



UK | DUBAI | MALAYSIA

# A-Z STUDENT GUIDE

Essential Information

Edinburgh and Scottish Borders Campuses

[www.hw.ac.uk](http://www.hw.ac.uk)



## Introduction

**This A to Z guide aims to provide you with essential information about the support and resources available to you as a Heriot-Watt student.**

It is not meant to be exhaustive, so if it does not answer your question you should seek the assistance of your personal tutor in the first instance. Please remember that there are a range of support services in the University that are here to help you and you don't need to struggle through on your own.

## Coronavirus

The worldwide pandemic has changed the way we live and study. Heriot-Watt University has had to change how it delivers learning, teaching, advice, support, services and resources in the safest possible way while still ensuring that all our students have the best possible student experience. This means that even if access to campus and face to face interactions with staff may be limited due to government advised precautions to limit the virus, you can still access the support and resources you need via email, phone, or Microsoft Teams.

## Responsive Blended Learning

Heriot-Watt University has adopted a new model of learning as a dynamic response to the Coronavirus pandemic. This is called Responsive Blended Learning (RBL) and combines active, supported online learning with contextually appropriate face-to-face learning opportunities. With RBL you will be able to study alongside your fellow students whether pandemic-related restrictions are lifted or imposed in specific contexts. A student guide to Responsive Blended Learning is available here: <https://lta.hw.ac.uk/rbl-student-resources/>

## Access to Campus

Each Heriot-Watt campus will operate in accordance with the relevant government guidance. We aim to bring students on to campus when it is appropriate to do so and with the necessary safeguards in place.

## Ensuring Our Safety and Wellbeing

Ensuring the safety and wellbeing of our students and staff is our highest priority. We all have a responsibility to each other as members of the global Heriot-Watt community to follow the appropriate Coronavirus guidance and not risk the wellbeing of ourselves and others. Up to date guidance for staff and students is available here <https://www.hw.ac.uk/coronavirus.htm>

## Learning and Teaching

This covers issues related to your academic study.

## Supporting Success

This covers issues relating to student life in general and the support resources available to help you.

## Our Community

As a Heriot-Watt student you are part of a community where we value and draw strength from our diversity, and from the range of different experiences which have brought us together. This section helps you to find out about events, activities and opportunities for you to meet new people and get to know other students.

## Developing Your Skills

It's not just knowledge of your subject that you acquire as a student, you will develop an range of skills that will not only help you study, but also help in everyday life. You will also develop skills which will help you get a job and develop your career.

# Learning and Teaching

## Academic Appeal

An academic appeal is a formal request by a student for the review of a decision made by the University on the student's progression, assessment or academic award. There are valid and invalid grounds for an appeal. Appeals cannot be made on the basis of academic judgment (for example, thinking that your work deserves a higher grade). You are strongly advised to seek advice before starting an appeal, and to try and seek an informal resolution before making a formal appeal.

More information can be found here: <https://www.hw.ac.uk/students/studies/complaints/student->

## Assessment

Assessment is an essential part of learning at university. Make sure you are aware of the guidelines and regulations around University assessment here: <https://www.hw.ac.uk/students/studies/examinations.htm>

## Assessment Feedback

Heriot-Watt University aims to support students in becoming confident, independent learners; feedback is a key part of the student learning experience, as it is designed to help students to learn and improve. It's also important to know what to do with the feedback when you receive it.

Further details are available at: <https://www.hw.ac.uk/services/docs/learning-teaching/policies/feedbackassessment-universitystatement.pdf>

## Assessment Results

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 [Student Self-Service \(SSS\)](#).

More information can be found here: <https://www.hw.ac.uk/students/studies/examinations/results.htm>

## Changing Your Course

If you wish to change your course in 2020/21, you can do this online after you complete online enrolment up until the end of the second week of the semester. To swap a course you go to the 'Student menu' in self-service and select 'Course Swap'. There is further guidance online as you follow the process.

In 2020/21, learning, teaching and assessment will be delivered through a combination of online and face-to-face methods as part of the University's Responsive Blended Learning Approach. Online activities will be delivered through Vision, the University's VLE. Prompt course registration will ensure that you are able to participate in all online activities.

For more information on changing your course click here: <https://www.hw.ac.uk/uk/students/studies/record/change-course-programme.htm>

## Changing Your Programme

The University recognises that students may wish to transfer to a different programme of study and will normally allow this provided that a student's prior study or subject knowledge meets the entry requirements of the new programme. Transferring after year 1 may be difficult without repeating stages of study. If you are considering changing to another Heriot-Watt programme please make sure you discuss this with your personal tutor and see the following advice.

- Think carefully about what you want to study instead.
- Access all sources of information about any alternative programme. Find out who the programme contact is, what the entry requirements are and what careers it might lead to. You can find out the programme contact via the relevant School Office. Find out if you would you have to repeat a year.
- Talk to programme staff and students who are currently studying the programme.
- Remember, it is not automatic that you will be allowed to transfer to a different programme.
- If you are able to transfer, make sure you complete the correct forms and have the appropriate approval. Your new programme leader can advise you on this.
- You may have to repeat a year on your new programme, e.g. start again at Year 1, in which case you should check with your funding body what financial support will be available if you do this. Repeat funding can sometimes be offered but this will depend on your circumstances.

For more information on changing your programme click here: <https://www.hw.ac.uk/uk/students/studies/record/change-course-programme.htm>

## Examinations and Examination Diets

There are three examination diets (assessment periods): December, Spring and the Resit Diet in the Summer.

Find out more about examination diets here: <https://www.hw.ac.uk/students/studies/examinations.htm>

## Exam Conduct and Identity Checks

Make sure you know what is required and permitted for each of your exams and understand University exam conduct here: <https://www.hw.ac.uk/students/studies/examinations/exam-conduct-id-checks.htm>

## Exam Timetables

Please note that exam timetables are subject to change so check regularly – we recommend checking the morning of each exam for any adjustments.

More information on exam timetables can be found here: <https://www.hw.ac.uk/students/studies/examinations/timetables.htm>

## Exit Awards

You will receive an award if you successfully complete your programme of study, however, if you leave the University part way through your programme, you may still have met the required criteria for receiving a Certificate of Higher Education, a Diploma of Higher Education or an Ordinary/Bachelors Degree as an exit award. Find out more about exit awards here: <https://www.hw.ac.uk/uk/students/studies/record/awards.htm>

## External Examiners Information

External Examiners ensure that students are judged fairly according to academic standards. In addition, they ensure that the processes for assessment, examination and determination of awards are sound and fairly operated.

Further details are available at: <https://www.hw.ac.uk/services/academic-registry/quality/qa/external-examiners.htm>

## The Heriot-Watt Assessment and Progression System (HAPS)

The Heriot-Watt Assessment and Progression System (HAPS) specifies the key assessment rules to be followed in taught programmes of study.

More information can be found here: <https://www.hw.ac.uk/services/academic-registry/quality/qa/exam-guidelines.htm>

## Learning and Teaching Matters

Across our campuses and global community of students, we are promoting learning and teaching with a series of key messages to provide you with advice and information at crucial points during your Heriot-Watt experience.

More information on learning and teaching matters can be found here: <https://www.hw.ac.uk/uk/students/studies/learning-teaching.htm>

## Periods of Study

Refer to the regulation(s) that are appropriate for your level of study. These regulations will explain the maximum time allowed to complete a degree and the circumstances where this may be extended.

Further details on periods of study can be found here: <https://www.hw.ac.uk/documents/regulations>.

## Plagiarism

Plagiarism is the act of taking the ideas, writings or inventions of another person and using these as if they were your own, whether intentionally or not. Here you can find out more about plagiarism, how the University responds to it and guidance on how to avoid it in your academic work. The Library also provides workshops and support on citing and referencing to avoid plagiarism.

For more information on plagiarism follow: <https://www.hw.ac.uk/students/studies/examinations/plagiarism.htm>

## Resassessment

If you fail an assessment during the first or second semester of an academic year, then you will have to sit a reassessment for that course before being able to progress. See the link below on reassessment procedures, how to register and pay for reassessments on your campus, reassessment diet dates, and information about additional reassessment opportunities: <https://www.hw.ac.uk/students/studies/examinations/re-assessment.htm>

## Recognition of Prior Learning and Credit Transfer

If you have previously been in higher education, have passed courses or have academically relevant professional experience, then this could count as credit towards your Heriot-Watt degree. In the link below, scroll down to 'Recognition of Prior Learning & Credit Transfer' to view the policy and procedures relating to this, as well as other information. <https://www.hw.ac.uk/services/academic-registry/quality/learning-teaching/learning-and-teaching-policies.htm#policiesR>

## Requirements for Awards

Refer to the regulation(s) that are appropriate for your level of study. These regulations explain the number of credits required to receive an award from the University.

Further details are available here: <http://www.hw.ac.uk/ordinances/regulations.pdf>

## Submission of Coursework Policy

You will have a set submission deadline for each piece of coursework. This policy explains how the deadline works: <https://www.hw.ac.uk/uk/services/docs/learning-teaching/policies/submissionofcoursework-policy.pdf>

## Teaching Timetables

Use the link above to find out when and where your lectures, tutorials, or labs will be taking place on your campus.

Further details are available here: <https://www.hw.ac.uk/students/studies/timetables.htm>

## Use of Calculators in Exams

Refer to the link above to find out when you can use a calculator in an examination, and what kind of calculators are permitted: <https://www.hw.ac.uk/students/doc/approvedcalculatorguidance.pdf>

## Use of Dictionaries in Exams

Dictionaries are generally not permitted in exams. However, the following link details the exceptions and circumstances when a dictionary may be permitted: <https://www.hw.ac.uk/students/doc/examinations-dictionary.pdf>

# Supporting Success

## Amendment to Enrolment

Amendments can be made to a student's enrolment at any point during their studies. This can include extension of study period or amendment to study level or method.

More information on amendment to enrolment can be found here: <https://www.hw.ac.uk/students/studies/record/amending-your-enrolment.htm>

## Assistive Technology

We have a variety of assistive technology available at Heriot-Watt University. Our Technology Assistant is here to help you with the enabling technology that we have and can assist you with any queries or support needs. More information can be found here: <https://www.hw.ac.uk/students/health-wellbeing/edinburgh/disability/assistive-technology.htm>

[Assistive Technology at Edinburgh Campus](#)  
[Assistive Technology at Scottish Borders Campus](#)  
[Assistive Technology at Orkney Campus](#)  
[Assistive Technology at Dubai Campus](#)  
[Assistive Technology at Malaysia Campus](#)

## Attendance and Absences

It is extremely important that you keep the University informed if you are unable to attend classes.

Absence may affect your academic progress, so you should discuss with your personal tutor whether you may need to temporarily suspend your studies or apply for Mitigating Circumstances. If you are unable to attend an exam or complete an assessment due to an unforeseen absence beyond your control, such as significant illness, you will need to make an application for of Mitigating Circumstances with supporting evidence.

For more information on attendance and absence follow: <https://www.hw.ac.uk/students/studies/record/attendance.htm>

## Big White Wall

Big White Wall provides a safe space online to talk, to explore your feelings, and to learn how to improve and manage your mental health and wellbeing. It's available 24/7, is totally anonymous and provides online peer support.

Visit the BigWhiteWall website here: <https://www.hw.ac.uk/uk/students/health-wellbeing/edinburgh/big-white-wall.htm>

## Care Experienced Students

We provide advice and guidance, financial support, and accommodation offers to any student with care experience studying at Heriot-Watt University. We offer a named point of contact to provide support from the pre-application stage to graduation and beyond.

For further details follow: <https://www.hw.ac.uk/uk/student-support/care-leavers.htm>

## Caring Responsibilities

Heriot-Watt University is committed to supporting students who are carers. A carer is anyone who cares, unpaid, for a friend or family member who due to illness, disability, a mental health problem or an addiction cannot cope without their support.

Further details can be found here: <https://www.hw.ac.uk/uk/student-support/individuals-with-care-responsibilities.htm>

## Childcare

There is a nursery based at Edinburgh campus run by an independent company called Pinocchio's. At the Scottish Borders campus the Osito Nursery is near the campus and provides childcare for children aged between four weeks and eight years old. For provision near the Orkney Campus, please refer to the local authority website for a list of registered childminders and nurseries. You are advised to ensure that any nursery or childminder you use is registered with the Care Commission. Information about childcare provision in your area is available from the [Scottish Family Information Service](#). You may be eligible for help with childcare fees through the Childcare Fund. Students wishing to apply must be home students who are fulltime, undergraduate and eligible for student loan support. Students must have applied for the maximum student loan available.

Further details on childcare are available here: <https://www.hw.ac.uk/students/international/uk/living/childcare-school-information.htm>

## Change of Address

For legal, academic and administrative purposes it is very important that the information the University holds about you is correct and up to date, including your address details. You can check and amend your personal information by logging in to [Student Self Service](#).

## Complaints

If for any reason you are unhappy with action taken (or not taken) by the University, or by the standard of service you have received, you may be able to make a formal complaint using the University's Complaints Procedure.

For more information on complaints follow: <https://www.hw.ac.uk/students/studies/complaints/complaints.htm>

## Counselling

Being a student can be a very positive experience but there are also many challenges to deal with such as being away from home, being in a new country, exam pressures and building new relationships with friends. If you are worried about any issue or are thinking about dropping out of University we can offer you counselling, support, and information to help you deal with the difficulties you may face. It may be that you only need one appointment but can attend more if you wish.

For more information on counselling see: <https://www.hw.ac.uk/students/health-wellbeing/edinburgh/counselling.htm>

## Data Protection

Information about how the University uses and protects data can be found here: <https://www.hw.ac.uk/about/policies/data-protection.htm>

## Disability Support

The Disability Service provides support for students with a range of disabilities (dyslexia and other specific learning difficulties, sensory impairment, mental health, medical and physical health conditions, Autistic Spectrum Condition). Let us know if you have a disability and we'll arrange an appointment. We also offer advice and screening if you think that you may have a disability. You may be eligible for additional funding from the Disabled Students Allowance: <https://www.hw.ac.uk/uk/students/health-wellbeing/edinburgh/disability.htm>

## Discipline

The University can take action against any student if they have committed an academic offence (such as plagiarism, collusion or cheating in an exam) or a non-academic offense such as improper use of, or damage to, university property, or unacceptable behaviour.

Find out more about discipline here: <https://www.hw.ac.uk/students/studies/record/discipline.htm>

## Discretionary Credit

(Please refer to the appropriate Regulation[s] for your level of study.)

A student who has not achieved the minimum number of credit points necessary to qualify for consideration of an award or the minimum number of credit points to progress from one stage to another may be awarded the requisite credit points at the discretion of the Award Board or Progression Board, as appropriate.

For more information on discretionary credit follow: <https://www.hw.ac.uk/documents/regulations.pdf>

## Effective Learning Service

Our global team of Effective Learning Advisers can provide advice and guidance on study skills for University work e.g. academic writing, study strategies, managing your time and effective group working.

For more information on the effective learning service please see: <https://isguides.hw.ac.uk/academicstudyskills>

## Email

Make sure you keep check your Heriot-Watt email at least every day and use it if you need to contact the University. Sometimes mail from personal e-mail addresses is blocked by the University's IT systems, so use your Heriot-Watt e-mail to be sure your message gets through to us.

Further details on email can be found here: <https://www.hw.ac.uk/services/is/it-essentials/email.htm>

## Enrolment

Enrolment is the formal process of becoming a student of the University, agreeing to abide by its rules and accepting any liability for fees or other costs associated with your studies. All new and continuing students must be enrolled while studying at Heriot Watt University. The enrolment process must be completed online at the start of each new academic year.

For more information on enrolment please see: <https://www.hw.ac.uk/students/studies/enrolment.htm>

## Equality and Diversity

As well as meeting our [legal requirements](#) we make sure that people across the University Community understand how they contribute to a Culture of Inclusion for All. This holistic approach helps us maintain an open and accessible working, living and learning environment where all are supported to reach their full potential.

More information can be found here: <https://www.hw.ac.uk/services/equality-diversity.htm>

## Erasmus+

Erasmus+ enables you to study or work in Europe as part of your degree programme, usually for a full academic year. At Heriot Watt students have the opportunity to study at a wide range of institutions in Europe.

To find out more about Erasmus follow: <https://www.hw.ac.uk/students/studies/goglobal/erasmus.htm>

## Exchanges

An exchange can be arranged with an institution abroad. This can be organised with your School Exchange Coordinator but it is the responsibility of the student to complete the application for that institution.

To find out more about exchanges follow: <https://www.hw.ac.uk/students/studies/goglobal/exchange.htm>

## Failing a Course

Failing a course may be a setback, but it is not necessarily a disastrous one. Students who have failed can go on to pass resits and still graduate with a good degree. If you fail a course it is important you discuss this with your personal tutor in the first instance. Your personal tutor will be able to offer advice on how to obtain detailed feedback and suggest sources of support.

Further details can be found here: <https://www.hw.ac.uk/students/studies/examinations/reassessment/what-if-i-fail-.htm>

## Go Global

Go Global is the University's inter-campus transfer opportunity and offers students the opportunity to study at a different Heriot-Watt campus.

To find out more about Go Global follow: <https://www.hw.ac.uk/students/studies/go-global.htm>

## Graduate Attributes

Through your experience at Heriot-Watt University you will develop the skills and qualities of the four graduate attributes: specialist, creative, professional and global.

For more information follow: <https://www.hw.ac.uk/services/academic-registry/quality/learning-teaching/graduate-attributes.htm>

## Graduation

All the information you need to apply for and attend your graduation ceremony.

To find out more about graduation follow: <https://www.hw.ac.uk/students/studies/graduation.htm>

## Harassment and Bullying

Heriot-Watt University is committed to a working, learning and living environment that is free of discrimination and intimidation. If you feel that you are being bullied or harassed, in person or online, please talk to your personal tutor or to Student Wellbeing.

For further details follow: <https://www.hw.ac.uk/documents/anti-harassment-YogrJUJbRtp3uUxEMtY58r5ceYTT3X7mbDhS7-Aud-s.pdf>

## Health and Wellbeing

During your time at university it is important to look after yourself and use the services available to help you stay healthy. Services include Student Wellbeing Services, and medical and dental services.

More information on health and wellbeing can be found at: <https://www.hw.ac.uk/students/health-wellbeing.htm>

## Library Essentials

Library essentials covers how to navigate the library service across campuses at the University. If you need to borrow a book or book out a study space this can be accessed from the library essentials webpage.

Further details can be found here: <https://www.hw.ac.uk/services/is/library-essentials.htm>

## Library Resources for your Subject

There is an Academic Support & Liaison Librarians supporting your subject or School. Together with Library staff at Malaysia and Dubai campuses they can provide advice and guidance on library resources and developing your information skills. See also the online subject guides for information about books, journals and online resources for each subject area.

More on library resources can be found here: <https://www.hw.ac.uk/services/is/guides/subject.htm>

## Managing your Money

As a student you will find there is a lot to think about financially. For some of you, studying at university will be the first time you have had to manage your money and keep your expenditure within a fixed budget. Advice and support on money matters is available at all Heriot-Watt campuses: <https://www.hw.ac.uk/students/your-money.htm>

## Maternity and Paternity

These guidelines have been produced to provide advice and guidance to students and staff; ensuring that students who become pregnant during their studies know where to seek advice and support and that staff are also aware of how to respond to the needs of pregnant students and students returning to study following a period of maternity leave. These guidelines also provide advice for requests for shared leave or paternity leave.

Further information on Maternity and Paternity can be found at: <https://www.hw.ac.uk/uk/students/health-wellbeing/edinburgh/support-for-students-who-are-pregnant.htm>

## Mental Health

If you experience a mental health difficulty while at the University, or have a pre-existing mental health condition, you can discuss any issues and concerns with a professional counsellor or Student Advisor.

Further details on mental health can be found here: <https://www.hw.ac.uk/students/health-wellbeing/edinburgh/disability/support/mental-health-problems.htm>

## Mitigating Circumstances

There are circumstances which, through no fault of your own, may have affected your performance in an assessment (exams or other assessment), meaning that the assessment has not accurately measured your ability. These circumstances are described as 'mitigating circumstances'. You can submit an application to have mitigating circumstances taken into account.

Further details can be found here: <https://www.hw.ac.uk/students/studies/examinations/mitigating-circumstances.htm>

## Next Steps: Post Results Help

Next Steps: Post results help is a simple guide that can help you after you have received your course assessment results. The link below has information about the getting, reflecting on and acting on assessment feedback so that you can be successful in your studies: <https://www.hw.ac.uk/students/studies/examinations/reassessment/next-steps-post-results-help.htm>

## People Finder

Find a key person on campus by using People Finder: <https://www.hw.ac.uk/about/contact/people-finder.htm>

## Personal Tutors

Every student has a member of academic staff allocated to them as a personal tutor who is your first point of contact if you need advice on any issue, both academic and non-academic. Personal tutors can also advise you of other support sources as appropriate. The name of your personal tutor is available on Student Self Service.

For more information on Personal Tutors follow: <https://www.hw.ac.uk/students/studies/personal-tutors.htm>

## School Offices

Your School Office will be able to answer any enquiries you have about your programme, for example, if you need to change a course, have a question about assessment submission etc.

School Offices at UK campuses can be contacted by phoning 0131 451 8899 (all School Offices) or by email:

Engineering and Physical Sciences [EPSSSO@hw.ac.uk](mailto:EPSSSO@hw.ac.uk)

Social Sciences: [students.soss@hw.ac.uk](mailto:students.soss@hw.ac.uk)

Mathematics and Computer Science [macs-schooloffice@hw.ac.uk](mailto:macs-schooloffice@hw.ac.uk)

Energy, Geoscience, Infrastructure and Society [EGIS-enquiries@hw.ac.uk](mailto:EGIS-enquiries@hw.ac.uk)

Textiles and Design [g.poddubecki@hw.ac.uk](mailto:g.poddubecki@hw.ac.uk)

ICIT Orkney Campus [icit@hw.ac.uk](mailto:icit@hw.ac.uk)

## Sexual Misconduct

The University is committed to providing a safe environment that allows you to work, study, and fulfil your potential without fear of sexual misconduct and has a policy to combat sexual misconduct.

To find out more information on sexual misconduct see: <https://www.hw.ac.uk/students/health-wellbeing/edinburgh/counselling/problems/sexual-misconduct.htm>

## Software

You can access a range of IT software provided by the University to help in your studies.

To find out more follow: <https://www.hw.ac.uk/uk/services/is/it-essentials/software.htm>

## Student Success Advisors

University can be a challenge sometimes, so it is always better to share what's going on and ask questions rather than let things get on top of you. Nobody knows this better than students who have been through it all themselves with the benefit of recent experience and successful study at Heriot-Watt, the Student Success Advisors will be able to offer advice to students based on their own experiences. They will also have an overview of the other support resources available at Heriot-Watt and point you in the right direction if you need it.

To find out more about the Student Success Advisors follow: <https://www.hw.ac.uk/uk/students/health-wellbeing/edinburgh/student-success-advice.htm>

## Student Fees, Funding and Additional Charges

The University can give you advice about paying your tuition fees as well as information on scholarships and bursaries, and other means of financial support.

To find out more follow: <https://www.hw.ac.uk/study/>

## Student Surveys

Feedback from students is extremely important as it allows the University to further improve and enhance what it offers to students. Surveys give students the opportunity to feedback their thoughts and opinions to the University.

To find out more about student surveys follow: <https://www.hw.ac.uk/services/academic-registry/quality/student-learning/student-surveys.htm>

## Student Service Centre

The Student Service Centre offers help and support relating to matters on enrolment, examinations, paying tuition fees, graduation, as well as advice for students holding a visa.

Dubai Campus  
Edinburgh Campus  
Malaysia Campus

## Student Policies and Guidance

Our list of student policies can give you information on University regulations and guidance relating to issues including attendance, mitigating circumstances, mental health, and programme transfer.

For further information follow: <https://www.hw.ac.uk/students/student-policies.htm>

## Temporary Suspension of Studies

In certain situations it may be in a student's best interests to suspend their studies temporarily to enable them to deal with particular issues and return at an agreed date. A Temporary Suspension of Studies (TSS) can be applied for and approved on the basis of genuine medical, personal, financial reasons or military service.

For more information follow: <https://www.hw.ac.uk/students/studies/leaving/temporary-suspension->

## Thinking of Leaving

If you are thinking about leaving university for whatever reason please talk through your decision with a member of staff at the University. Many students think about leaving university at some stage during their studies. If anything is bothering you or you are finding it difficult to carry on your studies contact Thinking of Leaving to explore and understand all of your options.

For further details on thinking of leaving follow: <https://www.hw.ac.uk/students/studies/leaving.htm>

## Virtual Learning Environment (VISION)

Vision is Heriot-Watt's Virtual Learning Environment (VLE) and is a vital learning and communication tool for you and your lecturers, so make sure you log in and check Vision every day.

A Student Guide to VISION can be found here: <https://www.hw.ac.uk/uk/services/is/learning-teaching/technology/vle.htm>

## Visa Advice

Advice on visa requirements for studying at Heriot-Watt is available at all our campuses.

Visa Advice: UK Campuses  
Visa Advice: Dubai Campus  
Visa Advice: Malaysia Campus



# Our Community

## Accommodation

Information about student accommodation at each of our campuses:

[Accommodation \(Dubai Campus\)](#)

[Accommodation \(Edinburgh Campus\)](#)

[Accommodation \(Malaysia Campus\)](#)

[Accommodation \(Scottish Borders Campus\)](#)

[Accommodation \(Orkney Campus\)](#)

## Alumni

After you graduate from Heriot-Watt you can join the Watt Club (Heriot-Watt's Alumni association) which offers you the opportunity to network and connect with other graduates of the University and to contribute to fundraising initiatives to support current students. For more information see: <https://www.hw.ac.uk/alumni.htm>

## Armed Forces Reservists

The University has signed up to the [Armed Forces Covenant](#) and we are committed to ensuring that current and former armed forces personnel and their families are treated fairly. We will ensure that students who are reservists are not disadvantaged in their studies by undertaking compulsory training and service, and this includes the consideration of [Mitigating Circumstances](#) in assessments. You can discuss any issues relating to your service with your [personal tutor](#).

## Faith and Belief

Heriot-Watt University respects religious and cultural diversity and aims to support individuals in their religious and cultural observance.

Faith and Belief: Edinburgh Campus

Faith and Belief: Scottish Borders Campus

Faith and Belief: Orkney Campus

Faith and Belief: Dubai Campus

Faith and Belief: Malaysia Campus

## Residence Life

Residence Life (Res Life) provide help and support for students living in University accommodation. This can be practical help and information, help with the transition to living in halls of residence, signposting to other sources of support and providing a calendar of social events. For more information on Residence Life please follow <https://www.hw.ac.uk/uk/edinburgh/accommodation/residence-life.htm>

## Sport and Exercise

From recreational fun to competition, there's a place in the WattFamily for everyone regardless of sporting ability or experience. The Edinburgh campus is also home to Oriam Scotland's Sports Performance Centre.

Sport and Exercise: Edinburgh Campus

Sport and Exercise: Scottish Borders Campus

Sport and Exercise: Orkney Campus

Sport and Exercise: Dubai Campus

Sport and Exercise: Malaysia Campus

## Student Representation

All students have representative bodies for their campus who will also oversee clubs and societies and organise events for students. [Heriot-Watt University Student Union \(Edinburgh, Orkney and Scottish Borders Campuses\)](#)

All Heriot-Watt students at Scottish campuses are a member of the Student Union. In addition to the wide range of societies, the Student Union offers **volunteering** opportunities for students to get involved in and make friends and connections during their time at university. The Union regularly hold events and host campaigns for good causes. The Student Union can also provide advice and support for all Heriot-Watt students via the [Advice Hub](#).

[Heriot-Watt University Dubai Student Council](#) is the primary representative body for all students at Dubai campus. Further details can be found on the Student Council's [Facebook](#) page.

[Heriot-Watt University Malaysia Student Association](#) represents students at Malaysia campus, manages clubs, implements welfare projects and organises events for students.

# Developing your Skills

## Careers

Careers advice and guidance is available to all students and recent graduates to help:

- Develop your employability skills
- Identify your potential career options
- Help you to find work experience/part time work
- Market yourself to employers

For more general information on careers follow: <https://www.hw.ac.uk/study/why/careers-advisory-service.htm>

Careers: Edinburgh Campus, contact [careers@hw.ac.uk](mailto:careers@hw.ac.uk)

Careers: Scottish Borders Campus, contact [careers-bc@hw.ac.uk](mailto:careers-bc@hw.ac.uk)

Careers: Dubai Campus, contact Benita Maben, Careers Advisor, [B.Maben@hw.ac.uk](mailto:B.Maben@hw.ac.uk)

Careers: Malaysia Campus, contact [MYCareers@hw.ac.uk](mailto:MYCareers@hw.ac.uk)

## Careers Mentoring

Career Mentoring can connect a student with a professional working in a student's area of interest. The programme gives students an opportunity to gain an insight into what it is like working in a certain field. A mentor will also be able to support a student with their long-term career planning. This programme is mostly aimed at students in their penultimate year, however all students are welcome to apply.

Further details on careers mentoring can be found here: <https://www.hw.ac.uk/students/careers/uk/develop/career-mentoring-programme.htm>

## Enhanced Transcripts

An Enhanced Transcript is a formal University document which will include, not only details of your award and grades, but also a range of non-academic and extra-curricular activities undertaken whilst at University. The Transcript is designed to help you to maximise your employability as it records your University achievements in one document which you can share with prospective employers and postgraduate recruiters.

To find out more about enhanced transcripts: <https://www.hw.ac.uk/students/studies/graduation/enhanced-transcript.htm>

### Linkedin Learning

As a Heriot-Watt student, you have, free access to LinkedIn Learning. The platform hosts over 12,000 digital courses on business, creative and technology topics. These courses are broken into bitesize sections, making it easy to focus on developing the skills you need.

To find out more on LinkedIn Learning follow: <https://www.linkedin.com/learning-login/continue?forceAccount=>

### Skills Development

Studying at university gives you the opportunity to learn new skills or build on ones you already have". Information Services provide a range of workshops and resources to help you gain or develop the skills you will need throughout your studies and beyond.

To find out more about skills development: <https://www.hw.ac.uk/services/is/skills-development.htm>

### Study Spaces

Heriot-Watt provide a large number of modern and contemporary study spaces for both individuals and groups in convenient locations. Some of these spaces are open late, and offer IT access as well as food and drink.

Further details on study spaces can be found here: <https://www.hw.ac.uk/uk/services/is/library-essentials/study-spaces.htm>

### Volunteering

Volunteering offers you the opportunity to develop your skills and experience while helping your fellow students, your community or a charitable organisation. There are numerous opportunities for volunteering within and outside the University. The Careers service also provide advice on volunteering. Your experience as a volunteer can be logged and evidenced, and help enhance your employability.

For further information on volunteering follow: <https://www.hw.ac.uk/students/careers/uk/jobs/volunteering.htm>

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#### DISCLAIMER

All details correct at the time of printing.  
Details may be subject to change.

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