

**Programme Handbook for** **[ insert programme/discipline]**

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# PART A: SCHOOL INFORMATION

1. **How to Use This Handbook**

This handbook provides you with:

* An overview of your programme, its structure and its courses.
* Contact information for key staff in your programme, subject and academic School.
* Details of support and resources available to you as a Heriot-Watt student.

Take time to look through the information provided, but also use it for reference if you are unsure of anything, if you want to contact someone, or if you want to find out more about any aspect of your studies. This Handbook is not just for your first week or two at University, nor is it something to be read once and discarded, you will find it useful to refer back to its contents in the coming weeks and months. If you can’t find the information you are looking for then you can ask your personal tutor.

All information is correct at the time the Handbook was produced.

1. **Welcome and Introduction**

**Welcome from the Principal and Vice Chancellor of Heriot-Watt University**

I am delighted that you have chosen our unique and innovative University and have entrusted us with your education for the next few years.

Heriot-Watt is a community of people, with a purpose, and I would encourage you to seek out the opportunities that will enable you to further develop your own individual sense of purpose to impact society. Many students and staff participate in creating their own ‘impact statement’ during the course of their studies, so do look out for this.

Throughout your studies you will have the opportunity to thrive both personally and academically, and I would encourage you to take advantage of all that our campuses, student societies and global community has to offer you. Our Student Partnership Agreement is central to all that we do to ensure the best possible student experience across all our campuses globally. And, we are delighted to offer opportunities for students to gain a global perspective, whether at a single campus or abroad. Our Go Global programme offers inter-campus transfers and exchanges across our wonderful campuses in Edinburgh, Scottish Borders, Orkney, Dubai, and Malaysia, allowing you to study, socialise or experience new cultures and places. We encourage you to connect with likeminded individuals across the globe and grasp every opportunity with both hands.

The very nature of a Heriot-Watt education is one that allows you to benefit from our research-informed approach, underpinned by our rich heritage and values. We’re dedicated to providing you with the confidence and purposeful leadership skills to be a global citizen, and the expertise to one day become a leader in your chosen field or career. And our lifelong careers support leads to real jobs. That is why Heriot-Watt is

ranked the top University in Scotland and fourth in the UK for the employability of its graduates. We are also proud to be able to welcome you to a University that currently ranks amongst the top 250 worldwide, an accolade that reflects our commitment to excellence in research, teaching, and innovation.

In Malaysia, our state-of-the-art lakeside campus in Putrajaya is the first “green campus” in the country, and the introduction of our unique Positive Education approach to students there in 2017 shows our commitment to nurturing graduates who will go on to make an impact as purpose-driven leaders.

Our campus in Dubai has established itself as a pioneer in the higher education market in the UAE, having received a five-star accreditation by the Knowledge and Human Development Authority, for three consecutive years. Its graduates are highly employable and sought after by the best organisations worldwide, with over 90% in graduate level jobs or further study within six months of graduation.

We look forward to supporting you as you too grow and become a successful graduate in our own right. On behalf of our global *OneWatt* community, I’d like to take this opportunity to say: welcome to the family.

**Professor Richard A. Williams OBE**

**Principal and Vice-Chancellor**

**Welcome from the Head of Dubai/Malaysia Campus**

(remove/insert as appropriate)

1. **Globally Connected Learning**

Our University teaching model is **Globally Connected Learning,** an approach that blends on-campus teaching with online activities, support and resources to create a rich student learning experience. Throughout your studies at Heriot-Watt you will be able to learn, interact and collaborate with your classmates and your academic teaching team through a range of inspiring activities and learning events.

If you are enrolled on our campus-based programmes you will be able to take full advantage of all that campus life offers.  Our campuses are at the heart of our community and campus-based learning is core to the Heriot-Watt student learning experience.   You will be expected to attend campus-based teaching and undertake any assessments or examinations scheduled on campus. Your studies are supported via our Virtual Learning Environment, Canvas, and may include other online activities.

If you are enrolled on our independent distance learning programmes you will undertake your studies online. You will be expected to participate in online teaching, assessments and examinations set on your programme.

The specific balance of on-campus and online learning on individual courses will depend on the subjects you are studying and the activities and resources your course team have designed to help you engage effectively with your studies.

Our approach is founded on a commitment to student partnership. That means you are encouraged to take responsibility for your own learning, to actively participate in the opportunities open to you. Your course team will support you to plan your time carefully to [make the most of Globally Connected Learning](https://lta.hw.ac.uk/wp-content/uploads/10_Making-the-most-of-GCL_A-guide-for-students.pdf).

**Making the most of your time at university is not just about study.  Your health and wellbeing is vitally important.** You can discuss any issues around your learning or your wellbeing with your personal tutor (see below) and with the University’s support services (see below).

1. **Personal Tutors**

Every student has a member of academic staff allocated to them as a personal tutor who will be a key source of advice, guidance and support during your time at Heriot-Watt. Your personal tutor is your first point of contact if you need advice on any issue, both academic and non-academic, and can refer you to other support services where relevant for non-academic matters. Personal tutors provide a clear point of contact for you throughout your degree. More details about personal tutoring can be found [here](https://www.hw.ac.uk/uk/students/studies/personal-tutors.htm).

**A5. Key Staff Contact Details**

School insert info………..

**A6. Programme Overview**

School insert info………..

**A7. Programme Study and Delivery**

School insert info………..

# PART B: UNIVERSITY INFORMATION

**B1. Programme and Course Content**

The content of our programmes and courses is reviewed annually to make sure it is up-to-date and relevant. Individual courses are occasionally updated or withdrawn. This is in response to discoveries through our world-leading research; funding changes; professional accreditation requirements; student or employer feedback; outcomes of reviews; and variations in staff or student numbers. In the event of changes the University will consult and inform students in good time and will take reasonable steps to minimise disruption.

**B2. Our Values**

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

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

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

**B3. Student Partnership Agreement**

Heriot Watt University and the Heriot-Watt Student Union (UK), Heriot-Watt Student Association (Malaysia) and Heriot-Watt Student Council (Dubai) work in partnership to develop a Student Partnership Agreement (SPA) each year. The Agreement identifies the main, agreed priorities for working in partnership each academic year and outlines an associated action plan.

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

The Student Partnership Agreement is available [here](https://www.hw.ac.uk/uk/services/academic-registry/quality/student-learning/student-partnership-agreement.htm).

**B4.** **University Regulations**

Heriot-Watt has a detailed set of rules that govern how the University operates, these are the University’s [Ordinances and Regulations](https://www.hw.ac.uk/uk/about/profile/governance/ordinances-regulations.htm). Ordinances are set by the Court, which is the University’s governing body, outline how the University is governed. University regulations provide the framework for the University’s academic work and the education of our students and they define the policies, procedures and support available to our students.

**B5. 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.
* Canvas: access your courses here, including announcements, tasks and assignments.
* 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 ID cards, student finance, confirmation of studies letters, exams, enrolment, Careers, Wellbeing Services and much more.
* Appointments: book appointments with a range of different services (Student Wellbeing Services, Careers, Finance etc.) through your student portal.

You can access your student portal [here](https://portal.hw.ac.uk/)

**B6. Your Virtual Learning Environment**

Heriot-Watt’s Virtual Learning Environment (VLE) is called [Canvas](https://heriotwatt.sharepoint.com/sites/canvashub). It is a vital learning and communication tool for you and your lecturers, so make sure you log in and check Canvas every day. For further support see the [Canvas Student Guides](https://community.canvaslms.com/t5/Student-Guide/tkb-p/student).

**B7. A to Z Guide: Essential Student Information**

This [A-Z Student Guide](https://www.hw.ac.uk/uk/students/doc/A-Z_Student_Guide.pdf) covers essential information about the support and resources available to you as a Heriot-Watt student.