

## **Additional Entry Points in the Academic Year: Key Principles (Academic and Business) for Campus-Based Programmes**

The Key Principles (Academic and Business) for Additional Entry points in the Academic Year for Campus-Based Programmes were approved by the University Executive on 26 February 2015 (business principles) and by the Senate on 25 March 2015 (academic principles).

### **Key Principles**

Heriot-Watt University operates on the basis of a two-semester academic year with a main, formal entry point in September - for undergraduate and postgraduate taught programmes which are delivered on campus (Edinburgh; Scottish Borders; Orkney; Dubai; Malaysia)<sup>1</sup>. Additional entry points may be operated, subject to the usual academic and business approvals processes, and in accordance with the Principles set out below.

### **Academic Principles**

1. Multiple entry points in the academic year are an accepted feature of the University's operations. However, there is no expectation or requirement for Schools to offer entry to degree programmes at times other than the main formal entry point in September.
2. The offer of additional entry points in an academic year should not compromise the student learning experience, nor the quality of teaching on a programme, nor the research activity of a School.
3. Additional entry points for a programme must be approved by the appropriate Studies Committee. Requests should be submitted as part of the proposal for a new programme (in the case of programmes which have not yet commenced) or as part of an amended programme proposal for existing programmes. The proposal must contain confirmation from the Head of School that the additional entry point(s) will not compromise the student learning experience, nor the quality of teaching on a programme, nor its research activity.

### **Business Principles**

1. Each proposal for an additional entry point should be accompanied by a business case, which should include full costs associated with two start dates, namely: additional staffing within Schools (for double-teaching, marking or for administration); systems and process costs which will be incurred by the Professional Services (particularly Registry Services and Information Services). For the latter, reference should be made to the paper, *Additional Entry Points in the Academic Year: Implications and Areas for Consideration* (LTB/14/60; 17/09/14).
2. The content of business case is to be agreed by all interested parties prior to its submission by the relevant 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. The Registry Services Directorate will put in place the systems and process modifications required to accommodate multiple start dates as documented in the agreed business plan.

Approved: University Executive, 25 February 2015; Senate, 25 March 2015

Modified and re-issued, 16 June 2015.

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<sup>1</sup> The concept of a standard entry point is not applicable to many programmes, particularly postgraduate taught, where these are delivered in a multi-mode format (such as the MBA) or via independent distance learning; multi start dates are key to the flexibility afforded by such programmes. Programmes offered by Edinburgh Business School and by other Schools in independent distance learning format are excluded from the criteria specified in this paper. Programmes delivered through a partnership arrangement (including West London College) and postgraduate research degrees, both of which can currently provide start dates in addition to September, are also excluded.