetables.php>

* The dates on which modules are assessed are available from your local (academic) institution (Approved Learning Partner of Heriot-Watt University).

LINKS TO FURTHER INFORMATION/SERVICES

Heriot-Watt University

Please see the www.hw.ac.uk website which contains information about Heriot-Watt University.

School of the Built Environment

Please see the www.sbe.hw.ac.uk website which contains information about the School of the Built Environment.

Student Information

Please see the <http://www.sbe.hw.ac.uk/studentinfo/index.htm> website which contains information about SBE programmes.

Vision

The University's Virtual Learning Environment. Once fully registered on your course you will be issued with a username and password. <http://vision.hw.ac.uk/webapps/portal/frameset.jsp>

1. Welcome and Introduction

The semester 'Flexible, Distributed and Independent Learning' is used to refer to educational provision leading to an award of Heriot-Watt University as the awarding institution, but delivered, supported or assessed through means which do not require the student to attend on-campus. This includes distributed learning delivered through an Approved Learning Partner, individual distance learning in which there may be little direct contact with staff and students on campus and e-learning support. Students may study using a mixture of on-and off-campus mechanisms, where permitted.

1.1 Welcome to Heriot Watt University from the Principal

"I am delighted to welcome you as a student of Heriot-Watt University.

Heriot-Watt University has a well earned reputation as Scotland's most international and outward-looking University. With three campuses in Scotland (attended by a high percentage of students from across the world), our new Campus in Dubai, and Learning Partner institutions across the world, we have a vibrant and diverse learning culture which is unique and unmatched by other universities in the United Kingdom. We are keen to give our students the opportunity to develop an international dimension to their studies which will enhance their opportunities for future growth.

You are an important part of this global community and I very much hope you enjoy your time with us."

Professor Anton Muscatelli, Principal and Vice-Chancellor

2.0 General Information about Heriot-Watt University and the School

Heriot-Watt University

Heriot-Watt University has four campuses. A parent campus in Edinburgh, the capital city of Scotland, plus campuses in Orkney, Galasheils and Dubai, as well as a number of overseas centres running University programmes. Heriot-Watt University's mission is to provide students with the opportunity to study courses which will enable them to contribute immediately to the economy and wellbeing of the region in which they choose to work. This ethos of "doing things that matter" stretches right back to the origins of Heriot-Watt in 1821, when courses were run to suit the needs of developing industries in Scotland.

The School of the Built Environment

"We have produced this handbook in order to answer many of the questions that students may have during their studies here, including administrative procedures relating to the running of their degree programme and the support services available to them. We hope students will find this information useful.

The School has over 1,100 on- campus students and over 1800 distance learning students. The School offers a number of first and higher degree programmes across a broad range of subjects at undergraduate and postgraduate levels.

May I take this opportunity to greet you as a new or returning student to the School. For those of you who are here for the first time I would like to extend a special welcome. I hope that your time as a Heriot-Watt student will be both an enjoyable and successful one. You have joined a School that enjoys a top research grading and was recently awarded a professional institution award for excellence in teaching. Our aim is to ensure that we are not only committed to excellence in research but also to the highest quality in teaching and learning in the Built Environment. This means that as one of our students you can obtain the maximum educational benefits from being in a School which is at the leading edge in its field.

Studying for a degree is very much student-centred - ultimately your academic performance during your time with us will be directly related to the amount of effort you expend on studying, learning and revising. Being a university student means that the commitment to and responsibility for studying is very much in your own hands.

This booklet is aimed at providing you with background information about your studies. It is hoped that it will clarify any queries or uncertainties you may have about the general requirements of your course. The School is committed to making sure that you maximise your potential academically as well as personally. The School of the Built Environment commenced on 1 August 2002. It is a partnership between the former departments of Building Engineering and Surveying and Civil and Offshore Engineering. Staff

from the School of Planning and Housing at Edinburgh College of Art have also joined the new School and are now based at our Riccarton campus.

The School is a partnership representing the wide range of disciplines that make up the Built Environment and as such it is seen as an exciting opportunity for synergy in research and future course development. In an address to staff the Head of School commented that “the infrastructure needs of society can only be achieved through a multi-disciplinary and coherent approach to the provision of both high quality research and education at both undergraduate and postgraduate levels”.

Research remains a strong focus for the new school given its retained Built Environment, grade 5, Town and Country Planning, grade 4 and Civil Engineering, grade 4 RAE recognition. “

Professor John Swaffield
Head of School

General aims of the School

All of the School's programmes have the following aims.

1. To provide an academically sound and vocationally relevant education for those seeking a professional career in the built environment or property management within the national or international context.
2. To enable students to attain the best intellectual development and gain the maximum degree performance compatible with their abilities.
3. To ensure that our courses are professionally relevant and provide the educational base to meet the current and future needs of industry, and continue to receive full exemption from the written examinations of the relevant professional institutions.
4. To provide the opportunity for intellectual, personal and inter-personal skills development.
5. In overall semesters to enable students to maximise their academic and professional potential by developing transferable as well as core skills.
6. To provide the opportunity for students to engage in higher level learning, acquire deep, specialist knowledge, and apply critical thinking and analysis to complex, advanced problems.

3 Approved Learning Partners (ALPs)

Your Approved Learning Partner (ALP) provides tutor assistance for Heriot Watt University courses. ALPs are educational institutions established in various countries around the world. They are subject to strict quality control and monitoring procedures by Heriot-Watt University.

Heriot-Watt staff set and mark the examinations. The examinations are subject to the same independent quality checks required of the whole University. Both the content and the standard of the various subjects (known as *modules*) are equivalent with those available on-campus.

Please note that due to marking returning to EDINBURGH results will be issued following the first available examboard. This can be up to 4 months after the completion of exams due to transit time for marking to return to EDINBURGH, the volume of marking received and collation and presentation of results to the examboard.

There is no compulsory period of study in EDINBURGH although it is possible to transfer to a full-time on-campus mode of study after a student has completed a particular stage of the course. More details about transferring to full-time studies in Edinburgh may be found in Section 5.11.

Personal Details/ Change of Address

It is essential that your ALP and the University are kept informed of any changes to your personal details, particularly change of address. It is your responsibility to notify the programme using the form available from your institution.

Approaches to Teaching and Learning

The School of the Built Environment adopts a flexible, learner-centred, resource-based approach to teaching and learning. The Approved Learning Partners (ALPs) who run our courses are required to adopt a similar approach to their teaching and learning. Students are encouraged to take responsibility for their own learning at an early stage. The ALPs are expected to adopt a variety of teaching and learning resources including lectures, tutorials, and seminars. The students will have access to the ALPs library and computer-based facilities. The approaches to teaching and learning are subject to annual review and quality assurance visits undertaken at the Approved Learning Partner. ALPs are also assessed in light of feedback received from students, staff, examination results, and external examiner's reports.

Assessment Policies

The assessment policy for the programmes is by examination and/or assignment. You will be advised at the start of your module what the assessment method will be. The most commonly adopted method is the combination of both assignment and examination. The usual weighting would be 30% for the assignment and 70% for the examination but this can vary.

Special needs

During each exam diet the School will be informed of those students who have special needs. Each module leader will be informed of these requirements prior to the exams. If a student requires the use of a reader/scribe and/or separate accommodation, this must be organised well in advance of each exam diet however, the onus is on each student to ensure the necessary arrangements have been made and that they know specific details.

Further details for students with special needs can be found on the Student Welfare Services website: www.hw.ac.uk/welfareWWW

The University has recently received a new site licence for software to help dyslexic students in the preparation of documents. If any student feels this would be of benefit to them, they should contact the School IT Support Unit (it-support@sbe.hw.ac.uk).

Progression and assessment

The University operates a Common Assessment and Progression System (CAPS). A summary of CAPS is provided in your Registration Pack and full details are given on the University website at <http://www/hw.ac.uk/ordinances/regulations.pdf>

Below is information describing how CAPS will apply to you as students registered on School degree programmes. It does not provide a comprehensive description of the entire system. Under CAPS you will be awarded a Grade rather than a mark in each module. Grades will map onto marks according to the following general guidelines:

CAPS Grade Approximate marks range

A 70% - 100%

B 60% - 69%

C 50% - 59%

D 40% - 49%

E 35% - 40% and above the minimum standard for the award of credit points. For Postgraduate level this is insufficient to continue study in the subject; reassessment required

F < 34% and below fail reassessment required

Many modules on your course will be marked using a combination of examination and continuous assessment. Information regarding the proportioning of marks can be found later within this document. For example, the split between exams and assignments may be 60-40 or 70-30. Specific information for each module is given in its respective module descriptor.

Minimum Standards for Pass, Progression and Credit: Post Graduate

1. To pass a module a minimum of Grade E for Undergraduates and Grade D for Postgraduates is required.
2. For Postgraduates to progress to Masters level an average minimum of Grade C is normally required in all qualifying modules.
3. Criteria for pass, progression and credit points shall be as specified in the structures for each course.

Examinations

Where a module has examination assessment, students must apply to take an examination. Dates of diets and closing dates for applications are noted on page 2.

Students must apply through their ALP to sit for examinations. There is a fee of £20 charged for every examination attended. **If after applying a student finds they are unable to be present for the examination a minimum of two weeks formal notice must be given, otherwise they will be marked as "Absent" and this will be counted as an attempt . Also if insufficient notice is given the £20 fee will still be charged.**

Re-assessment

A student who has been awarded a Grade F (E or F at Postgraduate level) in a module may be re-assessed in that module. The format of the re-assessment shall be as specified by the School or the appropriate examiner or as detailed in the module descriptor. A student shall be permitted only one re-assessment opportunity which should be taken at the **next opportunity**. In exceptional circumstances, if a student is prevented by illness or other sufficient cause from undertaking or completing an assessment or re-assessment, a further assessment or re-assessment opportunity may be granted by the Exam Board. Results letters and transcripts shall indicate any grades obtained by reassessment by recording the number of assessment opportunities taken for satisfactory completion of the module.

Coursework

You are required to submit a number of coursework assignments throughout the year. These are available via your ALP. All coursework must be your own work. Please see sections on references and bibliographies and Plagiarism.

You must plan your work so that you complete each assignment by its submission date. Please also keep a copy of your work as submissions will not be returned. All submissions should be presented with the university's coversheet which is available for the SBE website <http://www.sbe.hw.ac.uk/studentinfo/index.htm>. This should be completed in its entirety **including your student registration number.**

Your coursework will be collected by your ALP and sent to Heriot Watt University for marking.

All work you submit becomes the property of the University and may be retained for assessment and any later auditing.

4 Postgraduate Programme Information

Code	Title	Course	Examination	Assignment
D31AM	Asset Maintenance Management	MSc BC (TM)	✓	✓
D31BP	Advanced Building Pathology	MSc BC (TM)	✓	✓
D31BX	Building and Contextual Investigation	MSc BC (TM)	✓	✓
D31CN	Conservation Philosophy and Practice	MSc BC (TM)	✓	✓
D31CT	Conservation Technology and Materials	MSc BC (TM)	✓	✓
D31HH	History of the Built Environment	MSc BC (TM)	✓	✓
D31PT	Project Management : Theory and Practice	MSc BC (TM)	✓	✓
D31PZ	Contracts and Procurement	MSc BC (TM)	✓	✓
D31ZZ	Dissertation	MSc BC (TM)	x	✓
D11AR	Air Conditioning	MSc BSE	✓	✓
D11BA	Building Acoustics	MSc BSE	✓	✓
D11EA	Energy Studies	MSc BSE	✓	✓
D11EL	Electrics	MSc BSE	✓	✓
D11LA	Lighting	MSc BSE	✓	x
D11TF	Thermofluids 1	MSc BSE	✓	✓
D11TG	Thermofluids 2	MSc BSE	✓	✓
D31TA	Construction Technology	MSc BSE	✓	✓
D11ZZ	Dissertation (AE)	MSc BSE	x	✓
D21EG	Environmental Geotechnics	MSc CECM	✓	✓
D21SA	Structural Analysis	MSc CECM	✓	x
D21UD	Urban Drainage Design & Analysis	MSc CECM	✓	✓
D21ZE	Dissertation	MSc CECM	x	✓
D31BM	Business Management for Built Environment	MSc CECM	x	✓
D31PS	Project Management : Strategic Issues	MSc CECM	✓	✓
D31PT	Project Management : Theory and Practice	MSc CECM	✓	✓
D31PZ	Contracts and Procurement	MSc CECM	✓	✓
D31VR	Value and Risk Management	MSc CECM	✓	✓
D31BM	Business Management for Built Environment	MSc CFM	x	✓
D31CF	Quantity Surveying Financial Management	MSc CFM	✓	✓
D31CG	Construction Financial Management	MSc CFM	✓	✓
D31PO	People and Organisation in the Built Environment	MSc CFM	x	✓
D31PZ	Contracts and Procurement	MSc CFM	✓	✓
D31TA	Construction Technology	MSc CFM	✓	✓
D31VR	Value and Risk Management	MSc CFM	✓	✓
D31ZZ	Dissertation	MSc CFM	x	✓
D41AN	Real Estate Management and Sustainability	MSc CFM	✓	✓
D31CG	Construction Financial Management	MSc CPM	✓	✓
D31PC	Project Management : Case Study	MSc CPM	x	✓
D31PO	People and Organisation in the Built Environment	MSc CPM	x	✓
D31PS	Project Management : Strategic Issues	MSc CPM	✓	✓
D31PT	Project Management : Theory and Practice	MSc CPM	✓	✓
D31PZ	Contracts and Procurement	MSc CPM	✓	✓
D31VR	Value and Risk Management	MSc CPM	✓	✓
D41ME	Macro-economics, Finance and the Built Environment	MSc CPM	✓	✓
D31ZZ	Dissertation CMS	MSc CPM	x	✓
D31AM	Asset Maintenance Management	MSc FM	✓	✓
D31BM	Business Management for Built Environment	MSc FM	x	✓
D31PO	People and Organisation in the Built Environment	MSc FM	x	✓
D31PZ	Contracts and Procurement	MSc FM	✓	✓
D31SF	Sustainable Practices for Facilities Managers	MSc FM	✓	✓
D31SM	Space Management & Planning	MSc FM	✓	✓
D31SQ	Services Procurement & Provision	MSc FM	✓	✓

D31VR	Value and Risk Management	MSc FM	✓	✓
D31ZZ	Dissertation CMS	MSc FM	×	✓
D31BM	Business Management for Built Environment	MSc QS	×	✓
D31CF	Quantity Surveying Financial Management	MSc QS	✓	✓
D31CG	Construction Financial Management	MSc QS	✓	✓
D31PO	People and Organisation in the Built Environment	MSc QS	×	✓
D31PZ	Contracts and Procurement	MSc QS	✓	✓
D31TA	Construction Technology	MSc QS	✓	✓
D31VR	Value and Risk Management	MSc QS	✓	✓
D31ZZ	Dissertation CMS	MSc QS	×	✓
D41AN	Real Estate Management and Sustainability	MSc QS	✓	✓
D41AN	Real Estate Management and Sustainability	MSc REIF	✓	✓
D41IA	Real Estate Investment Analysis	MSc REIF	✓	✓
D41IL	International Planning & Property Law	MSc REIF	✓	✓
D41IP	International Property Markets & Investment	MSc REIF	✓	✓
D41ME	Macro-Economics Finance and the Built Environment	MSc REIF	✓	✓
D41RA	Real Estate Economics	MSc REIF	✓	✓
D41VC	Real Estate Appraisal & Valuation 1	MSc REIF	✓	✓
D41VD	Real Estate Appraisal & Valuation 2	MSc REIF	✓	✓
D41ZZ	Dissertation (US)	MSc REIF	×	✓
B51GH	Environmental Impact Assessment	MSc SRM		
D21ES	Ergonomics and Safety in Design	MSc SRM	✓	✓
D21FR	Fire Safety, Explosions and Process Safety	MSc SRM	✓	✓
D21HF	Human Factors	MSc SRM	✓	✓
D21LD	Learning From Disaster	MSc SRM	✓	✓
D21RA	Risk Assessment and Safety Management	MSc SRM	✓	✓
D21RM	Research Methods in Civil Engineering	MSc SRM	×	✓
D21ZE	Dissertation CIVIL	MSc SRM	×	✓
D31PT	Project Management : Theory and Practice	MSc SRM	✓	✓
D41VC	Real Estate Appraisal & Valuation 1	MSc REMD	✓	✓
D41RA	Real Estate Economics	MSc REMD	✓	✓
D31TA	Construction Technology	MSc REMD	✓	✓
D41VD	Real Estate Appraisal & Valuation 2	MSc REMD	✓	✓
D49RI	Real Estate Investment Analysis	MSc REMD	✓	✓
D41RD	Real Estate Development	MSc REMD	✓	✓
D41AN	Real Estate Management and Sustainability	MSc REMD	✓	✓
D41ZZ	Dissertation	MSc REMD	×	✓
D41IL	International Planning & Property Law	MSc REMD	✓	✓

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 in abeyance.

D17W MSc in Building Services Engineering
D17X PG Diploma in Building Services Engineering

Module code	Module title
D11AR	Air Conditioning
D11BE	Building Acoustics
D11EA	Energy Studies
D11EL	Electrics
D11LA	Lighting
D11TF	Thermofluids 1
D11TG	Thermofluids 2
D31TA	Construction Technology
D11ZZ	Dissertation (AE)

D17W MSc in Building Conservation (Technology and Management)
D17X PG Diploma in Building Conservation (Technology and Management)

Module code	Module title
D31AM	Asset Maintenance Management
D31BP	Advanced Building Pathology
D31BX	Building and Contextual Investigation
D31CN	Conservation Philosophy and Practice
D31CT	Conservation Technology and Materials
D31HH	History of the Built Environment
D31PT	Project Management : Theory and Practice
D31PZ	Contracts and Procurement
D31ZZ	Dissertation

D14W MSc in Construction Project Management
D14X PG Diploma in Construction Project Management

Module code	Module title
D31CG	Construction Financial Management
D31PC	Project Management : Case Study
D31PO	People and Organisation in the Built Environment
D31PS	Project Management : Strategic Issues
D31PT	Project Management : Theory and Practice
D31PZ	Contracts and Procurement
D31VR	Value and Risk Management
D41ME	Macro-economics, Finance and the Built Environment
D31ZZ	Dissertation CMS

D1CW MSc in Construction Financial Management
D1CX PG Diploma in Construction Financial Management

Module code	Module title
D31BM	Business Management for Built Environment
D31CF	Quantity Surveying Financial Management
D31CG	Construction Financial Management
D31PO	People and Organisation in the Built Environment
D31PZ	Contracts and Procurement
D31TA	Construction Technology
D31VR	Value and Risk Management
D41AN	Real Estate Management and Sustainability
D31ZZ	Dissertation CMS

D1QW MSc in Quantity Surveying
D1QX PG Diploma in Quantity Surveying

Module code	Module title
D31BM	Business Management for Built Environment
D31CF	Quantity Surveying Financial Management
D31CG	Construction Financial Management
D31PO	People and Organisation in the Built Environment
D31PZ	Contracts and Procurement
D31TA	Construction Technology
D31VR	Value and Risk Management
D41AN	Real Estate Management and Sustainability
D31ZZ	Dissertation CMS

D1EW MSc in Facilities Management
D1EX PG Diploma in Facilities Management

Module code	Module title
D31BM	Business Management for Built Environment
D31PO	People and Organisation in the Built Environment
D31PZ	Contracts and Procurement
D31SF	Sustainable Practices for Facilities Managers
D31SM	Space Management & Planning
D31SQ	Services Procurement & Provision
D31VR	Value and Risk Management
D31 AM	Asset Maintenance Management
D31ZZ	Dissertation CMS

D1LW MSc in Real Estate Investment & Finance
D1LX PG Diploma in Property Investment & Finance

Module code	Module title
D41AN	Real Estate Management and Sustainability
D41IA	Real Estate Investment Analysis
D41IL	International Planning & Property Law
D41IP	International Property Markets & Investment
D41ME	Macro-Economics Finance and the Built Environment
D41RA	Real Estate Economics
D41VC	Real Estate Appraisal & Valuation 1
D41VD	Real Estate Appraisal & Valuation 2
D41ZZ	Dissertation (US)

D38W MSc in Real Estate Management and Development
D38X PG Diploma in Real Estate Management and Development

Module code	Module title
D41VC	Real Estate Appraisal & Valuation 1
D41RA	Real Estate Economics
D31TA	Construction Technology
D41VD	Real Estate Appraisal & Valuation 2
D49RI	Real Estate Investment Analysis
D41RD	Real Estate Development
D41AN	Real Estate Management and Sustainability
D41ZZ	Dissertation

D38W MSc in Civil Engineering and Construction Management
D38X PG Diploma in Civil Engineering and Construction Management

Module code	Module title
D21GE	Geotechnical Engineering
D21ST	Sustainability in Civil Engineering
D21UD	Urban Drainage Design & Analysis
D21ZE	Dissertation
D21SR	Safety Risk and Reliability
D31PS	Project Management : Strategic Issues
D31PT	Project Management : Theory and Practice
D31VR	Value and Risk Management
D31PZ	Contracts and Procurement

D38W MSc in Safety Risk Management
D38X PG Diploma in Safety Risk Management

Module code	Module title
B51GH	Environmental Impact Assessment
D21ES	Economics and Safety in Design
D21FR	Fire Safety, Explosions and Process Safety
D21HF	Human Factors
D21LD	Learning From Disaster
D21RA	Risk Assessment and Safety Management
D21RM	Research Methods in Civil Engineering
D31PT	Property Management Theory & Practice
D21ZE	Dissertation CIVIL

5 Undergraduate Programme Overview

Course	Code	Module	Examination	Assignment
BSc AE	D19EU	Environmental Science & Human Responses	✓	✓
BSc AE	D19CX	Critical Studies	×	✓
BSc AE	D18IE	Inclusive & Safe Environment	✓	✓
BSc AE	D39SA	Safety Management	✓	✓
BSc AE	D19EV	Environmental Science & Human Responses	✓	✓
BSc AE	D19EB	Energy & Buildings	✓	✓
BSc AE	D19SO	Design Software Applications	×	✓
BSc AE	D19YC	Design Project	×	✓
BSc BS	D39SA	Safety Management	✓	×
BSc BS	D39BI	Building Pathology & Inspection	✓	✓
BSc BS	D39XB/D39XC	Collaborative Project 2	×	✓
BSc BS	D39XB/D39XC	Collaborative Project 2	×	✓
BSc BS	D39BR	Building Refurbishment & Maintenance	×	✓
BSc BS	D39MG	Site Management & Project Supervision	✓	✓
BSc BS	D39PZ	Procurement & Contract	✓	✓
BSc BS	D39TF	Construction Technology 5	✓	✓
BSc FM	D39AM	Asset Maintenance Management	✓	✓
BSc FM	D39SA	Safety Management	✓	×
BSc FM	D49RD	Real Estate Development	✓	✓
BSc FM	D30BU	Business Management in the Built Environment	✓	×
BSc FM	D39PZ	Procurement & Contract	✓	✓
BSc FM	D39SF	Sustainable Practices in FM	✓	✓
BSc FM	D39FM	Facilities Management 1 : Principles	✓	✓
BSc FM	D49RF	Real Estate Development & Finance	✓	✓
BSc CPM	D49RD	Real Estate Development	✓	✓
BSc CPM	D39PZ	Procurement & Contract	✓	✓
BSc CPM	D39BR	Building Refurbishment & Maintenance	×	✓
BSc CPM	D39MG	Site Management & Project Supervision	✓	✓
BSc CPM	D39XB/D39XC	Collaborative Project 2	×	✓
BSc CPM	D39TF	Construction Technology 5	✓	✓
BSc CPM	D39SA	Safety Management	✓	×
BSc CPM	D39XB/D39XC	Collaborative Project 2	×	✓
BSc QS	D49RD	Real Estate Development	✓	✓
BSc QS	D39PZ	Procurement & Contract	✓	✓
BSc QS	D39MG	Site Management & Project Supervision	✓	✓
BSc QS	D39XB/D39XC	Collaborative Project 2	×	✓
BSc QS	D39TF	Construction Technology 5	✓	✓
BSc QS	D39SA	Safety Management	✓	×
BSc QS	D39XB/D39XC	Collaborative Project 2	×	✓
BSc QS	D39MW	Measurement & Value Studies 2	✓	✓
BSc REM	D49RF	Real Estate Development & Finance	✓	✓
BSc REM	D49ST	Statistics & Data Analysis	×	✓
BSc REM	D49RI	Real Estate Investment	✓	✓
BSc REM	D49CA	Contemporary Appraisal	✓	✓
BSc REM	D39FM	Facilities Management 1 : Principles	✓	✓
BSc REM	D49PP	Professional Project	×	✓
BSc REM	D30BU	Business Management in the Built Environment	✓	×
BSc REM	D49IM	International Property Market Analysis	✓	✓

BSc Construction Project Management

Module code	Module title
D49RD	Real Estate Development
D39PZ	Procurement & Contract
D39BR	Building Refurbishment & Maintenance*
D39MG	Site Management & Project Supervision
D39XB/D	
39XC	Collaborative Project 2
D39TF	Construction Technology 5
D39SA	Safety Management
D39XB/D	
39XC	Collaborative Project 2

BSc Facilities Management

Module code	Module title
D39AM	Asset Maintenance Management
D39SA	Safety Management
D49RD	Real Estate Development
D30BU	Business Management in the Built Environment*
D39PZ	Procurement & Contract
D39SF	Sustainable Practices in FM
D39FM	Facilities Management 1 : Principles
D49RF	Real Estate Development & Finance*

BSc Quantity Surveying

Module code	Module title
D49RD	Real Estate Development
D39PZ	Procurement & Contract
D39MG	Site Management & Project Supervision*
D39XB/D	
39XC	Collaborative Project 2
D39TF	Construction Technology 5
D39SA	Safety Management
D39XB/D	
39XC	Collaborative Project 2
D39MW	Measurement & Value Studies 2

***Text in red indicates transition arrangement for one year only**

BSc Real Estate Management

Module code	Module title
D49RF	Real Estate Development & Finance
D49ST	Statistics & Data Analysis
D49RI	Real Estate Investment
D49CA	Contemporary Appraisal
D39FM	Facilities Management 1 : Principles
D49PP	Professional Project
D30BU	Business Management in the Built Environment
D49IM	International Property Market Analysis

BSc in Building Surveying

Module code	Module title
D39SA	Safety Management
D39BI	Building Pathology & Inspection
D39XB/D	
39XC	Collaborative Project 2
D39XB/D	
39XC	Collaborative Project 2
D39BR	Building Refurbishment & Maintenance
D39MG	Site Management & Project Supervision*
D39PZ	Procurement & Contract
D39TF	Construction Technology 5

BEng in Architectural Engineering

Module code	Module title
	Environmental Science & Human Responses
D19EU	Responses
D19CX	Critical Studies
D18IE	Inclusive & Safe Environment
D39SA	Safety Management
	Environmental Science & Human Responses
D19EV	Responses
D19EB	Energy & Buildings
D19SO	Design Software Applications
D19YC	Design Project

***Text in red indicates transition arrangement for one year only**

6 Examinations, transferring to on-campus and Withdrawing from the Programme

6.1 Examination Process

All forms are available from your institution.

A team of Heriot-Watt University approved lecturers (*Module Subject Examiners*) prepares each module set examination paper. The draft paper is then passed to a *Module Set Academic Reviewer* who is responsible for checking the balance of the paper. Following this procedure, the paper is then proof read (by an *Approved Proof-Reader*). The final stage is for the paper to be sent to an *External Examiner* (i.e. a senior academic in another university) for comments on the content and level of the questions. Subject to the comments received from the External Examiner's, the examination papers are then printed in their final booklets.

When all the examinations have been sat, the candidates' examination scripts are returned to Heriot-Watt University. The examination scripts are then marked by the module set examination team and are internally moderated by approved examiners (who are specialists in that discipline). A sample of the scripts (including all borderline scripts) is sent to the External Examiner for review and comments. A Board of Examiners consisting of all the examiners involved in the marking, the External Examiners, the Head of School and the Dean of the University, is then convened and the results reviewed and approved.

Following the Board of Examiners' meeting, students are informed of the grade that they have obtained in a particular module set examination. No further details about individual examination performance are given to students and any requests shall be turned down.

Subject to subsequent appeals, the Board's decision is final and there is no automatic right to a further remark of any script. However, students can lodge an official appeal (see Section 5.9 below).

6.2 Medical Certificates

The School of the Built Environment has set out the following procedures that must be adhered to by all students submitting Medical Certificates prior to and at examination diets for the Heriot-Watt Management Programme:

As per Regulation 9 (new) of Heriot-Watt University: "*A candidate who is prevented through illness from taking an examination shall submit to the [ALP] a certificate issued by a registered medical practitioner*"

All students must submit their Medical Certificates within *two weeks* of the end of the examination diet. It is the *students' responsibility* to ensure that the School of the Built Environment receives these by the *second* Friday following the examination week.

Photocopied or *faxed* versions of Medical Certificates are *not permitted* and will *not be accepted* by the Board of Examiners.

The Registered Medical Practitioner (Doctor/Medical Specialist/Nurse) must *sign and date* all Medical Certificates. It must also be *stamped* with the medical practitioners' seal. The authorisation signature must be legible.

A completed *Medical Certificate Form*, which must be *signed, dated and stamped* by the registered medical practitioner, must accompany all original Medical Certificates. A Medical Certificate that is not accompanied by this form *will not be accepted*.

Students must indicate the *exact date* and the *time period* for which the Medical Certificate is to apply and to sign the attached form that the information contained is accurate.

Students must indicate for which module set examination(s) their Medical Certificate is to apply.

The Registered Medical Practitioner is *required* to indicate whether the student is *incapable*, or otherwise, of undertaking an examination and *verify* the dates and time which the student was incapable of undertaking the examinations. If this is not indicated, the Medical Certificate will not be accepted.

Only in exceptional or extraordinary circumstances will more than two medical certificates be accepted.

Students, who submit a medical certificate on two occasions for a particular module set and register for that module set examination at a future diet, but do not attend, will lose one opportunity.

6.3 Procedure

If students have failed a module they should obtain a *Resit Application for Examinations* form from their local Approved Learning Partner office or from the website. This form should be completed when they decide to re-sit the examination in that particular module set. A separate fee is charged.

6.4 Failure in Examinations

A failure in an examination demonstrates a lack of knowledge in the subject content for that module.

6.4.1 First Failure

If students fail an examination at their first opportunity they are permitted a resit examination attempt at a future examination diet. There is a fee for each examination attempt following the first attempt of each module.

6.4.2 Second Failure

Students are allowed two attempts to pass any particular module set. If students receive an F grade they will not be permitted to re-sit until they have re-attended classes for this module. They will then have a further two attempts to pass this module. There will be a full module cost charged for this re-attendance.

6.4.3 Third Failure

Where a student has re-attend classes, a further two opportunities to resit is granted

6.4.4 Fourth Failure

If a student has failed a particular module on four occasions the examboard will require them to withdraw from the course.

6.5 Appeals

6.5.1 The Appeals Process

The regulations relating to Examination Appeals are contained in **Regulation 36, Student Appeals**, of Heriot-Watt University. **It should be noted that students cannot appeal unless they can demonstrate mitigating circumstances and provide supporting documentation.** The following further aims to assist your understanding.

If students wish to dispute the decision of the Board of Examiners they should write in the first instance to the Head of School outlining their reasons for doing so. Students may be required to provide additional verified documentation to support their appeal. The Head of School, if deemed appropriate, will then invite the Board of Examiners and the External Examiner(s) to give further consideration to their examination performance. If students are still dissatisfied with the outcome from the Head of School students may appeal to the Senate of the University (i.e. the supreme governing body of the University) indicating the grounds for their appeal.

It should be noted that if an appeal is pending students are not eligible to receive a proposed award. In the case of a degree, for example, students would not be able to graduate until all the appeal procedures have been exhausted or the appeal withdrawn.

Students should note that examination scripts will not be reviewed either by the Head of School, Internal Examiners, the External Examiners, or the Board of Examiners under any circumstance unless they are the subject of a formal appeal.

A formal appeal must be submitted if students wish to question their examination results.

Therefore, scripts will not be remarked under any circumstance unless they are the subject of a formal appeal.

6.6 Regulations and Policies

Section B, provided by Academic Registry of Heriot-Watt University for all Undergraduate Students who study off-campus (i.e., at a location other than Heriot-Watt University), contains information regarding the regulations and policies of the University.

All students and centres should familiarise themselves with those regulations and policies that are most relevant to undergraduate students. All such regulations and policies are available on the Heriot-Watt University website (<http://www.hw.ac.uk>).

The following may be of particular reference to students on the Heriot-Watt Management Programme:

6.7 Student Complaints Procedure

The School of the Built Environment encourages a positive environment where contact with and feedback from students is both welcomed and encouraged. We also realise that from time to time mistakes can occur and arrangements can be improved upon. We welcome student feedback on where we can improve to make your learning and your learning environment better.

Though we hope that students will have no need to raise a concern or complaint, students should also be aware that there is a formal Complaints Procedure that applies equally to those who study through ALP Programmes. Full information is contained in the Complaints Procedure Booklet: <http://www.hw.ac.uk/registry/resources/ComplaintsPolicy.pdf>

To help digest this document, we provide the following summary:

A complaint is defined as “as any concern a student might have relating to the University including concerns about the provision or a programme of study, academic related matter, service or facility provided by the University.”

There are a number of stages involved in a Complaints Procedure, and further information is contained in the documentation.

Informal Direct Complaint at Source

Most concerns can be resolved by dealing directly with the person involved. Therefore, we would encourage students to raise their concerns directly with their tutor or programme director at their Approved Learning Partner (if appropriate).

If, however, students either (a) feel unable to approach their tutor or programme director, or, (b) are not satisfied with the response received, we would encourage students to contact the Programme Director at the School of the Built Environment, HWU in the first instance. The Programme Director will then aim to resolve the matter without the having to make it a matter for the Head of School, unless deemed necessary.

6.8 Transferring to On-Campus Courses

6.8.1 Introduction

Students may decide part way through their studies that they would like to complete them by transferring to a full-time on-campus course. This is possible provided that they have passed a complete stage of their studies. Students could, for example, transfer to Year 2 of the equivalent business and management on-campus degree course when they have completed Stage 1 of the Programme, to Year 3 when they have completed Stage 2, and to Year 4 (the Honours year) when they have completed Stage 3.

6.8.2 Difficulties

Students should not consider transferring to an on-campus course without very careful consideration. There are considerable difficulties in adjusting to a new mode of study in a new country that has a different culture. It can be very expensive to study in the United Kingdom. In very broad semesters, it

will cost them at least £16,000 per year to stay on-campus and pay for their course. Thus students have to be absolutely certain that they want to do so and that it will be in their own best interests.

If students transfer after Stage 1 to Year 2 or after Stage 2 to Year 3, to an on-campus mode, the content of the various modules that they take will be very similar to those contained in the Management Programme. The approach will, however, be very different. Students will have to attend a number of lectures and tutorials and the pace will be largely desemesterised for them. Students will also have examinations at the end of each academic semester so they will only have about eight weeks to prepare for them. If students transfer at the Honours stage there are some further considerations that they will need to take into account. These are dealt with later in Section 2.17.4.

6.8.3 The Honours Year

There is no automatic right of progression onto an Honours year. The student's eligibility to be admitted to the Honours year is subject to fulfilment of the requirements of eligibility for an award of degree in one of the above degree pathways and satisfying the entry requirements into the Honours pathway chosen, and at the discretion of the admissions office and Head of the School of the Built Environment.

6.8.4 Class contact

The honours year still involves attending lectures, tutorial and workshops but the actual class contact time at this level is fairly small, so students spend a lot of time working on their own.

6.9 Argument and discussion

When students do join their colleagues they will be expected to argue and discuss with them the issues that they have come across in their studies. Students will be expected to have their own views and to defend them vigorously. This type of learning can be difficult for some students. This is especially true if they are from a culture where it is not usual to challenge the views and opinions of older people. Nonetheless, such a learning experience is highly valuable in developing their critical facilities. The ability to examine a problem in some depth and to advance a balanced argument is greatly valued by employers.

6.10 Dissertation

A dissertation is a highly concentrated piece of personal scholarship or research written up in a strictly logical and well argued format. It brings together much of what they have learned in the previous three years that they have spent on their university studies. It also demonstrates quite clearly their organisational and intellectual capabilities, so employers pay a great deal of attention to what grade students get for it.

6.11 Structure

Heriot-Watt's academic year is broken down into two 14 week semesters. The first semester runs from September to December, the second semester from January to May, and the summer. A third semester from May to August is utilised by postgraduate students for dissertation work and by ALPs for normal teaching. It is not used for the on campus honours year.

Full time students are required to take four modules per semester i.e. 8 modules for the year of which two modules count towards their dissertation. The modules that they select will depend upon the specialism that they wish to pursue or the type of degree that they wish to obtain. Students must get at least a Grade D in a module that is a prerequisite for a subsequent module.

Most fourth year modules are assessed partly on an assignment basis and partly by formal examinations. Some modules have formal examinations at the end of the first semester while other modules have them at the end of the second semester. Graduation normally takes place in June. There is also a graduation ceremony in held in November

6.12 Grading

The British honours degree system is a way of grading students' degree results. Some degrees are classified into 'ordinary' and 'honours'. The distinction is a fine one but ordinary degrees generally include less material and they may demand a less analytical approach than do Honour year degrees. Honours degree is also usually divided into 'classes'.

The UK honours classification system is summarised below. The highest award is a *first class* honours degree. First class honours degree is normally only awarded to students who obtain an average of 70% or more in their final year examinations. Only a small proportion of students gain a first class honours degree and few employers demand it as a condition of employment.

Class of degree	Average mark normally required	Comment
	%	
1 (or first)	70+	Few awarded; highly prestigious. A career as a university lecturer is assured. Very rarely required for other jobs.
2.1 (or upper second)	60-69	Considered to be a very good honours degree. Normally required for university lecturers and some jobs in government. Many other employers now demand an award at this level. The number of '2.1s' being awarded has increased in recent years.
2.2 (or lower second)	50-59	Regarded as a good honours degree. Students should feel comfortable if they receive such an award.
3 (or third)	40-49	An award at this level is not highly regarded, although it does not rule out a successful career. Nonetheless, if students are likely to get a third it might be best for them to graduate with an ordinary degree.

Many UK universities still record the performance of students on a percentage basis using the scheme outlined above. Heriot-Watt now uses an alphabetical grading system but this does not necessarily equate to the percentages shown above. Grade A is the equivalent of first class honours, Grade B an upper second, Grade C a lower second, and Grade D a third. An over all Grade E would mean that students were awarded 'a degree with honours', and Grade F would be a fail.

6.13 The Cost of Studying in Scotland

It is not cheap to study in the UK. Students from non-European Union countries are charged a full tuition fee. The fee for the academic year 2008-2009 is for a non-engineering undergraduate course £9000. Other costs to be taken into account include travel to and from Scotland, accommodation, food, books and stationery, clothes, bus fares and personal expenditure. It is difficult to give a precise figure for such costs because it depends on the type of accommodation students choose and how much they spend. As a general guide, it is suggested that students should allow for at least £6,000 for the academic year October to June for this type of expenditure. Thus the total cost for a year on-campus in Scotland could easily amount to about £16,000 to £17,000 (excluding travel costs to Edinburgh).

This is a very large sum of money and students should balance the costs against the benefits. Students will also incur travelling costs in getting to and from Edinburgh. Such costs will obviously vary depending from which country they come.

6.14 Travelling to Scotland

The Heriot-Watt academic year normally begins in the middle of September. Students are normally advised to arrive in Scotland a week earlier in order to give themselves time to settle in and to take part in the Registration process.

Edinburgh is an hour's flight time away from London Heathrow and slightly longer from London Gatwick. If students come via London then they can either fly or take the train or the bus (the bus is the cheapest). The airport, railway station and the bus station in Edinburgh are all within less than 12 km from the Riccarton campus. When they first arrive in Edinburgh they are advised to take a taxi to the campus; this should cost no more than about £15.

6.15 **Accommodation On-Campus**

Accommodation is reserved for overseas students on-campus provided that a reservation has been made by mid- September. Catered and non-catered accommodation is available and there are single and double rooms (including some that have en suite facilities). You should go the Heriot-Watt University website for further information.

6.16 **Medical and Dental Services Facilities**

All students are automatically registered with the University Health Service on the Riccarton campus. Undergraduate and post graduate students undertaking a course of more than six months are entitled to free medical treatment available under the British Health Service, although there are some items that have to be paid for e.g. prescriptions for medicines.

6.17 **Applying for a Transfer**

If students are interested in transferring to an on-campus degree course they should make a provisional application by 1 May (students can only transfer in October). Once students know that that they have successfully completed the BSc, they should confirm their interest by writing to the ALP Programme Director as soon as possible, since the accommodation arrangements have to be confirmed by 1 September at the latest.

A *transfer application* form ("**Course Transfer Form**") is available on the website.

6.18 **Withdrawing From a Programme**

Students may find that their Programme is not suitable for them and they may decide to withdraw from it.

Students should think very carefully before they do withdraw. If they do so, it may well be that sometime later they decide that they would like to continue with their studies. Students would then have to re-matriculate on to the Programme.

Before making a final decision about withdrawing, therefore, students should discuss their situation with their ALP representative.

If students do decide to withdraw from their course they are required to complete a *Course Withdrawal* form. This form should be returned to your centre.

Students **must** also enclose their **matriculation card**.

There is No refund of fees once payment is mad

6.19 **Change of Degree**

All students must immediately inform the Heriot-Watt Management Programme (HWMP) if they intend to change their degree pathway.

Students changing their degree pathway must use the **Degree Transfer form** available from their institution.

Students must inform us of any change prior to their registration for their last diet of examinations.

Any student who does not inform the HWMP of their degree change prior to their last examinations will automatically be assumed to be studying for the pathway in their application form. This may mean that students will not be awarded or be eligible for their expected degree.

6.2.1 Award of Degree

In order to be awarded a BSc students are normally required to have passed **twelve** modules. Postgraduates must pass **eight** modules and have an average C grade in-order to progress to Masters.

Transcripts and degrees are issued at the graduation periods (with graduates being the priority group) in July and November.

The Academic Registry will issue transcripts only at these times.

6.2.2 Dissertations

Students should refer to the School Dissertation Guide which can be found at <http://www.sbe.hw.ac.uk/studentinfo/index.htm> Dissertation titles and supervisors are usually allocated after a student has completed their first four modules (for the Construction Programme, this happens once a year in December). In the first instance, students should contact their course leader for guidance on this process for their particular course. Students are required to submit two copies of their dissertation, spiral bound, plus a copy on CD. For some Civil Engineering courses, students are required to submit three copies of their dissertation and therefore, Civil Engineering students should check with their course leader before submitting. Dissertation submission dates can be found on page 2.

6.2.3 School Resource Centre

The School Resource Centre is on the top floor of the Edwin Chadwick building, Rooms 3.04, 3.05 and 3.06. Students visiting the School may make use of these facilities.

6.2.4 Computing facilities

The University has recently launched a Virtual Learning Environment which provides on-line tailored access to learning materials, collaborative areas, forums, electronic submission of assignments and much more.

VISION (Virtual Student Information Organisation Network) can be accessed here: <http://vision.hw.ac.uk> (or by going to the School website: <http://www.sbe.hw.ac.uk/> then clicking on the link to VISION) using the username and password noted on the Mail Server Password Form. If you experience any difficulties logging in please see this page for assistance: <http://www.hw.ac.uk/edu/vle/login-help.htm>

A number of Student Guides are available here: <http://www.hw.ac.uk/edu/vle/students-user-manuals.htm> to help get started.

6.2.5 E-mail communication

Students will be sent a username and password they can use to access their Heriot-Watt e-mail account. Students should periodically check this e-mail account as, although most e-mail communication is through students' personal or work e-mail, some information may be communicated through students' Heriot-Watt e-mail account.

6.2.6 Module and course feedback questionnaires.

At the end of delivery of each module, students are asked to fill a questionnaire to give feedback on the material used in the modules and the quality of the delivery process. At the end of the academic year, students are asked to give feedback on the relevant year of study including contents, delivery, assessment, etc. This feedback is used by module leaders and Programme Directors to determine issues that need to be addressed. Feedback is also discussed at Student-Staff Committees.

6.2.7 Health and Safety Policy Statement

This information relates to students while visiting the School:

The principal aim of our policy is to encourage the development and the maintenance of a health and safety culture of the highest level amongst all employees and students within the School. This will be achieved through the provision and maintenance of a healthy and safe work environment for everyone and will apply to all locations for which the School has a responsibility as well as to the equipment/facilities provided and the associated safe working systems and procedures that must be adopted.

The School will also provide such information, training and supervision as is deemed necessary in support of the above.

We also accept our responsibility for the health and safety of other people who may be affected by our activities.

We cannot be held responsible for unreasonable behaviour that puts people at risk. It is assumed that each person within the School is sufficiently responsible to act with a degree of competence in-keeping with their prior experience and qualifications.

The allocation of duties for health and safety matters and the particular arrangements that we will make to implement the policy are set out in the School Health and Safety Policy document which you can access on the School website www.sbe.hw.ac.uk

Please note that all employees and students will be asked to confirm in writing that they have read, fully understood and will comply with the policy as detailed in this document.

The experiences gained through the operation of the policy will be reviewed annually and where appropriate the School Health and Safety policy document will be amended.

7 References and Bibliography

It is a sign of strength rather than weakness to acknowledge the source of the information and ideas in a piece of writing. This should be done in two ways:

- by referring to source material in the text of the essay or report itself;
- by including a reference list at the end.

The reasons for requiring references are:

- to know how widely you have read
- so that those reading or listening to your work can, if they wish, check that facts have been reported accurately, follow up opinions or arguments referred to, or find out more about the topic from another source;
- so that a judgement can be made about the skill with which other writings or information are being used to construct arguments in the essay.

It is also important to reference other work accurately to avoid any suspicion of *plagiarism* (see section 7.3)

References to sources should take this form:

"Burnett (1978) reports that demographers believe the cause of the population explosion to be ..."
or

"State intervention in housing before 1914 had limited achievements such as the construction of sewerage systems and regulations for house construction and design. Nineteenth century legislation certainly helped to eradicate the worst manifestations of the existing slums and made the construction of new slums more and more difficult' (Merrett,1979). But there was a scarcity of decent housing at a price working class people could afford".

You must include a list of references at the end of an essay or report. This should list in alphabetical order by author the reading material which has been referred to in the essay or report. Anything which may have provided useful background information without being specifically referred to may be included in a separate list of "other material read". References must provide details of title, author, date, publisher, and place of publication. For articles in periodicals, provide the title of the article, title of the periodical, volume, number and page numbers or article. **The School requires references to take this form:**

For books:

Burnett, J. (1978), *A Social History of Housing, 1815-1970*, (London: Methuen.)

Merrett, S. (1979), *State Housing in Britain*, (London: Routledge and Kegan Paul.)

For chapters in books:

Christie, I and Jarvis, L (2001) 'How green are our values?' pp 131-158 in A Park et al (ed) *British Social Attitudes: Public Policy, Social Ties* (London: Sage)

For articles:

Le Grand, J (1997) 'Knights, knaves or pawns? Human behaviour and social policy' *Journal of Social Policy* 26, 149-169

For Government publications:

Scottish Office Development Department (SODD) (1998), *National Planning Policy Guideline (NPPG) 8 revised, Town Centres and Retailing*, Edinburgh, Scottish Office.

For web-based material:

The full web address should be given as well as title, author and date searched eg:

The Scottish Executive (2003) *Housing procurement forum*
<http://www.scotland.gov.uk/Topics/?pageID=231> (accessed 5.09.03)

Referencing is made easier by keeping a record of works consulted in the required format. Be careful to reference all the material mentioned in the text. **This means that every author or report referred to in the text, even if not actually read, should be in the list of references. Note that, in principle, you should not cite references which you have not read.**

8. STUDENT GUIDE TO PLAGIARISM

Introduction

- 1.1. This guide is intended to provide students at Heriot-Watt University with a clear definition of plagiarism and examples of how to avoid it.
- 1.2. The guide may also be of use to members of staff who seek to advise students on the various issues outlined below.

Definition

- 1.3. Plagiarism involves the act of taking the ideas, writings or inventions of another person and using these as if they were one's own, whether intentionally or not. Plagiarism occurs where there is no acknowledgement that the writings or ideas belong to or have come from another source.
- 1.4. Most academic writing involves building on the work of others and this is acceptable as long as their contribution is identified and fully acknowledged. It is not wrong in itself to use the ideas, writings or inventions of others, provided that whoever does so is honest about acknowledging the source of that information. Many aspects of plagiarism can be simply avoided through proper referencing. However, plagiarism extends beyond minor errors in referencing the work of others and also includes the reproduction of an entire paper or passage of work or of the ideas and views contained in such pieces of work.

Good Practice

- 1.5. Academic work is almost always drawn from other published information supplemented by the writer's own ideas, results or findings. Thus drawing from other work is entirely acceptable, but it is unacceptable not to acknowledge such work. Conventions or methods for making acknowledgements can vary slightly from subject to subject, and students should seek the advice of staff in their own School/Institute about ways of doing this. Generally, referencing systems fall into the Harvard (where the text citation is by author and date) and numeric (where the text citation is by using a number). Both systems refer readers to a list at the end of the piece of work where sufficient information is provided to enable the reader to locate the source for themselves.
- 1.6. When a student undertakes a piece of work that involves drawing on the writings or ideas of others, they must ensure that they acknowledge each contribution in the following manner:
 - **Citations:** when a direct quotation, a figure, a general idea or other piece of information is taken from another source, the work and its source must be acknowledged and identified where it occurs in the text;
 - **Quotations:** inverted commas must always be used to identify direct quotations, and the source of the quotation must be cited;
 - **References:** the full details of all references and other sources must be listed in a section at the end of any piece of work, such as an essay, together with the full publication details. This is normally referred to as a "List of References" and it must include details of any and all sources of information that the student has referred to in producing their work. (This is slightly different to a Bibliography, which may also contain references and sources which, although not directly referred to in your work, you consulted in producing your work).
- 1.7. Students may wish to refer to the following examples which illustrate the basic principles of plagiarism and how students might avoid it in their work by using some very simple techniques:
 - 1.7.1. Example 1: A Clear Case of Plagiarism

Examine the following example in which a student has simply inserted a passage of text (*in italics*) into their work directly from a book they have read:

University and college managers should consider implementing strategic frameworks if they wish to embrace good management standards. *One of the key problems in setting a strategic framework for a college or university is that the individual institution has both positive and negative constraints placed upon its freedom of action.* Managers are employed to resolve these issues effectively.

This is an example of bad practice as the student makes no attempt to distinguish the passage they have inserted from their own work. Thus, this constitutes a clear case of plagiarism.

Simply changing a few key words in such a passage of text (e.g. replace 'problems' with 'difficulties') does not make it the student's work and it is still considered to be an act of plagiarism.

1.7.2. Common Mistakes

Students may also find the following examples¹ of common plagiarism mistakes made by other students useful when reflecting on their own work:

- "I thought it would be okay as long as I included the source in my bibliography" [without indicating a quotation had been used in the text]
- "I made lots of notes for my essay and couldn't remember where I found the information"
- "I thought it would be okay to use material that I had purchased online"
- "I thought it would be okay to copy the text if I changed some of the words into my own"
- "I thought that plagiarism only applied to essays, I didn't know that it also applies to oral presentations/group projects etc"
- "I thought it would be okay just to use my tutor's notes"
- "I didn't think that you needed to reference material found on the web"
- "I left it too late and just didn't have time to reference my sources"

None of the above are acceptable reasons for failing to acknowledge the use of others' work and thereby constitute plagiarism.

1.8. What follows are examples of the measures that students should employ in order to correctly cite the words, thought or ideas of others that have influenced their work:

1.8.1. Example 2: Quoting the work of others

If a student wishes to cite a passage of text in order to support their own work, the correct way of doing so is to use quotation marks (e.g. " ") to show that the passage is someone else's work, as follows:

"One of the key problems in setting a strategic framework for a college or university is that the individual institution has both positive and negative constraints placed upon its freedom of action".

1.8.2. Example 3: Referencing the work of others

In addition to using quotation marks as above, students must also use a text citation. If the work being cited is a book, page numbers would also normally be required. Thus, using the Harvard system for a book:

"One of the key problems in setting a strategic framework for a college or university is that the individual institution has both positive and negative constraints placed upon its freedom of action" (Jones, 2001, p121).

The same reference could also be made to a book using the numeric system:

"One of the key problems in setting a strategic framework for a college or university is that the individual institution has both positive and negative constraints placed upon its freedom of action" (Ref.1, p121).

More often, a piece of work will have multiple references and this serves to show an examiner that the student is drawing from a number of sources. For example, articles by Brown and by Smith may be cited as follows in the Harvard system

"It has been asserted that Higher Education in the United Kingdom continued to be poorly funded during the 1980's [Brown, 1991], whereas more modern writers [Smith, 2002] argue that the HE sector actually received, in real terms, more funding during this period than the thirty year period immediately preceding it".

or as follows using the numeric system:

"It has been asserted that Higher Education in the United Kingdom continued to be poorly funded during the 1980's [Ref 1], whereas more modern writers [Ref 2] argue that the HE

¹ Extract from 'Plagiarism at the University of Essex' advice copyrighted and published by the Learning, Teaching and Quality Unit at the University of Essex (http://www.essex.ac.uk/plagiarism/common_excuses.htm), reproduced with kind permission.

sector actually received, in real terms, more funding during this period than the thirty year period immediately preceding it”.

1.8.3. Example 4: Use of reference lists

Whichever system is used, a list must be included at the end, which allows the reader to locate the works cited for themselves. The Internet is also an increasingly popular source of information for students and details must again be provided. You should adhere to the following guidelines in all cases where you reference the work of others:

If the source is a book, the required information is as follows:

- Author’s name(s)
- Year of Publication
- Title of Book
- Place of Publication
- Publishers Name
- All Page Numbers cited
- Edition (if more than one, e.g. 3rd edition, 2001)

If the source is an article in a journal or periodical, the required information is as follows:

- Author’s name(s)
- Year of Publication
- Title of Journal
- Volume and part number
- Page numbers for the article

If the source is from the Internet, the required information is as follows:

- Author’s or Institution’s name (“Anon”, if not known)
- Title of Document
- Date last accessed by student
- Full URL (e.g. <http://www.lib.utk.edu/instruction/plagiarism/>)
- Affiliation of author, if given (e.g. University of Tennessee)

The way in which the information is organised can vary, and there are some types of work (for example edited volumes and conference proceedings) where the required information is slightly different. Essentially, though, it is your responsibility to make it clear where you are citing references within your work and what the source is within your reference list. **Failure to do so is an act of plagiarism.**

- 1.9. Students are encouraged to use a style of acknowledgement that is appropriate to their own academic discipline and should seek advice from their mentor, course leader or other appropriate member of academic staff. There are also many reference sources available in the University Library which will provide useful guidance on referencing styles.

Managing Plagiarism

- 1.10. Students, supervisors and institutions have a joint role in ensuring that plagiarism is avoided in all areas of academic activity. Each role is outlined below as follows:

How you can ensure that you avoid plagiarism in your work:

- Take responsibility for applying the above principles of best practice and integrity within all of your work
- Be aware that your written work will be checked for plagiarism and that all incidents of plagiarism, if found, are likely to result in severe disciplinary action by the University. The standard penalty is to annul all assessments taken in the same diet of examinations (for details please refer to Regulation 50 at <http://www.hw.ac.uk/ordinances/regulations.pdf> and to the Guidelines for Staff and Students on Discipline at <http://www.hw.ac.uk/registry/Discipline.php>).

How your School/Institute will help you to avoid plagiarism:

- Highlight written guidance on how you can avoid plagiarism and provide you with supplementary, verbal guidance wherever appropriate
- Regularly check student work to ensure that plagiarism has not taken place. This may involve both manual and electronic methods of checking. A number of plagiarism detection packages are in use at Heriot-Watt University, one example being the Joint Information Systems Committee (JISC) “Turnitin” plagiarism detection software. See

https://submit.ac.uk/static_jisc/ac_uk_index.html for more information on how this software package works.

- Alert you to the procedures that will apply should you be found to have committed or be suspected of having committed an act of plagiarism and explain how further action will be taken in accordance with University policy and procedures.

How the University will endeavour to reduce student plagiarism:

- Provide clear written guidance on what constitutes plagiarism and how to avoid it directly to your School/Institute and to you
- Alert you and staff in your School/Institute to the penalties employed when dealing with plagiarism cases
- Take steps to ensure that a consistent approach is applied when dealing with cases of suspected plagiarism across the institution

We take the issue of academic dishonesty very seriously and routinely investigate cases where students have plagiarised and apply appropriate penalties in all proven cases.

9 Additional Charges

Undergraduate and Postgraduate

Exam Fee (For Singapore, Included)	£20
Reassessment fee	£30
Academic Transcript (other than end of session)	£10
Replacement Student ID card	£10
Intermediate Award Fee	£40
Graduation Fee (in Edinburgh)	£40
Replacement Degree Certificate	£40
Reissue of Vision	£10
Deferment Fee	£150

**Note: Non-payment of fees may lead to suspension of studies or exclusion
All fees are subject to revision**

Useful Forms

Student Amendment to Registration Form



School of the Built Environment

STUDENT DETAILS

Registration No: _____

Title _____

(Mr/Miss/Mrs/Ms): _____

Family name: _____ First Name: _____

Centre Details: _____

Country: _____

Course Title: _____ Course Code: _____

Type of Appeal	Tick Box	Additional Information (Use space provided below)
Suspension of Studies for a temporary period of time. Please state start date and end date of suspension.		Reason for suspension: Start Date: End date:
Extension to period of study		

Please use additional sheet if required

Documents to be submitted	Please tick
Supporting documents such as medical certificate, police report etc	
Copy of relevant report made to the examination board	

Signature _____ Date _____

Return with all documentation to you Heriot-Watt Approved Learning Partner.

Sept 2007



School of the Built Environment

REGISTRATION NUMBER:			
Family Name:			
First Name:			
Correspondance Address;			
Course:		Year/Level :	

Last Date of Attendance at University (distance learning students may give an approximate date):	
Reason for withdrawing*: (Refer to key below and enter two digit code)	

* - Key (Reason for Leaving)	
03 – Transferred to another Institution	07 – Other Personal Reasons
04 – Health Reasons	10 – Gone into Employment
06 – Financial Reasons	11 - Other

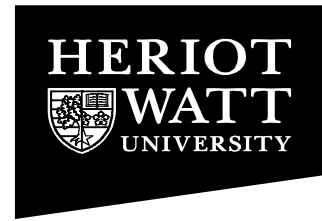
* Reason for Leaving - essential for statistical purposes

Signature:	
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Date:	
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Please return to your Heriot-Watt Approved Learning Partner.

Student Appeals Form



School of the Built Environment

STUDENT DETAILS

Registration No: _____

Title _____

(Mr/Miss/Mrs/Ms): _____

Family name: _____ First Name: _____

Centre Details: _____

Country: _____ Course _____

Course Title: _____ Code: _____

Type of Appeal	Tick Box	Additional Information (Use space provided below)
Suspension of Studies for a temporary period of time. Please state start date and end date of suspension.		Reason for suspension: Start Date: End date:
Extra resit opportunities		State diet for each module resit
Extension to period of study		
Progression decision		

An appeal will only be considered on medical grounds or other exceptional circumstances. The back ground concerning the appeal should be outlined below, including the start dates and end dates of the suspension to studies. Please attach any supporting documents such as medical certificates etc.

Please use additional sheet if required

Documents to be submitted	Please tick
Supporting documents such as medical certificate, police report etc	
Copy of relevant report made to the examination board	

Signature _____ Date _____

Return with all documentation to you Heriot-Watt Approved Learning Partner.

Sept 2007

Course Transfer Application



To be completed by student:

Registration Number:			
Full Name:			
Present Course Code/Title (A):		Year/Level:	
Course Code/Title to which Transfer Sought (B):		Year/Level:	
Declaration:	I understand that if my application to transfer is approved, all rights to examination and progress relating to course (A) shall be withdrawn.		
Signed:		Date:	

To be completed by Head of School / Director of Learning & Teaching / Director of Studies offering course (A):

I approve the application to transfer in respect of the above-named student.			
Signed:		Date:	

To be completed by Head of School / Director of Learning & Teaching / Director of Studies offering course (B):

I agree / do not agree* to accept the above student (* delete as applicable)			
Effective Date of Transfer:		Year/Level of Course:	
<p><i>Please tick appropriate boxes:</i></p> <p> <input type="checkbox"/> Delete existing Mandatory Modules <input type="checkbox"/> Delete Carry Modules <input type="checkbox"/> Insert New Mandatory Modules <input type="checkbox"/> Delete existing Optional Modules <small>(If ticked, please attach module update form confirming added/de-registered modules)</small> </p> <p><i>Or specify all classes/modules to be taken and/or special conditions:</i></p> <p>Semester 1 _____ _____ _____ _____</p> <p>Semester 2 _____ _____ _____ _____</p> <p>Semester 3 _____ _____ _____ _____</p>			
Signed:		Date:	

11 KEY STAFF AND CONTACT DETAILS

The Principal and Vice-Chancellor is the head of the University and is supported by academic and administrative staff.

Course leaders

Course title	Course leader	Email address
Building Services Engineering	Dr David Campbell	d.p.campbell@sbe.hw.ac.uk
Construction Project Management	Dr Graeme Bowles	g.bowles@sbe.hw.ac.uk
Construction Financial Management Quantity Surveying	Dr Fiona Grant	f.grant@hw.ac.uk
Facilities Management	Dr Edward Finch	e.f.finch@sbe.hw.ac.uk
Real Estate Investment and Finance	Professor Colin Jones	c.a.jones@sbe.hw.ac.uk
Real Estate Management & Development	Dr Colin Elliot	c.j.elliott@sbe.hw.ac.uk

Details of module leaders can be found on module descriptors (http://www.sbe.hw.ac.uk/studentinfo/Modules_PG.htm) and contact details are included in individual module material or via People Finder (<http://www.hw.ac.uk/home/people-finder>).

Administration staff

	Name	Email
Director of Distance and Distributed Learning/Senior Admissions Tutor	Professor Brian Robertson	B.S.Robertson@hw.ac.uk
Senior Administrator	Philippa Burrell	P.Burrell@hw.ac.uk
ALP Administrator	Georgina Baird	G.Baird@sbe.hw.ac.uk
ALP Registrations	Aurelie Maillard	A.A.Maillard@hw.ac.uk

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. Kathy Patterson is the Academic Registrar and Deputy Secretary.

All flexible, distributed and independent learners should contact the appropriate School/Institute in the first instance for any academic query or assistance. Please contact Mrs Michele Stenhouse, External Programmes Officer, Academic Registry, on any query relating to Part B of this handbook and this will be directed to the relevant staff.

Email: M.R.Stenhouse@hw.ac.Edinburgh

Tel: + 44 (0)131 451 4016.

Please note that the following sections are standard sources of information provided to all students. However, certain aspects are course-specific and students should refer to Part A where directed.

1 Academic Support

On-campus students at Heriot-Watt University are provided with the following information and services, and where possible we will seek to provide you with the same opportunities.

1.1 Mentoring

Each student will be notified of a named contact who can be consulted on all aspects of work, study and other areas of student life. Typically, these individuals are often known as mentors.

Mentoring is a significant way for Heriot-Watt University to ensure that students receive the support and guidance that they need. The development of a good working relationship between mentor and mentee (the student) is essential for this to be achieved. All students are encouraged to engage with their mentors through regular contact, provided either locally through support centres or remotely through face-to-face meetings, online support through e-mail, web-based conferencing, telephone, fax or post. Mentors can provide constructive feedback on academic performance from the outset of study and authoritative guidance on academic progression.

Examples of the support that mentors will typically provide to students might include:

- acting as first point of contact where students require advice on academic and non-academic issues
- directing students to further sources of information and advice within the support centre or the University
- monitoring students' academic progress
- helping students to build a holistic view of how their University career is developing.

At all times students should keep their mentors informed of any changes in circumstances which may affect their academic progress.

A named mentor will be assigned to you.

http://www.hw.ac.uk/students/student_guide.pdf

<http://www.hw.ac.uk/quality/StudentSupport.htm>

1.2 Professional Development Planning

Professional Development Planning (PDP) is a structured process to help students to reflect upon their own learning, performance and achievements. It has been designed to support the planning of a student's personal, educational and career development.

PDP involves a process of thinking about what stage of development a student is currently at, where their interests lie, what their strengths are and what improvements they would like to achieve in order to get to where they want to be using the learning opportunities available to them. The ability to reflect on their achievements in areas of personal, academic and career development is an important precursor to planning the next step ahead.

For further information and to access e-PDP templates, please refer to:

1.3 Student Feedback

There are a range of options open to students to communicate their views on courses and modules to members of academic staff.

Questionnaires are regularly issued for students to complete at the end of each module, allowing students to give feedback on the quality of the module and teaching.

Students will also receive regular opportunities to contact staff informally about any concerns or issues that they are facing and staff will always endeavour to resolve issues directly or will provide further guidance and suggestions for students to follow themselves.

Independent learners should communicate with their mentors.

For further guidance on the system used at Heriot-Watt University, please refer to:

<http://www.hw.ac.uk/quality/StudentFeedback.htm>

2 Registration, Attendance and Periods of Study

2.1 Registration

Each student studying on a Heriot-Watt University programme or course is required to register with the University. Students will be advised of registration arrangements by the relevant School/Institute.

Please refer to the course information in Part A of this handbook for further details on registration.

2.2 Student Identity Cards

Following registration, students will be issued with a Student Identity Card for the duration of their study – it is essential that you keep your card in a safe place.

All students are advised that they are required to show their Student Identity Card to an authorised person on the following occasions:

- at an examination
- on request by any officer of the University
- for use of library and computing services
- on any other occasion for good cause.

2.3 Period of Study

If an undergraduate or postgraduate student wishes to apply for an extension to period of study and for further information, please refer to:

<http://www.hw.ac.uk/registry/resources/AmendmenttoRegistrationForm.pdf>

2.4 Change of Address

Students must notify their School/Institute of any change in address or other contact details during the course of their studies at Heriot-Watt University. Failure to do so may lead to important information being misdirected, such as assessment results.

Please refer to the course-specific information in Part A of this handbook for further details on notifying change of address to the relevant School.

2.5 Periods of Study

Students are normally expected to follow the recommended periods of study as described within the University's Regulations. Students may extend this period of study up to a maximum period, again as described in the University's Regulations.

Undergraduate and Postgraduate Studies Committees, acting on behalf of Senate, can extend these periods in extraordinary circumstances.

For further information, please refer to:

Regulation 3 (new) – Modular First Degrees, paragraph 5

Regulation 4 – Postgraduate Diplomas and Graduate Diplomas, paragraph 10

Regulation 18 – Postgraduate Certificates and Graduate Certificates, paragraph 10

Regulation 44 – Mixed-Mode Study - Modular First Degrees (for undergraduates only)

Regulation 48 – Higher Degrees of Master (Taught), paragraph 10

Please refer to the course-specific information in Part A of this handbook for further details on periods of study.

3 Guidance on Assessment

3.1 Common Assessment and Progression System (CAPS)

The University operates an integrated Common Assessment and Progression System (CAPS) for all students. The main features of this system include a common allocation of module results in the form of grades and clear assessment, re-assessment and progression guidelines. The web link below refers to separate information for undergraduate and postgraduate students.

For further information, please refer to:

<http://www.hw.ac.uk/registry/acadev-caps.php>

3.2 Submission of Assessment

Assessed coursework for all degree programmes, where applicable, must be submitted by the stated deadline. Students will be informed of this by a member of the School/Institute staff. Work submitted by students will be recorded and logged by the School/Institute. Students are strongly advised to retain a copy of their submitted work as well as any other documentation.

3.3 Extension to Assessment Deadlines

Some Schools/programmes allow for late submission of assessed work. Where applicable, assessed work submitted after the due date may be subject to a penalty (reduction in marks) being applied. The work should be submitted to the School/Institute together with any medical certificates or supporting documentation outlining the reasons for the late submission. Students are strongly advised to retain a copy of their assessed work and all supporting documentation.

All late submissions will be reviewed by the relevant Assessment Board, along with any supporting documentation. The Board will have the option to adjust the mark and to reduce the penalty in the light of the circumstances. The Board has absolute discretion in this matter and the outcome will be notified to students only after the meeting of the Board.

Please refer to the course-specific information in Part A of this handbook for further details on extension to assessment deadlines.

3.4 Non-Submission of Assessments

Where applicable, students should inform their School/Institute if they are unable to submit assessed work for any reason. The student will be asked to supply any medical certificates or supporting documentation relating to the non-submission where relevant.

4 Examination and Re-assessment Procedures

4.1 Examinations

Students should refer to the relevant School or institution for information on fee requirements for the examination of modules for which they are registered. Where applicable, it is important that students ensure that they have notified any change in module, where applicable, to their School. Failure to notify the appropriate School of a change in module may lead to a delay in notification of examination results.

Please note that the University has the right to prevent a student taking an assessment if University fees and/or charges are outstanding. Please refer to the Policy on Student Fees and Charges and Ordinance 2 – Fees, Charges, Fines and Debts.

For further information, please refer to:

<http://www.hw.ac.uk/ordinances/ordinances.pdf>

4.2 Re-assessment

Where applicable, students will normally be notified of any re-sit requirements and opportunities when their progression decision and final grades are desemestered by the relevant School. A fee must be paid for each reassessment. Students must register and pay the appropriate fee. This includes re-sit

examinations, resubmission of assessed work or project work and any remedial work. Students should check what form the re-assessment takes and note the relevant examination diet. Students should refer to the Re-assessment Application Form for the relevant fee and deadline date for application. See also section on Student Fees and Charges below for details.

Normally re-sit examinations must be taken as arranged in the location of study. However, in exceptional circumstances, the University may consider applications from students to re-sit examinations at alternative locations. It should be noted that **ALL** expenses incurred by the University in arranging this are required to be met by the student, which may be extensive in some cases. If a student has been involved in a disciplinary matter relating to examinations or assessments, they may only undertake re-assessment at their campus location.

For further information and Re-assessment Application Forms, please refer to:

<http://www.hw.ac.uk/registry/reassessment-procedures.php>

Please refer to the course-specific information in Part A of this handbook for further details on re-assessment.

4.3 Examination Diets

Please refer to the course-specific information in Part A of this handbook for further details on examination timetables.

4.3 Assessment Results

Provisional results are not normally made available after the examination diet as they are subject to ratification. However, students may receive feedback on their performance via their mentor or module leader.

Results letters confirming results and decisions on students' performance in each module by grade, and giving a progression decision or notification of award (for example, Re-assessment, Pass-Proceed, etc.) are sent out by the Academic Registry on an annual basis. Students should ensure that they keep the copy of their transcript safe.

Examination results will normally be sent by post by Academic Registry following the appropriate examination boards to students' home addresses. Information will not be relayed over the telephone nor by email.

For further information, please refer to:

<http://www.hw.ac.uk/registry/resources/Feedback&PublicationResults.pdf>

Please refer to the course-specific information in Part A of this handbook for further details on assessment results.

4.5 Discretionary Credits - Undergraduate

In cases where an undergraduate student has satisfied the overall requirements for the course or for progression to the next stage of the course, but does not have the required number of credit points, the Progression Board may award 'discretionary credits', granted in a maximum of two modules or 20 credits (4 modules or 40 credits for combined studies students), so that the student is eligible to receive the final award or to progress to the next stage.

'Discretionary credits' are not given automatically to students who do not have sufficient credit points, but are applied only after consideration by the Progression Board.

For further information on this issue please refer to:

Regulation 3 – Modular First Degrees, paragraph 23

Regulation 4 – Postgraduate Diplomas and Graduate Diplomas, paragraph 20

Regulation 18 – Postgraduate Certificates and Graduate Certificates, paragraph 20

available at <http://www.hw.ac.uk/ordinances/regulations.pdf>

4.6 Discretionary Credits - Postgraduate

Postgraduate students who have satisfied the overall requirements for their course, but do not have sufficient credit points with respect to the final award may be awarded 'discretionary credits' in a maximum of one taught module in order to be eligible for award. 'Discretionary credits' are not given automatically to students who do not have sufficient credit points for the award, but are applied only after consideration by the examiners.

For further information on this issue please refer to:

Regulation 4 – Postgraduate Diplomas and Graduate Diplomas, paragraph 20

Regulation 18 – Postgraduate Certificates and Graduate Certificates, paragraph 20

Regulation 48 – Higher Degree of Master (Taught), paragraph 20

available at <http://www.hw.ac.uk/ordinances/regulations.pdf>

4.7 Use of Calculators and Dictionaries in Examinations

Calculators

Where calculators are permitted in examinations, students are only allowed to use one of the following approved models:

- **Casio fx-83ES**
- **Casio fx-83MS**
- **Casio fx-85WA**
- **Casio fx-85MS**
- **Casio fx-85ES**

In specific cases, other models of calculator may be permitted if essential for the completion of the examination. However, in this case, and in the case where it has been agreed that there should be no restriction on the model of calculators used, any restrictions on text storage and retrieval facilities will also be specified. In all cases, calculators must be provided by the student.

Dictionaries

A candidate shall not be permitted to introduce printed or other material such as dictionaries including electronic dictionaries into the examination room except such as may be authorised by the Head of School. Mobile telephones and other electronic equipment shall be switched off and shall be deposited with other personal items in an area designated by an invigilator.

For further information, please refer to:

Regulation 9 (New) – Assessments and Examinations, Paragraph 8

<http://www.hw.ac.uk/ordinances/regulations.pdf>

Students should refer to course-specific information in Part A of this handbook for further details on calculators and dictionaries

4.8 III Health and Extenuating Circumstances – Assessment and Examinations

A student who is prevented from sitting an assessment/examination through illness or other extenuating circumstances, or who believes that their performance has been affected by these circumstances, should notify a member of staff as soon as possible.

In addition students must also submit a medical certificate signed by an authorised medical practitioner (medical doctor) (or other documentary evidence, as appropriate) to the relevant School Office before the relevant Module Board/Examination Board meets.

Students should refer to the course-specific information in Part A of this handbook for procedures in Schools.

For further information, please refer to:

Regulation 1 – General Regulation, paragraph 6

Regulation 3 (new) – Modular First Degrees, paragraph 11, 16, 26

Regulation 4 – Postgraduate Diplomas and Graduate Diplomas, paragraph 12

Regulation 18 – Postgraduate Certificates and Graduate Certificates, paragraph 12

Regulation 44 – Mixed-Mode Study - Modular First Degrees (for undergraduates only)

Regulation 48 – Higher Degrees of Master (Taught), paragraph 12

<http://www.hw.ac.uk/ordinances/regulations.pdf>

For further information regarding Assessment and Examinations, please refer to:

Regulation 9 (New) – Assessments and Examinations, paragraphs 9 and 12

<http://www.hw.ac.uk/ordinances/regulations.pdf>

5 Awards, Grading and Qualifications

5.1 Interediate Awards

Interediate Awards are University awards which may be conferred on any eligible student wishing to apply for a certificate as they progress through each stage of their course and gain credits towards their degree, on the condition that they have obtained sufficient passes in their assessment. For example, a student may be eligible to apply for a Certificate of Higher Education once they have achieved 120 credits.

Applications for Interediate Awards are made to the Academic Registry along with a payment of the appropriate fee.

For further information for undergraduate students, please refer to:

http://www.hw.ac.uk/registry/ug_insemesterediateawardsinfo.php

For further information for postgraduate students, please refer to:

http://www.hw.ac.uk/registry/pgt_insemesterediateawards.php

5.2 Requirements for Awards

Information on the level of performance required for award and the number of necessary credits are specified in the University regulations.

For further information, please refer to:

Regulation 3 (new) – Modular First Degrees, paragraph 15, 21

Regulation 4 – Postgraduate Diplomas and Graduate Diplomas, paragraph 15, 19

Regulation 18 – Postgraduate Certificates and Graduate Certificates, paragraph 15, 19

Regulation 44 – Mixed-Mode Study - Modular First Degrees (for undergraduates only)

Regulation 48 – Higher Degrees of Master (Taught), paragraph 15, 19

<http://www.hw.ac.uk/ordinances/regulations.pdf>

Students should refer to the course-specific information in Part A of this handbook on award criteria.

6 Graduation

The Academic Registry is responsible for organising Graduation ceremonies which take place each year in July and November primarily in Edinburgh. This is an important day in the University diary where students, parents, other guests and staff celebrate the graduates' achievements. Graduation ceremonies in other locations are organised from time to time in accordance with University policy.

For further information, please refer to:

<http://www.hw.ac.uk/registry/graduation.php>

7 Conduct, Discipline and Appeals

The University has recently issued updated Guidelines for Students and Staff on Student Discipline Procedures, a copy of which may be accessed at the following web link:

<http://www.hw.ac.uk/registry/resources/DiscGuidelines.pdf>

For further information on all areas of Academic Conduct (including copying, plagiarism and collusion) within the following section, please refer to:

Regulation 9 (New) – Assessment and Examinations, Paragraph 8

<http://www.hw.ac.uk/ordinances/regulations.pdf>

7.1 Academic Misconduct

The University takes plagiarism and examination misconduct extremely seriously and investigates all alleged cases of misconduct. Any student suspected of misconduct will be dealt with accordingly through the University's Student Discipline Procedures.

Academic misconduct during examinations includes:

- the act of bringing unauthorised material (written, printed or in any other format) into the examination room
- communicating with, receiving assistance from, copying from or providing assistance to another candidate during an examination
- removing examination books or worksheets from the examination room.

If the University finds a student to be in breach of discipline by having cheated in assessed work and/or in examinations, the University has the discretion to apply a variety of measures, ranging from nullification of module results to suspension or even expulsion from the University. A standard penalty would be to make null and void all assessments undertaken during the relevant diet.

The University understands that students may not be fully aware of the issues surrounding academic misconduct and they may also find that guidance provided at Heriot-Watt differs from advice previously given, perhaps compared to that given within their home country or through other experiences. It is therefore important that students inform themselves of these issues by referring to the University's guidance on misconduct and plagiarism. If in doubt, students should seek the advice of staff who will liaise with one (or more) of the range of University support services referred to in this Handbook.

The consequences of misconduct in examinations and all other forms of assessment are severe and may result in all assessments undertaken at the relevant diet being made null and void.

7.2 Copying

Copying the work of others, including that of other students in the class or group, is an indication of unfair advantage whereby one person gains credit for the work undertaken by another. Where an element of copying is a desirable element of an assessment, as might be the case in a group project or presentation, the instructions for the assessed work will specify the extent to which such copying is permissible. Any authorised or legitimate copying of the work of others that is included within students' work must be clearly acknowledged by the student. ***In any work submitted, students must make clear any permitted copying which has been carried out.***

Students are advised to check the rest of their work to ensure that it is their own. Working with other students in informal study groups is a desirable part of the academic experience but students must ensure that the work they finally submit is theirs and not that of anyone else. Students should keep copies of material such as working notes, or sketches of diagrams or drafts of essays that show that the work and its source has been acknowledged and identified.

7.3 Plagiarism

AS the consequences of misconduct in examinations and all other forms of assessment are severe, the Student Guide to Plagiarism (link below) is embedded into this handbook, please refer to the Appendix.

<http://www.hw.ac.uk/registry/resources/PlagiarismGuide.pdf>

For the Chinese language version, please refer to:

<http://www.hw.ac.uk/registry/resources/PlagiarismGuideChinese.pdf>

For the Arabic language version, please refer to:

<http://www.hw.ac.uk/registry/resources/PlagiarismGuideArabic.pdf>

Note on Detection of Plagiarism

Heriot Watt University may require student work to be submitted for checking using plagiarism detection software. This is intended to assist students in identifying possible plagiarism in coursework being submitted for assessment which could otherwise result in disciplinary action being taken against students by the University in accordance with Ordinance 9 (Student Discipline).

For further information, please refer to:

<http://www.hw.ac.uk/registry/Discipline.php>

<http://www.hw.ac.uk/registry/resources/PlagiarismJiscNote.pdf>

7.4 Collusion

Collusion involves an agreement to deceive. This means that more than one person is involved in the deception. An accusation of collusion may be added to an accusation of copying if there is clear evidence of the involvement of two parties.

Students should be extremely careful about lending their completed work to other persons.

Students may think that they are helping others to meet a deadline in lending their work for copying to others but this may result in problems. What starts out as a supportive action may carry the risk of an accusation of collusion and a case taken to a disciplinary hearing.

7.5 Appeals

Students who are dissatisfied with decisions on academic progress or classification of degree being awarded, have the right to appeal where there are extenuating circumstances or procedures which are felt to be unfair. In each case, there are clear and established procedures which students can follow.

For further information, please refer to:

Regulation 36 – Student Appeals

available at <http://www.hw.ac.uk/ordinances/regulations.pdf>

8 Suspension and Withdrawal [NOTE: suspension only applies to on-campus students]

Students may wish to suspend or withdraw from their studies for many reasons. Such reasons should be discussed with a student's mentor or another member of academic staff as soon as possible. These discussions can help students to consider all available options and perhaps identify a way in which the student can continue with their studies at a more suitable pace or stage. Should the student decide to withdraw permanently from their studies, further advice can be given to ensure that this transition is completed efficiently and reducing any stress.

8.1 Suspension (Note: Does NOT apply to the Heriot-Watt Management Programme)

An undergraduate student who has satisfied the requirements for progress and who wishes to suspend studies prior to continued registration may be permitted by the Head of School to defer

proceedings for one academic year in the first instance. In this case students should complete the 'Amendment to Registration Form (Approval by School)' which is available at:

uk<http://www.hw.ac.uk/registry/resources/AmendmenttoRegistrationForm.pdf>

In exceptional circumstances, during the course of the academic year, where applicable, a candidate for an undergraduate award may be permitted to suspend studies temporarily for a specified period of time. In this case students should complete the 'Student Appeal Form' (Approval by Undergraduate Studies Committee) which is available at:

<http://www.hw.ac.uk/registry/resources/StudentAppealForm.pdf>

Postgraduate students who wish to suspend studies should complete the 'Amendment to Registration Form (Approval by Postgraduate Studies Committee) which can be found at:

<http://www.hw.ac.uk/registry/resources/amendtoeregpgsc.doc>

Students are advised to consult with their Mentor and/or their Year Co-ordinator/Director of Studies in the first instance. In addition, any relevant medical certificates or other supporting documentation must also be submitted before the relevant Examination Board meets.

For further information on Suspension please refer to:

Regulation 3 (new) – Modular First Degrees, paragraph 20

Regulation 4 – Postgraduate Diplomas and Graduate Diplomas, paragraph 10

Regulation 18 – Postgraduate Certificates and Graduate Certificates, paragraph 10

Regulation 48 – Higher Degrees of Master (Taught), paragraph 10

available at <http://www.hw.ac.uk/ordinances/regulations.pdf>

8.2 Withdrawal

Any student wishing to withdraw from the University should inform the appropriate School in writing of the date of their proposed withdrawal and the reasons for withdrawing, using the appropriate 'Withdrawal from the University' pro forma which is available at:

uk<http://www.hw.ac.uk/registry/resources/universitywithdrawal.doc>

Before making any decision to withdraw, students are strongly advised to speak to their Course Director, mentor or other trusted member of staff to discuss the situation fully.

Please refer to the course-specific information in Part A of this handbook on withdrawal procedures for further details.

8.3 Exit Awards

Students who choose to leave the University part way through their course may have acquired enough credits to be eligible for an Exit Award. Students will be informed by the Academic Registry if they are eligible for an Exit Award and will receive an Exit Award Application Form. Students must apply and pay the Award Fee by the prescribed deadline date, details of which are contained on the Application Form.

9 Student Fees and Charges

9.1 Re-assessment

Students applying to re-sit modules and examinations must pay a set fee for each re-assessed module or examination, using a prescribed form available from the Academic Registry.

For further information, please refer to:

<http://www.hw.ac.uk/registry/reassessment-procedures.php>

9.2 Repeat and Additional Modules

If your course regulations permit a module to be repeated, a student should pay the full module fee in advance of commencing the repeated module.

For further information on current module fees, please refer to:

<http://www.hw.ac.uk/registry> for links to 06/07 and 07/08 fees.

Please refer to the course-specific information in Part A of this handbook on modules for further details.

9.3 Academic Transcript

Should a student require additional transcripts for any reason, a charge will be levied by the relevant School Office.

9.4 Certification

Students may receive one free certification per academic year. A fee will be charged to provide students with a letter from the University confirming their status as a student of Heriot-Watt University. Further certifications may be issued but a charge will be levied by the relevant School Office.

9.5 Replacement Student Identity Card

A fee is charged by the Academic Registry to replace a student's Identity Card unless there is evidence of good reason, outwith the student's control, for loss of the previous identity card.

For further information on charges highlighted in this section, please refer to the 'Additional Notes of Fees' link at:

http://www.hw.ac.uk/registry/reg_info.php

Students can also refer to the following University Ordinance for more information:

Ordinance 2 – Fees, Charges, Fines and Debts

<http://www.hw.ac.uk/ordinances/ordinances.pdf>

10 Student Support Services

The following information describes a range of services aimed at helping students to get the most out of their time on Heriot-Watt University programmes and to assist with, and remedy any problems experienced along the way.

Students are encouraged to refer to the University Flexible and Distributed Learning Code of Practice:

<http://www.hw.ac.uk/quality/reference/CoPFlexibleDLMay2005.pdf>

Students study for Heriot-Watt awards from all over the world and the University is therefore committed to providing a range of online support services which will be available to any student who requires it. In doing so, the University will attempt to ensure that all students receive high quality and relevant services that support their studies.

The main student support services are summarised below. For further information on each of the services, please refer to the online 'Guide to Student Services' handbook:

http://www.hw.ac.uk/registry/reg_info.php

10.1 Student Welfare Services

Student Welfare Services combine with the Careers Advisory Service and the Academic Registry to form the wider Office of Student Services, under the directorship of the Academic Registrar and Director of Student Services.

The primary function of Student Welfare Services is to provide all students with an open and supportive service capable of providing advice and guidance to students who are experiencing all types of personal and academic difficulties.

The main areas of support provided can be grouped as follows:

- Funding Advice and access to Hardship Funds
- Personal Counselling and Welfare Advice
- Disability Advice

Contact should initially be made through the student mentor.

Disability Adviser

Heriot-Watt University is committed to equal opportunities for all students. Sandra Sabiston is the University's Disability Adviser within the Student Welfare Services and can be contacted for assistance should a student have any specific learning difficulties or disabilities (S.Sabiston@hw.ac.uk).

Based on the medical (or other) evidence relating to the student requesting special arrangements, Sandra will liaise with relevant staff, make a judgement on what support is appropriate and advise the member of staff of her recommendations. In more difficult cases, she will liaise with staff and the student about what support is considered to be "reasonable" in accordance with the EDINBURGH legislation.

This offers a standard approach consistent with our current arrangements for all our students with disabilities and special needs.

For further information, please refer to:

uk<http://www.hw.ac.uk/welfare/statement.html>

10.2 Academic Registry

The Academic Registry is responsible for a range of academic administrative services in relation to undergraduate and postgraduate students, staff and courses at all campuses of the University and for those studying in approved centres and independently.

The Academic Registry is responsible for the administrative aspects of:

- Registration/Enrolment/Matriculation
- International Student Advice
- Assessment
- Results Letters, Transcripts and Certifications
- Insemesterediate Awards
- Graduation
- Prizes and Medals
- Quality Assurance and Enhancement
- Ordinances and Regulations
- Common Assessment & Progression System (CAPS)
- Accreditation of Prior Learning
- Student Complaints
- Student Discipline
- Student Appeals to Senate
- Academic Registry Feedback Form

Feedback is welcomed from students on the service provided by Academic Registry and it would be appreciated if students could find the time to complete the questionnaire at the following web address and return it to the Academic Registry:

<http://www.hw.ac.uk/registry/resources/ARStudentFeedbackQuestionnaire.doc>

For further information, please refer to:

<http://www.hw.ac.uk/registry>

10.3 Careers Advisory Service

The University Careers Advisory Service is part of the Office of Student Services and offers a range of core services aimed at helping students to develop the skills required to make and implement their career choice, including the ability to market themselves successfully in the graduate selection process.

The following services are being developed and will be made available in due course to students:

- Employer, employment, occupational and jobhunting information
- Careers education, advice and support
- Professional Development Planning
- Alumni Mentoring Scheme
- 'Jobs Direct' vacancy information service

For further information, please refer to:

www.hw.ac.uk/careers

10.4 Academic Counselling and Skills Coaching

As part of the Careers Advisory Service, the Academic Counselling and Skills Coaching service is aimed at helping students to develop skills and become effective learners, to improve the way they study, to achieve greater academic success at university and to acquire transferable skills which are highly valued by employers.

The following online services are available to students:

- Links to helpful academic skills websites

For further information, please refer to the 'Guide to Student Services' handbook:

www.hw.ac.uk/sbc/library/academic_skills/index.htm

10.5 The Students Association

The Students Association may be able to provide representation, support and guidance for students who are undergoing action through one of the University's Policies and Procedures relating to academic appeals, complaints and disciplinary procedures.

Students should make contact with the Association through the Counselling and Advisory Services in Partner institutions. The Association will then offer support and guidance through the procedures via this Service.

10.6 Library

Students have access to a wide range of support services, details of which are listed below:

- Information and advice on Library services
- Access to Electronic Information sources
- Access to Subject Librarians
- Advice on Internet resources
- Borrowing printed matter and accessing other libraries
- Special arrangements for specific Distance Learning courses

For further information, please refer to:

http://www.hw.ac.uk/library/distance_guide.html

10.7 Computing Services

The University provides comprehensive computing services for all students studying for Heriot-Watt University awards.

Services include:

- Information and advice from the IT Helpdesk
- Email account and remote access
- Access to online information and services
- Access to the PC Service for on-campus use

All users of these services are required to comply with Heriot-Watt University Regulation 29 "Use of Computing Facilities" and should read the following document:

<http://www.hw.ac.uk/uics/Documents/conditions.html>

For further information, please refer to:

www.hw.ac.uk/uics

10.8 Development and Alumni Office

Heriot-Watt University is the home of the EDINBURGH's oldest Graduate Alumni Society (founded 1854). Today known as The Watt Club, this society provides a number of services to more than 55,000 graduates around the world.

Those students who graduate with a Heriot-Watt degree will automatically join this exclusive society of alumni members and enjoy the following benefits:

- Copies of the Heriot-Watt University Magazine
- Access to the Heriot-Watt Alumni Directory
- Support for any alumni wishing to establish or support worldwide Local Branch activities

For further information, please refer to the 'Guide to Student Services' handbook:

<http://www.hw.ac.uk/wattclub/>

11 University Policy and Guidance

The University publishes many policies and reference information on its website that may be of use and of interest to students through the course of their studies at Heriot-Watt University.

Wherever practicable, University policy is designed to include all members of the University's community, both within and outwith the main campus environments.

Students can refer to policies of specific interest and relevance:

'Regulations, Policies and Further Information for Students' (likewise for Postgraduate students) document and **'Guide to Student Services'** handbook.

For further information, please refer to:

<http://www.hw.ac.uk/internal/students/ie.htm> (under section 'Reference and Policy').