

Programme Handbook for School of Social Sciences - Postgraduate 2018/19

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PART A: SCHOOL INFORMATION

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

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

A1. Summary of Key Information

Head of School	Professor Robert MacIntosh	Robert.MacIntosh@hw.ac.uk
Director of Learning and Teaching	Dr Maggie Sargeant	M.Sargeant@hw.ac.uk
Director of Administration	Mr Marc Quinn	M.A.Quinn@hw.ac.uk
Director of Postgraduate Programmes	Elaine Collinson	E.Collinson@hw.ac.uk
Associate Head of School – Dubai Campus	Dr Paul Hopkinson	P.Hopkinson@hw.ac.uk
Associate Director of Learning and Teaching – Dubai Campus	Dr Esinath Ndiweni	E.Ndiweni@hw.ac.uk
Associate Head of School – Malaysia Campus	Dr Wardah Mohamad	W.Mohamad@hw.ac.uk
Associate Director of Learning and Teaching – Malaysia Campus	Dr Praveen Balakrishnan Nair	P.Nair@hw.ac.uk

A2. Welcome and Introduction

Welcome from the Principal of Heriot-Watt University

I am very pleased to welcome you to Heriot-Watt University!

I am delighted you have chosen to study at our innovative and distinctive University. You are now part of an unparalleled global community that connects students, staff and alumni.

At Heriot-Watt University you will have the opportunity to thrive, both personally and academically, during your time with us. As a student I invite you to contribute to our future together as we continue to develop the learning and teaching experience we deliver across the world – transforming people, society and the world we live in.

Our learning environment seeks to offer the very best in terms of study programmes which apply knowledge to real world challenges, together with the latest learning technologies, and outstanding support and facilities.

The University wants to encourage our students to see the world, then change it. We have developed opportunities for student mobility through our Go Global inter campus exchange, encouraging all our students to benefit from working and socialising in an international institution, whether at a single campus location or abroad.

Our graduates are sought by global professions and industries. The very nature of a Heriot-Watt research-informed education, underpinned by our values, ensures you will

have the opportunity to develop the leadership skills and confidence, to be global citizens of the world who are specialists in their chosen field and experts in their professions.

I hope you thoroughly enjoy the experience of being a Heriot-Watt student and on behalf of all of the staff, we look forward to you commencing your studies with us.

Professor Richard A Williams OBE
Principal and Vice-Chancellor

A3. General Information about the School

The School of Social Sciences is comprised of four departments, Accountancy, Economics, and Finance (AEF); Business Management (BM); Languages and Intercultural Studies (LINCS) and Psychology (PSY). There are over 6,000 full-time students, and over 150 members of academic staff based at our three campuses: Edinburgh, Dubai, and Malaysia; or studying by Distance-Learning via our global partnership network. We offer a diverse portfolio of degree programmes across a broad range of subjects at both undergraduate and postgraduate levels.

School Buildings	<p>On the Edinburgh campus there are four SoSS buildings and a purpose built postgraduate centre;</p> <ul style="list-style-type: none"> • Mary Burton (MB) is home to the Departments of Accountancy, Economics & Finance, and Business Management, as well as the Student Office. In addition there are two PC labs on the ground floor for your use, G.22 and G.51. The building is open 8.00am – 10.00pm Monday to Friday, and 10.00am – 5.00pm on Saturday and Sunday. The Student Office is open from 9:30am – 4.30pm Monday to Friday. • Henry Prais (HP) is home to the Department of Languages and Intercultural Studies. There is a designated PC lab, a self-study language lab and a BSL learning lab. The building is open to students from 8.30am to 11pm every day, however between 5.30pm and 11.00pm you can only access the building via the digital lock. The code for the lock is given to LINCS students by the Departmental Office and <u>should not be divulged to anyone else under any circumstances</u>. Any student using the building after 5.30pm or at weekends must sign the out-of-hours book in the entrance hall; this requirement also extends to those already in the building at 5.30pm. • Esmée Fairbairn (EF) is home to the Postgraduate Admissions Office, the Finance office, and also many of the staff involved in postgraduate teaching and administration. The building also houses a new computer study area for postgraduate and final year undergraduate students with 15 PCs, a Wi-Fi area and self-study space. During peak periods of the academic year (e.g. exam and re-sit periods) a booking service may be in operation. The building is open to students from 9.00am to 5.00pm from Monday to Friday. There is no access at weekends. • David Brewster (DB) is home to the Department of Psychology staff. The Psychology labs can be found in the Lord Balerno
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	<p>Building (LBB), which is situated directly opposite the entrance to Mary Burton.</p> <ul style="list-style-type: none"> • Postgraduate Centre (PGC) is a purpose built postgraduate centre, which opened in May 2009, for use by all of the Edinburgh campus' 1,500 postgraduate students. The state of the art building is located to the north of the campus on Second Gait of Boundary Road North. The Centre is used by a number of School programmes for lectures, tutorials, research meetings and presentations. As well as teaching rooms, the centre has a café on the ground floor and a student social and working space on the top floor for the exclusive use of postgraduate students. The building has no computing labs but has Wi-Fi coverage throughout. Outside normal working hours, entrance to the top floor postgraduate student social and working area is by a secure entry card system. A deposit charge is made for the entry cards. To obtain a card please enquire at the PG Centre Office (just inside the main entrance). More information can be found here: http://www.hw.ac.uk/student-life/campus-life/edinburgh/centre-for-postgraduates.htm <p>While in Dubai Heriot-Watt University was the first overseas university to set up in Dubai International Academic City. Further details can be found at https://www.hw.ac.uk/dubai.htm.</p> <p>Our Malaysia the campus is located in Putrajaya and is a purpose-built campus providing exceptional facilities on a stunning lakeside location. Further details can be found at https://www.hw.ac.uk/malaysia.htm.</p>
<p>Social Media</p>	<p>Follow us on Twitter and Facebook to keep up to date with news, events, opportunities and important University deadlines.</p> <p>Twitter  SoSS: https://twitter.com/#!/heriotwatt_soss  Psychology: https://twitter.com/hwpsych</p> <p>Facebook  SoSS: https://www.facebook.com/hwu.soss  Psychology: https://www.facebook.com/HWPpsych/</p>
<p>School Staff</p>	<p>Contact details for all School staff can be found at https://www.hw.ac.uk/schools/social-sciences/staff-directory.htm.</p> <p>Most academic staff set aside certain hours each week when students may visit them in their offices without appointment. Office hours are normally displayed on the lecturer's door or noticeboard. Alternatively, students may make an appointment to see a member of staff at another mutually convenient time.</p>
<p>Student Portal – myHWU</p>	<p>The student portal has been designed to allow you to find everything you need in one place. New to the portal is Ask HWU where you can enter a question in the search bar, hit go, and Ask HWU will find you an answer based on keywords in your question.</p> <p>For more information on the portal see Part B4.</p>

<p>Student Self-Service (SSS)</p>	<p>SSS is an online area for you to access your main student record for certain administrative tasks, such as updating your contact details, enrolment and course selection. It is also the official method of informing you of your assessment course results and any examiners' recommendation on progression or award.</p> <p>You can access SSS via myHWU dashboard or directly at www.hw.ac.uk/selfservice</p>
<p>VISION</p>	<p>VISION is the University's Virtual Learning Environment (VLE) where courses have a specific learning space. Lecturers will use this specific learning space to post class materials, such as reading lists, details of assignments or announcements of revision sessions. You will also be required to use VISION to submit your work electronically via Turnitin. There is also a School-wide VISION "Organisations" area that contains useful information, links and notices for all SoSS students.</p> <p>From the myHWU dashboard you will see an App called Courses, here you will see a list of the courses you are registered on and can read any announcements that have been posted in the course. You can also click on the "go to blackboard" option which will then open up the full course in VISION.</p> <p>For more information please see the Quick Finder, <i>Part B5: VISION</i>.</p>
<p>Email</p>	<p>All HWU students are issued with an e-mail account, which will be used by staff to send important information to you throughout the year. It is important that you use your HWU email account when writing to HWU staff. You are required to check your e-mail regularly. You will be issued with instructions on how to set up your e-mail account during enrolment. All returning students will have continued access to their email.</p> <p>From the myHWU dashboard you will see an App, called Mail – click here to access your emails.</p> <p>More information can be found at: https://www.hw.ac.uk/services/is/it-essentials/email.htm</p>
<p>Personal Tutor</p>	<p>The School operates a personal tutor scheme, in line with the University's Personal Tutor procedures (<i>see Part B5: Personal Tutors</i>). Each student is assigned to a member of academic staff who can be consulted on all aspects of the University and who will provide a mechanism whereby the progress of each student in the School is monitored and remedial action taken where appropriate.</p> <p>For Business Management and Accountancy, Economics & Finance students the personal tutor role is undertaken by your programme director.</p> <p>In both LINCS and Psychology departments you will be allocated a personal tutor during induction week.</p>

<p>Student Surveys</p>	<p>We like to encourage a respectful open dialogue with our students and as such we encourage all students to engage with feedback opportunities such as the Postgraduate Student-Staff Liaison Committee, anonymous course evaluation requests and student surveys. Your participation in these initiatives helps the School gain a better understanding of the student experience at Heriot-Watt, and identify areas for improvement.</p> <ul style="list-style-type: none"> • Postgraduate Student-Staff Liaison Committee (PG SSLC): The PG SSLC is a consultative body of students and staff representatives. It aims to provide a forum in which meaningful contributions can be made by students and staff alike and is an excellent opportunity to get involved in the democratic processes within the school. It may discuss any matters that it considers relevant to the running of postgraduate degree programmes in the School, such as curricula, teaching and assessment methods. Further information on PG SSLC is available in the School-wide “Organisations” area of VISION. • Course Evaluation: At the end of each course, you will be asked to complete a course evaluation questionnaire, normally via VISION. The information gathered from these evaluations is analysed by the School with the resulting information fed into our annual review of each programme. It is important that you take part in course evaluation since it tells us what you value about the course and where improvements can be made. • Postgraduate Taught Experience Survey (PTES): Postgraduate taught students at the Edinburgh campus are invited to participate in the Postgraduate Taught Experience Survey. This is an annual nationwide survey carried out in the UK. Students are asked to comment across a range of factors, from academic studies, to assessment, resources and facilities. Responses are collated, analysed and published independently, with many University guides incorporating the results into their annual league tables. This is an invaluable opportunity for Heriot-Watt to strengthen and improve the delivery of our programmes, and student participation is strongly encouraged. Details of the PTES will be published to all eligible students in Semester 2.
<p>Academic Community</p>	<p>Your time here at Heriot-Watt will be a key period in your life. It is, therefore, vital that you feel part of the academic community. If you have good news stories to share about your achievements, impact on the community, successful social events etc., these can be relayed to our School marketing team via your personal tutor, course lecturer or year coordinator.</p>
<p>Social Events</p>	<p>A number of postgraduate social events are held throughout the year and offer postgraduate students a great opportunity to meet students and staff from across the School. Previous social events have included ceilidhs, Burns Night celebrations, as well as the annual Inter-Masters Challenge. More details will be announced in the course of the year.</p>

A4. Key Staff and Office Locations

Business Management

	Head of Department	Professor Umit Bititci U.S.Bititci@hw.ac.uk
EDINBURGH	Director of Postgraduate Programmes	Dr Kathryn Waite K.Waite@hw.ac.uk
	Programme Director – International Business Management (IBM)	Dr Chris Dodd Chris.Dodd@hw.ac.uk
	Programme Director – International Marketing Management (IMM) and International Fashion Marketing	Dr Kathryn Waite K.Waite@hw.ac.uk
	Programme Director – Leadership & Organisational Performance (LOP)	Dr Julie McFarlane J.McFarlane@hw.ac.uk
	Programme Director – Logistics and Supply Chain Management (LOG)	Dr Abhijeet Ghadge A.Ghadge@hw.ac.uk
	Programme Director – Sports Performance and Health	Mr Neil Gibson N.Gibson@oriam.hw.ac.uk
	Disability Co-ordinator	Dr Yen Tran Y.Tran@hw.ac.uk
DUBAI	Academic Head – Enterprise	Marlene Muller M.Muller@hw.ac.uk
	Academic Head and Programme Director – Logistics	Carrie Annabi C.Annabi@hw.ac.uk
	Academic Head and Programme Director – Marketing	Dr Paul Hopkinson P.Hopkinson@hw.ac.uk
	Academic Head and Programme Director – Strategy and Operations	Dr Mohamed Salama M.A.Salama@hw.ac.uk
	Programme Director – International Business Management (IBM)	Dr Ross Curran Ross.Curran@hw.ac.uk
MALAYSIA	Programme Director – International Business Management (IBM) and Business Strategy, Leadership and Change (LOP)	Shaharudin Yunus S.Yunus@hw.ac.uk

Accountancy, Economics & Finance

	Head of Department	Professor Joseph Byrne J.P.Byrne@hw.ac.uk
EDINBURGH	Programme Director – Accountancy	Professor Roszaini Haniffa R.Haniffa@hw.ac.uk
	Programme Director – Economics	Dr Catherine Porter Catherine.Porter@hw.ac.uk
	Programme Director – Finance	Dr Bing Xu B.Xu@hw.ac.uk
	Disability Co-ordinator	Professor Claudia Aravena C.Aravena@hw.ac.uk
DUB	Academic Head – Accounting	Dr Esinath Ndiweni E.Ndiweni@hw.ac.uk

	Academic Head – Finance and Programme Director (PG) – Accounting and Finance	Dr Faizul Haque F.Hague@hw.ac.uk
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LINCS

EDINBURGH	Head of Department	Dr Yvonne McLaren Y.McLaren-Hankin@hw.ac.uk
	Programme Directors	Mr Kester Newill K.Newill@hw.ac.uk Professor Claudia Angelelli C.Angelelli@hw.ac.uk
	Disability Co-ordinator	Dr Stacy Webb S.Webb@hw.ac.uk

Psychology

	Head of Department	Dr Sue Cowan S.Cowan@hw.ac.uk
EDINBURGH	Programme Director – Business Psychology	Dr Mioara Cristea M.Cristea@hw.ac.uk
	Disability Co-ordinator	Dr Lauren Potter L.M.Potter@hw.ac.uk
DUBAI	Academic Head – Psychology	Dr Annie Crookes A.Crookes@hw.ac.uk
	Programme Director - Business Psychology	Dr Lucy Bolton L.Bolton@hw.ac.uk
MALAYSIA	Programme Director – Business Psychology	Mandy Wong S.C.Wong@hw.ac.uk

Support Staff

EDINBURGH	Student Office	students.soss@hw.ac.uk	Room MB 1.23
	Assessment Office	exams.soss@hw.ac.uk	Room MB 1.25
DUBAI	Dubai Student Service Centre (DSSC)	DubaiStudentServices@hw.ac.uk 00 971 (4) 435 8631	
	Reception	Mr Biju Prasad Ms Soleil Sanchez	B.K.Prasad@hw.ac.uk S.Sanchez@hw.ac.uk 00 971 435 8700
	Head of Academic Administration Office (AAO)	Mrs Suraiya Ali	Suraiya.Ali@hw.ac.uk 00 971 4 435 8644

	Head of Visa Office	Mr Ilyas Abdul Wahab	I.Abdul_Wahab@hw.ac.uk 00 971 4 435 8628
	Finance Office	Mr Suresh Kumar	S.Kumar@hw.ac.uk 00 971 4 435 8675
	Library	Dr Ramakanta Rath	R.Rath@hw.ac.uk 00 971 4 435 8661
	IT Office (Help Desk)	Mr Nidhish Cherian	N.Cherian@hw.ac.uk 00 971 4 435 8685
	Transport and Accommodation Office	Mr Anil Kumar	Anil.Kumar@hw.ac.uk 00 971 4 435 8621
MALAYSIA	Student Service Centre	MyStudentCentre@hw.ac.uk - East Wing, 1st Floor	
	Student Support Services	MYStudentSupport@hw.ac.uk - East Wing, Ground Floor	
	Campus Services	mycampus@hw.ac.uk - East Wing, Ground Floor	
	Information Services (Library)	MYlibrary@hw.ac.uk - West Wing Level 2	
	IT Helpdesk	IThelp@hw.ac.uk - West Wing, Level 2	
	International Student Support	MYInternationalOffice@hw.ac.uk - East Wing, Ground Floor	
	Counselling & Disability Support	Sherry Yap m.yap@hw.ac.uk - East Wing, Ground Floor	
	Careers Advisory Service	Jamie Chan Jamie.SF.Chan@hw.ac.uk - East Wing, Ground Floor	
	School Administration Executive	Lee Shew Fang (Anna) Shew_Fang.Lee@hw.ac.uk Room E3.10	
	Registry Executive	Nur Amirah Abdul Aziz N.A.Aziz@hw.ac.uk Room E1.12	

A5. Programme Overview

Postgraduate programmes in the School have been developed in response to the changing needs of the global environment across each of the School's disciplines. Our programmes offer enhanced flexibility and choice through a range of optional courses that can be selected to fit your specific career path.

All of our programmes provide a range of opportunities to gain the knowledge and skills you need to make an impact in a competitive world and the demand for high calibre masters graduates in specific subject areas. Each programme is overseen by a Postgraduate Director.

Postgraduate programmes are also grouped across complementary subject areas, offering specialist pathways that reflect the School's expertise in key areas. These are known as Postgraduate Programme Themes. Each Theme is complementary and offers opportunities to follow a broad based or more specialist route.

Postgraduate Programme Themes:	
Business Management	International Business Management
	International Fashion Marketing
	International Marketing Management
	Leadership & Organisational Performance
	Logistics and Supply Chain Management
Accountancy, Economics and Finance	Accountancy
	Economics
	Finance
Languages and Intercultural Studies	Translating and Interpreting
	Business Communication and Intercultural Studies
Psychology	Business Psychology

All programmes offered by the School can be seen on the University website, <https://search.hw.ac.uk/s/search.html?collection=courses>. By clicking on the Course Guide button under a particular programme you will find detailed information for example, programme structure, progression and award requirements and more.

For the particular programme of study you are enrolled on you will be able to access the same programme information via "My Portal", see section B4. It is important to familiarise yourself with the particular structure for your programme.

For course information, including aims and objectives, learning outcomes and more please refer to the School website, <https://www.hw.ac.uk/schools/social-sciences/students/postgraduate-students.htm>.

Note: Heriot-Watt University reserves the right to update materials from time to time and will ensure that advance notification concerning changes to materials is provided to

students on the relevant section of the University website. It is the responsibility of students to check the website, particularly if they are returning to studies after a period during which their studies have been suspended.

A6. Programme Study and Delivery

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

<p>Programme Transfers</p>	<p>If you wish to transfer programmes you are required to receive approval from the programme director for the programme you wish to transfer into and your current programme director. Approval should be done via the completion of the <i>Programme Transfer Application form</i>, available from https://www.hw.ac.uk/students/studies/record/change-course-programme.htm.</p> <p>Forms must be completed electronically and submitted by email no later than the <u>end of week 3 of semester 1</u></p> <table border="1" data-bbox="632 1025 1378 1171"> <tr> <td>Edinburgh</td> <td>students.soss@hw.ac.uk</td> </tr> <tr> <td>Dubai</td> <td>Dubaiaao@hw.ac.uk</td> </tr> <tr> <td>Malaysia</td> <td>MyStudentCentre@hw.ac.uk</td> </tr> </table>	Edinburgh	students.soss@hw.ac.uk	Dubai	Dubaiaao@hw.ac.uk	Malaysia	MyStudentCentre@hw.ac.uk
Edinburgh	students.soss@hw.ac.uk						
Dubai	Dubaiaao@hw.ac.uk						
Malaysia	MyStudentCentre@hw.ac.uk						
<p>Course Changes</p>	<p>If you <u>complete</u> online enrolment with a FULL selection of your expected 8 courses for the year AND you are doing a direct swap (i.e. add1/delete1) you can do this via the Student Self-Service area (link provided in Section A3), <u>up to the end of week 1</u>.</p> <p>However, if your course change falls into any of the following categories you will be required to seek approval from your personal tutor via the completion of the Course Change Form;</p> <ul style="list-style-type: none"> • from week 2 onwards • if you do not enrol with a full selection of 8 courses • if you are simply adding or deleting a course • if the adding/deleting is not balanced (i.e. add 3/delete 2) <p>The form is available from; https://www.hw.ac.uk/students/studies/record/change-course-programme.htm</p> <p>Forms must be completed electronically and submitted by email no later than the <u>end of week 3 of the semester in which the course is offered</u>.</p> <table border="1" data-bbox="632 1944 1378 2031"> <tr> <td>Edinburgh</td> <td>students.soss@hw.ac.uk</td> </tr> <tr> <td>Dubai</td> <td>Dubaiaao@hw.ac.uk</td> </tr> </table>	Edinburgh	students.soss@hw.ac.uk	Dubai	Dubaiaao@hw.ac.uk		
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Malaysia	MyStudentCentre@hw.ac.uk						
<p data-bbox="300 808 517 907">III Health and Mitigating Circumstances</p>	<p data-bbox="563 400 1449 600">If you experience personal circumstances which have an impact on your ability to complete coursework, or take exams etc. you are required to inform the School about these circumstances via the Mitigating Circumstances process. More detailed information on the Mitigating Circumstances process, including the application form can be found online at</p> <p data-bbox="563 602 1391 667">https://www.hw.ac.uk/students/studies/examinations/mitigating-circumstances.htm</p> <p data-bbox="563 703 1449 768">Forms must be completed electronically and submitted by email no later than <u>5 working days after the date of your last exam</u>.</p> <table border="1" data-bbox="632 801 1378 945"> <tr> <td data-bbox="632 801 791 846">Edinburgh</td> <td data-bbox="791 801 1378 846">exams.soss@hw.ac.uk</td> </tr> <tr> <td data-bbox="632 846 791 891">Dubai</td> <td data-bbox="791 846 1378 891">Dubaiaao@hw.ac.uk</td> </tr> <tr> <td data-bbox="632 891 791 945">Malaysia</td> <td data-bbox="791 891 1378 945">MyStudentCentre@hw.ac.uk</td> </tr> </table> <p data-bbox="563 981 1449 1046">Please note any documents not in the English language must be accompanied by a certified English translation.</p> <p data-bbox="563 1081 1449 1146">It is vital that you speak with your personal tutor if you are having difficulties at the time they occur.</p> <p data-bbox="563 1182 1449 1281"><i>Note: students seeking to submit an MC after the above deadline will be required to do so via the University's appeals process, see Part B5: Academic Appeals.</i></p>	Edinburgh	exams.soss@hw.ac.uk	Dubai	Dubaiaao@hw.ac.uk	Malaysia	MyStudentCentre@hw.ac.uk
Edinburgh	exams.soss@hw.ac.uk						
Dubai	Dubaiaao@hw.ac.uk						
Malaysia	MyStudentCentre@hw.ac.uk						

<p>Temporary Suspension of Studies (TSS)</p>	<p>A TSS is when a student stops studying at the university for an extended period of time (usually no longer than one academic year). In certain situations it may be in your best interests to suspend your studies temporarily, it sometimes helps to take time out to deal with issues that are stopping you studying effectively – this might be a health or personal issue – and return to University at an agreed date. Sometimes a TSS may be enforced by the University in cases where this is considered necessary.</p> <p>If you are considering a TSS you should talk to your personal tutor in the first instance. It is essential that you seek advice to determine the impact a TSS will have on your own situation (e.g., academic performance, financial situation and student or immigration status).</p> <p>More detailed information on the TSS process, including the relevant form for completion, can be found at https://www.hw.ac.uk/students/studies/leaving/temporary-suspension-studies.htm</p> <p>The form should be completed electronically and emailed, with supporting evidence, to appeals.soss@hw.ac.uk. Please note any documents not in the English language must be accompanied by a certified English translation.</p>
<p>Teaching Timetable</p>	<p>The School teaching timetable is published online at http://www.hw.ac.uk/students/studies/timetables.htm.</p> <p>Please ensure you check the timetable regularly as it is subject to change, particularly at the beginning of each semester when changes are more likely.</p>
<p>Attendance</p>	<p>In accordance with its commitment to helping students to fulfil their individual potential, the University expects all students to attend all scheduled learning sessions, for example, timetabled lectures, seminars, tutorials, workshops and laboratory sessions.</p> <p>For further details on the University’s attendance policy please see the links in Section B5.</p>
<p>Feedback</p>	<p>Feedback on your progress will be given to you throughout your studies. This can be used to gain a deeper understanding of the subject; enhance your learning and to provide positive encouragement. It’s a learning opportunity you should be willing to engage with and learn from. Each course tutor will advise you on how feedback will be given. You should note that feedback is provided to help you with future performance and marks cannot be negotiated.</p> <p>General feedback on a cohort’s performance in the examination or other assessment will be posted on VISION or given verbally in class, normally within 3 weeks of the hand in date.</p>
<p>Coursework:</p>	<p>a) <u>Submission of Coursework Policy</u> The University recognises that, on occasion, students may be unable to submit coursework and dissertations by the submission</p>

date. As such, the University has agreed a new policy from 2018/19 which states:

- No individual extensions are permitted under any circumstances (unless course coordinators decide to give an extension to an entire class);
- Standard 30% deduction from the mark awarded (maximum of five working days);
- Alternative options if students cannot submit coursework or their dissertation on time

In the case where you submit coursework up to five working days late and you have valid mitigating circumstances, the mitigating circumstances policy will apply and appropriate mitigation will be applied.

Formative feedback will be provided on all coursework submitted up to five working days late.

Any coursework submitted after five calendar days of the set submission date shall be automatically awarded a no grade with no formative feedback provided.

There will be no extensions granted to coursework (this includes undergraduate and postgraduate taught dissertations).

A link to the policy can be found here

<https://www.hw.ac.uk/services/docs/CourseworkPolicyFinal.pdf>.

- b) Submissions: an electronic copy of all coursework must be submitted through Turnitin (via VISION), you will be shown how to do this by your course tutor. Turnitin will be used as the date stamp for your submission.

Where a hard copy is required, you must submit your work, in addition to the electronic submission, with a completed *Coursework Submission form* attached. The course outline, which will either be available on VISION or as a handout during class, will inform you of the submission deadline date and time. Any submissions made after the deadline date and time will be marked as being submitted late and will be subject to late penalties.

	<table border="1"> <tr> <td data-bbox="632 190 791 600">Edinburgh</td> <td data-bbox="791 190 1378 600"> <p>The Coursework Submission form can be obtained from the Student Office (MB 1.23).</p> <p>Submission of completed work should be made via the Hoppers located outside the Student Office.</p> <p>The Hoppers will be clearly marked for each submission. All Hoppers will be closed by either 12:00pm or 16:00pm based on the submission time requested.</p> </td> </tr> <tr> <td data-bbox="632 600 791 801">Dubai</td> <td data-bbox="791 600 1378 801"> <p>The Coursework Submission form can be obtained from the AAO.</p> <p>Submission of completed work should be made to the AAO.</p> </td> </tr> <tr> <td data-bbox="632 801 791 1070">Malaysia</td> <td data-bbox="791 801 1378 1070"> <p>The Coursework Submission form can be obtained from the Student Service Centre.</p> <p>Submission of completed work should be made via the dropboxes located at East Wing Level 3 Academic Staff Office's reception.</p> </td> </tr> </table>	Edinburgh	<p>The Coursework Submission form can be obtained from the Student Office (MB 1.23).</p> <p>Submission of completed work should be made via the Hoppers located outside the Student Office.</p> <p>The Hoppers will be clearly marked for each submission. All Hoppers will be closed by either 12:00pm or 16:00pm based on the submission time requested.</p>	Dubai	<p>The Coursework Submission form can be obtained from the AAO.</p> <p>Submission of completed work should be made to the AAO.</p>	Malaysia	<p>The Coursework Submission form can be obtained from the Student Service Centre.</p> <p>Submission of completed work should be made via the dropboxes located at East Wing Level 3 Academic Staff Office's reception.</p>
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<p>Examinations</p>	<p>c) <u>Return of marked coursework</u>: once your coursework has been marked, you will be given a <i>Coursework Feedback Form</i> indicating its grading and written comments. Any grades given to you prior to the Assessment Board's meetings should be considered as provisional and subject to confirmation by the Board.</p> <p>There are two examination diets per year, plus a re-sit diet. Semester 1 examinations take place in December, Semester 2 examinations in April/May and the resit diet for both semesters is held in August.</p> <p>You are required to attend for the entirety of the Semester 1 and Semester 2 teaching periods and be present for the full examination diets, including the resit diet, if applicable. <u>You must not book holidays during these periods.</u></p> <p>You will be informed of the exact dates, times, and locations for your exams via the published online timetables available here; https://www.hw.ac.uk/students/studies/examinations/timetables.htm</p> <p>It is ultimately your responsibility to ensure you have the correct times and locations for the exams you are sitting.</p> <p><u>Conduct</u>: In advance of your exams it is important that you make yourself aware of the University regulations on examination conduct https://www.hw.ac.uk/students/studies/examinations/exam-conduct-id-checks.htm</p>						

<p>Assessment Results</p>	<p>Once your course results have been released, you will automatically be sent an email (to your Heriot-Watt email address) to inform you that new assessment results are available online to view/download via SSS. It is important that you check your online results promptly once released.</p> <p>Further information on Online Assessment Results can be viewed at http://www.hw.ac.uk/students/studies/examinations/results.htm</p> <p><i>Note LINCS students: Many language courses are synoptic therefore language marks at the end of Semester 1 will not be recorded on SSS and you will instead be required to meet with your mentor at the start of Semester 2 in order to obtain your provisional marks for Semester 1. Marks from Semester 1 will remain provisional until ratification by the Progression Board of Examiners following Semester 2 assessment period in May.</i></p>
<p>Referencing</p>	<p>In all academic writing Referencing is essential. Citing sources is the key mechanism used to demonstrate the quality of arguments and evidence. It also allows you to demonstrate that you are not stealing other people's work. Taking other people's work and implying it is yours by not citing it correctly is plagiarism. Plagiarism is a serious academic offence, see <i>Part B5: Plagiarism</i>.</p> <p>The library has information on how and where to cite using the Harvard Referencing system. See in particular http://www.hw.ac.uk/is/docs/Harvardguide.pdf</p> <p>You will be given instruction on the formatting of referencing during courses.</p> <p>The library also runs several useful sessions on academic practice and plagiarism; details are available online here http://www.hw.ac.uk/is/skills-development/power-hours.htm.</p>

<p>Scholarship</p>	<p>It is important as a University student to read as widely as possible around your subject. Your reading might include media and news but should, in particular, be informed by robust academic work.</p> <p>There are a number of primary objectives for academic reading:</p> <ul style="list-style-type: none"> • To understand a theoretical concept • To develop broader understanding of a subject • To expand applied or practical knowledge of a subject • To understand alternative viewpoints so it is possible to compare and contrast ideas. <p>Textbooks are acceptable reading for introductory courses and early years of study. In later years you will find that textbooks can provide the basis for understanding of an area of study. However, you are also expected to refer to current research published in academic journals. Do not confuse scholarly electronic sources with other kinds of information available on the web.</p> <p>Many web-based sources are useful, for example, the internet has excellent data about organisations (often written by the firms themselves). There is lots of valuable secondary data, such as economic/market/ population/etc. statistics from official and policy bodies. However, there are many dangers with relying on the internet for data. You must therefore use with caution.</p> <p>Examples of poor information on the web are:</p> <ul style="list-style-type: none"> • Open-source information, such as Wikipedia – these have no quality control measures, so you cannot know if the source is accurate or robust. You should therefore avoid open-source sites in assessed work. • Newspaper and other media articles can be very informative but they usually comprise opinion or a political or social slant so be aware of this when you use them.
<p>Dissertations:</p>	<p>To obtain the MSc degree, students must successfully complete and pass a dissertation. You will be advised following the Progression Board in May/June whether you have successfully completed the PG Diploma stage of the programme and can proceed to the dissertation stage. To be able to proceed to the dissertation a student must have met the minimum standards for progression, as referenced in the Programme Information.</p> <p>In Semester 2 there is a dedicated course that gives you training as well as assistance with choosing and defining your topics for your dissertation. You will also have reference to the School’s Dissertation Handbook which will provide specific information on the format, structure and sourcing of ideas for dissertation projects as well as the requirements for preparing, writing and submitting your dissertation.</p> <p>a) <u>Supervision</u>: you will be allocated an academic supervisor who will provide general guidance and support in completing your dissertation. Wherever possible the academic supervisor will have a detailed knowledge of the topic area however, due to the</p>

need to balance academic supervisor workloads, this may not always be possible. As all academic supervisors have extensive knowledge of the research process, this will not disadvantage any student.

- b) Preparation, Proposal and Ethics: Preparation for your dissertation will normally take place during Semester 2. Your Programme Director will advise you of the specific stages and milestones involved; usually the summer is when intensive research, data collection, analysis and writing will take place. Whilst the emphasis within a specific topic area may change, you should not change your topic without advance permission of your supervisor
- c) Submission: Detailed information on submission of your dissertation will be provided via VISION, however all dissertations will be required to be submitted electronically via Turnitin. If you are required to submit a hardcopy it must be accompanied by a copy of the Turnitin e-mail receipt and a completed *Dissertation Submission form*. Note, hardcopy submissions will not normally be returned to you.

Edinburgh	<p>The Dissertation Submission form can be obtained from the Student Office (MB 1.23).</p> <p>Submission of completed work should be made via the Hoppers located outside the Student Office.</p> <p>The Hoppers will be clearly marked for each submission. All Hoppers will be closed by either 12:00pm or 16:00pm based on the submission time requested.</p>
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Malaysia	<p>The Dissertation Submission form can be obtained from the Student Service Centre.</p> <p>Submission of completed work should be made via the dropboxes located at East Wing Level 3 Academic Staff Office's reception.</p>

You are expected to submit your hardcopies in person, where this is not possible it is recommended that you use registered mail or a courier service to ensure secure and timely delivery in accordance with the dissertation deadlines.

If you are undertaking a company-sponsored project, you will be required to provide an additional copy of your dissertation for the company; this is in addition to the minimum two copies.

- d) Submission Deadline: the deadline date for submitting your dissertation will be confirmed via the VISION course. In the case where you submit up to five working days late you will be subject to a penalty of 30% deduction from the mark awarded. If you have valid mitigating circumstances these should be submitted with your dissertation. Any submissions made after five calendar days of the set submission date shall be automatically awarded a no grade with no formative feedback provided. There will be no extensions granted to dissertation submissions.
- e) Word Count: should your dissertation exceed the stated word count your dissertation may not be read in entirety
- f) Oral Examinations for Dissertations: You may be required to present yourself for an oral examination (a 'viva') following submission of your dissertation and as part of the assessment process, this is in line with University Regulation 48 relating to Higher Degrees of Master (Taught). Examiners may wish to hold an oral examination for a number of reasons, including where it would help examiners arrive at a final mark for the dissertation, where there is uncertainty surrounding the contribution of the student to the project reported on in the dissertation (e.g. in the case of a company project), or where there are questions surrounding the authorship of the dissertation. You will be notified at least one week in advance of the requirement to attend an oral examination. While students will normally be required to attend the examination in person, it may be possible to conduct the examination remotely (e.g. via Skype). In all cases, all reasonable efforts will be made by the School to ensure that there is no delay to a student's graduation; however, delays may be unavoidable in some instances.
- g) Resubmission: Please refer to the programme information to check the resubmission policy for your programme.
- h) Psychology: Students are required to undertake an empirical study on a Business Psychology related-topic and address specific aims and hypotheses using a psychological theoretical framework as well as appropriate psychological research methods to collect and analyse the data. Students should be capable of identifying a research question and based on a chosen theoretical framework and accurate psychological research methods (for data collection and data analysis) to be able to answer that particular question. The dissertation should be written in the form of a scientific manuscript. Additionally the Dissertation Portfolio contains an Executive Summary and a Data Project Management Plan.

Gender - Because the use of language may perpetuate stereotypes, authors of journal articles are expected to avoid

	<p>writing in a manner that reinforces questionable assumptions about people and gender roles. For example, avoid referring to “man” and use “people” instead. By putting sentences into the plural it can usually facilitate the process of writing in a gender sensitive style.</p> <p>You must however be accurate in your use of pronouns for example when referring to males - use male pronouns, when referring to females - use female pronouns.</p> <p>Ethical Considerations - All of the professional bodies carry an ethical code. Students taking psychology programmes should work within the BPS Code of Human Research Ethics (http://www.bps.org.uk/what-we-do/ethics-standards/ethics-standards). Your understanding of ethical procedures will develop as the programme progresses. The University has an Ethics Policy and the School has a Committee that must approve Psychology projects prior to any data collection.</p> <ul style="list-style-type: none"> • You may not conduct any data collection on your projects without prior approval from the School Ethics Committee. • You must not deceive a participant about the purpose of a study - nor of the participant’s part in it. • You must not conduct procedures that are harmful to participants. • You should ensure that participants are allowed to exercise their right to informed consent. <p>Generally, all scientists have the duty to advance knowledge.</p>						
<p>Raising an Academic Issue</p>	<p>The School endeavours to foster good working relationships between students and staff. During your course of study you may have issues regarding your course or programme. Students who wish to raise any issues may do so in the confidence that they will not be penalised in anyway, in respect to either their ongoing studies (e.g. assessments) or support.</p> <p>Within the School there is an agreed procedure for raising these matters so that they can be dealt with quickly and efficiently</p> <table border="1" data-bbox="564 1525 1442 1989"> <tr> <td data-bbox="564 1525 683 1693">Step 1</td> <td data-bbox="683 1525 1442 1693">Raise issue directly with the member of teaching staff concerned. Seek support of student representative/Programme Student Representative if needed.</td> </tr> <tr> <td data-bbox="564 1693 683 1861">Step 2</td> <td data-bbox="683 1693 1442 1861"><i>If matter is unresolved</i> Discuss issue with your Programme Director/Personal Tutor and with the course co-ordinator, if you have not already done so as part of Step 1.</td> </tr> <tr> <td data-bbox="564 1861 683 1989">Step 3</td> <td data-bbox="683 1861 1442 1989"><i>If matter is unresolved</i> Inform the student representative/School officer for your department of your issue.</td> </tr> </table>	Step 1	Raise issue directly with the member of teaching staff concerned. Seek support of student representative/Programme Student Representative if needed.	Step 2	<i>If matter is unresolved</i> Discuss issue with your Programme Director/Personal Tutor and with the course co-ordinator, if you have not already done so as part of Step 1.	Step 3	<i>If matter is unresolved</i> Inform the student representative/School officer for your department of your issue.
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	Step 4	<p><i>If matter is unresolved</i> approach senior staff in this order:</p> <ol style="list-style-type: none"> 1. Director of Postgraduate Programmes 2. Director of Administration and School Registrar
	Step 5	<p><i>If matter is unresolved</i> refer to the University's formal Complaints procedures (see <i>Part B5: Complaints</i>)</p>
Appeals	<p>An academic appeal is a formal request for the review of a decision affecting you that has been made by a Heriot-Watt University academic body or officer with authority for making decisions on student progression, assessment and academic awards.</p> <p>It is important to note that the appeal process cannot be used to challenge academic judgement.</p> <p>Before submitting an appeal you are strongly advised to discuss the matter with your personal tutor, or other relevant member of staff, in an attempt to resolve the matter informally. If the matter remains unresolved, you may invoke the formal appeals procedure. You may seek advice and guidance in preparing an appeal from the Student Union Advice Hub.</p> <p>It is important that you read and understood the Student Academic Appeal Policy and Procedures before you submit any appeal. More detailed information on the Appeals process, including the policy and the form for completion can be found online at https://www.hw.ac.uk/students/studies/complaints/student-appeals.htm</p> <p>Forms must be complete electronically and emailed, with supporting evidence, to appeals.soss@hw.ac.uk. Please note any documents not in the English language must be accompanied by a certified English translation.</p>	
Academic Misconduct and Plagiarism	<p>The University takes any breach of academic conduct very seriously and cheating will not be tolerated.</p> <p><i>It is the responsibility of all Heriot Watt students to ensure that they read, understand and abide by all University regulations regarding academic misconduct, for more information see Part B5: Discipline.</i></p>	

PART B: UNIVERSITY INFORMATION

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

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

B1. Our Values

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

- Value and Respecting Everyone
- Pursuing Excellence
- Pride and Belonging
- Shaping the Future
- Outward Looking

Find out more about the [Heriot-Watt values](#) and what they mean to us.

B2. Student Learning Code of Practice

The Student Learning Code of Practice outlines information about the University, its culture, policies, regulations and the expectation for students and staff. Please familiarise yourself with the relevant Code that is located within the [Learning and Teaching Policy Bank](#).

B3. University Policies and Support Services

Heriot-Watt University has a detailed set of rules that governs the operation and management of University business. These are referred to as Ordinances and these Ordinances are set by the Court, which is the governing body of the University. The Ordinances provide a regulatory framework for corporate governance. The University Ordinances are supported by University Regulations which provide a regulatory framework for the governance of academic-related matters which staff and student must adhere to for all academic matters. Wherever practicable, University policy is designed to include all members of the University's community, both within and outwith the main campus environments.

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

As part of your University enrolment, you signed the Student Declaration and agreed to abide by the regulations of the University and conform to its policies, procedures, ordinances and regulations that underpin the Ordinances and Regulations. During

your time at Heriot-Watt, the following policies, procedures, reference information and support services may be relevant and useful guidance for you.

B4. Your Student Portal

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

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

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

B5. Quick Finder Guide to Academic and Support Services

The following provides an A-Z guide on the academic and support services available to you during your studies.

By clicking on the subject heading you will link to the relevant information in the student portal/website. Please ensure that you check the portal/web at the regular times throughout the year for the most up-to-date information:

A	<ul style="list-style-type: none"> • Academic Appeals • Academic Registry • Accommodation Services: <ul style="list-style-type: none"> ➤ Accommodation (Dubai Campus) ➤ Accommodation (Edinburgh Campus) ➤ Accommodation (Malaysia Campus) ➤ Accommodation (Orkney Campus) ➤ Accommodation (Scottish Borders Campus) • Alumni • Amendment to Enrolment • Assessment <ul style="list-style-type: none"> ➤ Feedback on Assessment ➤ Assessment Results • Assistive Software • Attendance & Absence
C	<ul style="list-style-type: none"> • Care Leavers • Career Mentoring

	<ul style="list-style-type: none"> • Careers Service • Change of Address • Complaints • Counselling
D	<ul style="list-style-type: none"> • Data Protection (or email foi@hw.ac.uk) • Disability Support • Discipline • Discretionary Credits (please refer to the appropriate Regulation(s) for your level of study)
E	<ul style="list-style-type: none"> • Email • Enrolment • Equality and Diversity Services • Erasmus+ • Exchanges • Examinations & Examination Diets <ul style="list-style-type: none"> ➤ Exam Diets ➤ Exam Conduct and Identity Checks ➤ Exams in Different Time Zones ➤ Exam Timetables • Exit Awards • External Examiners Information
F	<ul style="list-style-type: none"> • Failing a Course • Faith and Belief: <ul style="list-style-type: none"> ➤ Edinburgh Campus ➤ Dubai Campus ➤ Malaysia Campus • Financial Services
G	<ul style="list-style-type: none"> • Go Global • Guide to Student Life • New Student Information: <ul style="list-style-type: none"> ➤ Edinburgh and Scottish Borders Campuses available here ➤ Dubai Campus available here ➤ Malaysia Campus available here • Graduate Attributes • Graduation
H	<ul style="list-style-type: none"> • Harassment and Bullying • Heriot-Watt Assessment & Progression System (HAPS) • Health and Wellbeing
I	<ul style="list-style-type: none"> • Ill Health & Mitigating Circumstances • Information Services (Library & IT) guides • IT Essentials • Inter-Campus Transfer • Intermediate Awards • International Student Support
L	<ul style="list-style-type: none"> • Learning and Teaching Matters

	<ul style="list-style-type: none"> • Library Essentials • Library Resources for your Subject
M	<ul style="list-style-type: none"> • Maternity and Paternity
O	<ul style="list-style-type: none"> • Oriam (Scotland's Sport Performance Centre)
P	<ul style="list-style-type: none"> • People Finder • Periods of Study (please refer to the appropriate Regulation(s) for your level of study) • Personal Tutors • Plagiarism
R	<ul style="list-style-type: none"> • Re-Assessment • Requirements for Awards (please refer to the appropriate Regulation(s) for your level of study) • Recognition of Prior Learning & Credit Transfer
S	<ul style="list-style-type: none"> • Sexual Misconduct • Skills Development • Sport and Exercise (Edinburgh campus) • Student Council (Dubai Campus) • Student Feedback • Student Fees, Funding and Additional Charges • Student Policies and Guidance • Student Service Centre: <ul style="list-style-type: none"> ➤ Dubai Campus (please contact dubaistudentservices@hw.ac.uk) ➤ Edinburgh Campus ➤ Malaysia Campus • Student Services • Student Support Services • Student Surveys • Study Spaces • Student Union (Edinburgh, Orkney and Scottish Borders Campuses) • Student Wellbeing Services • Students with Caring Responsibilities
T	<ul style="list-style-type: none"> • Teaching Timetables • Temporary Suspension of Studies • Thinking of Leaving
U	<ul style="list-style-type: none"> • Use of Calculators in Examinations • Use of Dictionaries in Examinations
V	<ul style="list-style-type: none"> • Virtual Learning Environment (Vision) • Visas & Immigration