

# ADDITIONAL ENTRY POINTS IN THE ACADEMIC YEAR: KEY PRINCIPLES FOR CAMPUS-BASED PROGRAMMES

## Additional Entry Points in the Academic Year: Key Principles for Campus-based Programmes

Heriot-Watt University operates a two-semester academic year, with a main, formal entry point in September for on-campus taught programmes. Additional entry points may be offered, subject to the University's usual business and academic approval processes, and in accordance with a series of Key Principles approved by the University Executive and the Senate<sup>1</sup>.

### Academic Principles

1. Schools may, but are not required to, offer entry points to undergraduate and postgraduate taught degree programmes at times other than the main, formal September entry point.
2. Additional entry points should not compromise the student learning experience, nor the quality of teaching, nor the School's research activity.
3. Additional entry points for new and existing programmes must be approved by the Undergraduate or Postgraduate Studies Committee. As part of the proposal, the Head of School must confirm that the additional entry point(s) will not compromise the student learning experience, nor the quality of teaching, nor the School's research activity.

### Business Principles

1. A business case is required for each proposed additional entry point and should include full costs: additional staffing within the School; systems and process costs to Professional Services (*see Additional Entry Points in the Academic Year: Implications and Areas for Consideration*).
2. The business case must be agreed by all interested parties before being submitted by the Head of School for approval by the Vice-Principal who will make any consequently necessary resource adjustments via the standard annual operational planning process.
3. Registry Services will put in place systems and processes to accommodate additional entry points as outlined in the approved business case.

1. Programmes without a standard entry point are excluded from the Key Principles (eg multi-format MBA and independent distance learning programmes). Partnership programmes and research degrees are likewise excluded.

### References and Further Information

Contact: [quality@hw.ac.uk](mailto:quality@hw.ac.uk) Learning and Teaching Policy Bank: <https://www.hw.ac.uk/services/academic-registry/quality/learning-teaching/policy-bank.htm>

Additional Entry Points in the Academic Year: Key Principles <https://www.hw.ac.uk/services/docs/aep-keyprinciples.pdf>

Additional Entry Points in the Academic Year: Areas to Consider <https://www.hw.ac.uk/services/docs/aep-areastoconsider.pdf>

### Learning and Teaching Briefing Papers

This briefing paper has been produced by the Academic Registry and is one of a series related to Learning and Teaching. The briefing papers aim to provide a concise, informative overview of key policies, and include links to relevant procedures and templates.