

# TIMETABLE GUIDE

essential information for new students

# Table of Contents

- 1. Timetable guide** **Page 3 - 5**  
**(after course registration)**
  
- 2. Timetable guide** **Page 6 - 9**  
**(before course registration)**
  
- 3. General information** **Page 10 - 12**
  - **Electives**
  - **Malaysia Campus Holidays**
  - **HWUM List of teaching venues & locations**
  - **Timetable Weeks**
  - **Contact Us**

# **Timetable Guide**

**(after course registration)**

# Viewing your Timetable

Timetables are best viewed using **Microsoft Edge**.

## Step 1 : Click the link and select timetable

Timetables are available in both the Student Portal and University's website:

- <https://portal.hw.ac.uk/>



- <https://www.hw.ac.uk/uk/students/studies/timetables.htm>

**MY TIMETABLE >**

## Step 2 : Login

Fill in your User Name and Password (same as PC login e.g. xy12)

## Step 3 : View your timetable

- Select Semester
- Select Full Semester (All Weeks)

Academic year: 2024/25 September Semester Full Semester (All Weeks) Group Filters ?

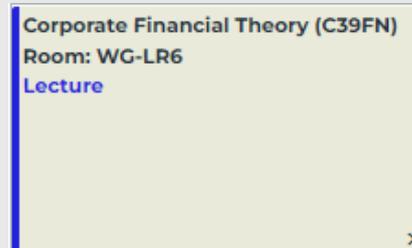
Timetables are subject to change even after publication. We recommend you check your timetable regularly.

|       | Mon  | Tue  | Wed  | Thu   | Fri |
|-------|--|--|--|---|-----|
| 09:00 |  | Management Accounting Techniqu...<br>Weeks: 1-5,7-11<br>Room: WC-LT2<br>Lecture                  | Intermediate Financial Accounting L...<br>Weeks: 1-5,7-12<br>Room: E3-S89<br>Lecture | Introduction to Commercial Law (CL...<br>Weeks: 1-5,7-12<br>Room: WC-LR6<br>Lecture               |     |
| 10:00 |  |  |  |   |     |
| 11:00 | Corporate Financial Theory (C39FN)<br>Weeks: 1-5,7-12<br>Room: WC-LR6<br>Lecture |  |  |   |     |
| 12:00 |  | Management Accounting Techniqu...<br>Weeks: 3-5,7-11<br>TC1<br>Room: E2-SB4                      | Intermediate Financial Accounting L...<br>Weeks: 3-5,7-11<br>TC1<br>Room: E2-SB5     |   |     |
| 13:00 |  | Management Accounting Techniqu...<br>Weeks: 3-5,7-11<br>TC2<br>Room: E2-SB4                      | Intermediate Financial Accounting L...<br>Weeks: 3-5,7-11<br>TC2<br>Room: E2-SB5     | Introduction to Commercial Law (CL...<br>Weeks: 3-5,7-11<br>TC1<br>Room: E3-L51                   |     |
| 14:00 | Corporate Financial Theory (C39FN)<br>Weeks: 3-5,7-11<br>TC1<br>Room: E2-SB5     | Philosophy and Current Issues (K20...<br>Weeks: 1-2,5,7<br>EPS and MACS students<br>Room: WC-LT2 |  | Philosophy and Current Issues (K20...<br>Weeks: 1-2,5,7<br>SUIS and EGIS students<br>Room: WC-LT2 |     |
| 15:00 | Corporate Financial Theory (C39FN)<br>Weeks: 3-5,7-11<br>TC2<br>Room: E2-SB5     | Lecture  |  | Lecture   |     |

## Step 4 : Reading the timetable

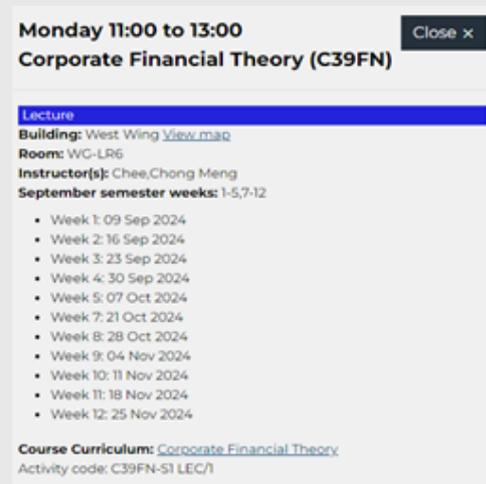
a. Each cell within the timetable contains the following information.

- Course Name & Code
- Room\*
- Activity type (Lecture / Tutorial / Workshop / Lab etc)



b) You will receive more information when you click on each cell.

- Day and Time
- Course Code and Name
- Activity Type
- Group number
- View Map
- Room\*
- Instructor(s)
- Weeks and dates



c) Click on **Group Filters**

(If the timetable has multiple groups for tutorial/workshop etc.)

i. You will then be able to view the group timetabled activities for tutorial/workshop/lab.

ii. You should discuss your group allocation with your **Course Leader / School Administrator first.**

iii. You can filter to view only your group

iv. Click “Save my view”

**My filters** Close x

Your course groups will be assigned to you by your course leaders or timetable team. You can filter your timetable display once you know which groups apply to you.

**Corporate Financial Theory (C39FN)**

- TG1
- TG2

**Intermediate Financial Accounting (C39AI)**

- TG1
- TG2

**Introduction to Commercial Law (C19CL)**

- TG1
- TG2

**Management Accounting Techniques and Decisions (C39MT)**

- TG1
- TG2

**Philosophy and Current Issues (K20AJ)**

- EPS and MACS students
- SoSS and EGIS students

To discuss the group you will be allocated to, please get in touch with the course leader.

[Save my view](#)

## Note

The timetables are **subject to change**. School will notify you about the changes via email / announcement in the system.

# **Timetable Guide**

**(before course registration)**

# Viewing your Timetable

Timetables are best viewed using **Microsoft Edge**.

## Step 1 : Accessing the webpages

Timetables are available in both the Student Portal and University's website:

- <https://portal.hw.ac.uk/>
- <https://www.hw.ac.uk/uk/students/studies/timetables.htm>

## Step 2 : Selecting your campus

Select 'Programme Timetable (Malaysia Campus)' If you are using the University's website.

A dark blue rectangular button with white text that reads "PROGRAMME TIMETABLE (MALAYSIA CAMPUS) &gt;".

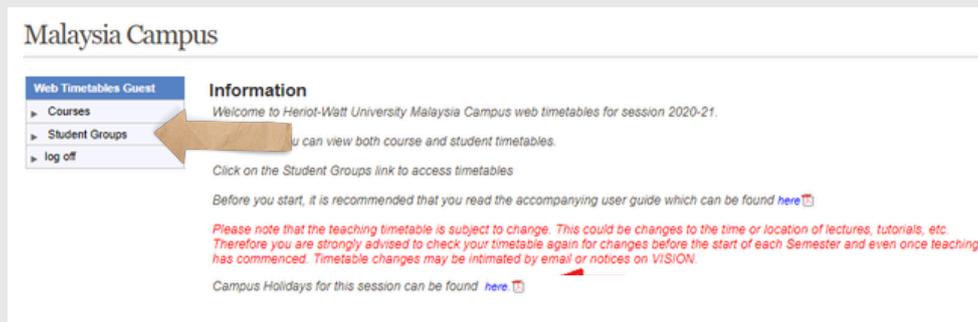
## Step 3 : Log in

Fill in your **username** [same as PC login, eg: ab1234] or click '**Guest**' if you have problems logging in.

A screenshot of the Heriot-Watt University Web Timetables login page. The header features the Heriot-Watt University logo and the text "Heriot-Watt University Web Timetables". Below the header, it says "Malaysia Campus". The main content area contains a "Login" section with the instruction "Click on GUEST below or Please provide your username and password (VISION)". There are two input fields: "User Name" and "Password". At the bottom of the login section, there are two buttons: "Login" and "Guest".

# Step 4 : Retrieving the timetable

i. Select 'Student Groups'.



ii. Select your **programme** in the Student Group box.

iii. Select **Week/Semester** and **All days**.

iv. Click on the '**View Timetable**' button.

Malaysia Campus

Web Timetables Staff

- ▶ Courses
- ▶ Staff Timetables
- ▶ Rooms
- ▶ Student Groups
- ▶ log off

**Student Group Timetables**

Select School / Department: (Any Department)

Select Level: (Any Level)

Student Group Search String (optional):  Search

Select Student Group(s):

- MEng Petroleum Engineering Y3 S2
- MEng Petroleum Engineering Y4 S2
- MSc BSL & Change FT S1
- MSc BSL & Change Full-Time S2
- MSc BSL & Change PT S1
- MSc Business Psychology Part-Time S2
- MSc CPM S2 Full-Time
- MSc CPM S2 Part-Time

Select Week(s):

- This Week
- Next Week
- Last Week
- UG Sept intake - Semester 1
- PG Sept intake - Semester 1
- Foundation July intake - Semester 1
- Foundation April intake - Semester 2

Select Day(s):

- All Days
- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday

Select Time Range: Working Day (09:00 - 18:00)

Select Type Of Report: Grid Timetable

View Timetable



## Activity type

Your activity type, ie, Lecture & Tutorial/Lab:

|  |   |
|--|---|
| <p><b>Lecture (Lec)</b></p> <p>All students are expected to participate in this activity.</p>  | <p>C18CL-S1    8-12, 14-19    Online Live</p> <p>Commercial Law</p> <p>M.Y.Ng    <b>Lec</b></p> |
| <p><b>Tutorial (Tut) &amp; Practical Lab (P Lab)</b></p> <p>Small group of students are expected to participate in this activity.</p>  | <p>C18CL-S1    8-12, 14-19    Online Live</p> <p>Commercial Law</p> <p>M.Y.Ng    <b>Tut</b></p> |
| <p><b>Tutorial (T1, T2...)</b></p> <p>You will be advised by your Academic Administrator which group(s) you have been assigned to.</p> |   |

## Delivery mode & location

This refers to the mode of delivery of your learning activities; either face-to-face on campus or online session.

|   |  |
|---|--|
| <p><b>On campus</b></p> <p>You can see an <b>Allocated venue</b>, where the Room number is shown in your timetable slot. [ie. E2-SR3]</p> <p>Please refer to page 8 for details</p> | <p>C18CL-S1    8-12, 14-19    <b>E2-SR3</b></p> <p>Commercial Law</p> <p>M.Y.Ng    Tut</p>                       |
| <p><b>Online Live</b></p> <p><b>Online Live</b> is written in your timetable slot</p>   | <p>C18CL-S1    8-12, 14-19    <b>Online Live</b></p> <p>Commercial Law</p> <p>M.Y.Ng    Tut</p>                  |
| <p><b>On campus &amp; online Live (conducted concurrently)</b></p> <p><b>Allocated venue &amp; Online Live</b> is written in the same slot</p>                                      | <p>B38EB-S2    10-12,14-16    <b>OnlineLive, WG-EleLab</b></p> <p>Circuits and Analysis</p> <p>Y.Go    P Lab</p> |

# Timetable weeks

These numbers indicate the weeks in which a session runs.

Some of the activities run only during certain weeks, and not throughout the semester [ie, Tutorials/Workshops/Lab sessions]

Please refer to page 9 for the details of timetable weeks

|                       |             |                          |
|-----------------------|-------------|--------------------------|
| B38EB-S2              | 10-12,14-16 | OnlineLive,<br>WG-EleLab |
| Circuits and Analysis |             |                          |
| Y.Go                  |             | P Lab                    |

# General Information

## Electives

Some of the elective courses might be scheduled on the timetable. Please ignore the activities of the elective courses if you are not enrolled onto that course.

## Malaysia Campus Holidays

Please read the timetable together with the Malaysia Campus Holidays information.

This information is also available at the main page of the web timetable. Please refer to the diagram below:

**HERIOT WATT UNIVERSITY**

## Heriot-Watt University Web Timetables

### Malaysia Campus

Web Timetables Guest

- Courses
- Student Groups
- log off

**Information**

Welcome to Heriot-Watt University Malaysia Campus web timetables for session 2020-21.

From here, you can view both course and student timetables.

Click on the Student Groups link to access timetables

Before you start, it is recommended that you read the accompanying user guide which can be found [here](#)

Please note that the teaching timetable is subject to change. This could be changes to the time or location of lectures, tutorials, etc. Therefore you are strongly advised to check your timetable again for changes before the start of each Semester and even once teaching has commenced. Timetable changes may be intimated by email or notices on VISION.

Campus Holidays for this session can be found [here](#)

# HWUM List of teaching venues & locations

This information is also available at the bottom of the web timetable.

| Teaching Venue | Name of venue (Location Definition) | Wing      | Level        |
|----------------|-------------------------------------|-----------|--------------|
| EG-LR1         | Lecture Room 1 (EG.16)              | East Wing | Ground Floor |
| EG-LR2         | Lecture Room 2 (EG.17-1)            | East Wing | Ground Floor |
| EG-LR3         | Lecture Room 3 (EG.17-2)            | East Wing | Ground Floor |
| EG-MecLab2     | Mech. Engineering Lab 2 (EG.21)     | East Wing | Ground Floor |
| EG-MecLab1     | Mech. Engineering Lab 1 (EG.31)     | East Wing | Ground Floor |
| E1-CLab 1      | Computer Lab 1 (E1.14))             | East Wing | Level 1      |
| E1-CLab 2      | Computer Lab 2 (E1.15)              | East Wing | Level 1      |
| E1-LS1         | Learning Studio 1 (E1.20-1)         | East Wing | Level 1      |
| E1-LS2         | Learning Studio 2 (E1.20-2)         | East Wing | Level 1      |
| E1-SR1         | Seminar Room 1 (E1.13-1)            | East Wing | Level 1      |
| E1-SR2         | Seminar Room 2 (E1.13-2)            | East Wing | Level 1      |
| E2-SR3         | Seminar Room 3 (E2.09)              | East Wing | Level 2      |
| E2-SR4         | Seminar Room 4 (E2.10)              | East Wing | Level 2      |
| E2-SR5         | Seminar Room 5 (E2.11)              | East Wing | Level 2      |
| E2-SR6         | Seminar Room 6 (E2.12)              | East Wing | Level 2      |
| E3-SR7         | Seminar Room 7 (E3.06)              | East Wing | Level 3      |
| E3-SR8         | Seminar Room 8 (E3.07)              | East Wing | Level 3      |
| E3-SR9         | Seminar Room 9 (E3.08)              | East Wing | Level 3      |
| E3-SR10        | Seminar Room 10 (E3.10)             | East Wing | Level 3      |
| WG-LT1         | Lecture Theatre 1 (WG.14)           | West Wing | Ground Floor |
| WG-LT2         | Lecture Theatre 2 (WG.14-1)         | West Wing | Ground Floor |
| WG-LR4         | Lecture Room 4 (WG.08)              | West Wing | Ground Floor |
| WG-LR5         | Lecture Room 5 (WG.07)              | West Wing | Ground Floor |
| WG-LR6         | Lecture Room 6 (WG.06)              | West Wing | Ground Floor |
| WG-CivLab      | Civil Engineering Lab (WG.62)       | West Wing | Ground Floor |
| WG-WetLab      | Wet Lab (WG.66)                     | West Wing | Ground Floor |
| WG-EleLab      | Electrical Engineering Lab (WG.68)  | West Wing | Ground Floor |
| W1-CLab 3      | Computer Lab 3 (W1.04)              | West Wing | Level 1      |
| W1-CLab 4      | Computer Lab 4 (W1.03)              | West Wing | Level 1      |
| W1-LS3         | Learning Studio 3 (W1.48-2)         | West Wing | Level 1      |
| W1-LS4         | Learning Studio 4 (W1.48-1)         | West Wing | Level 1      |
| W1-LS5         | Learning Studio 5 (W1.57-2)         | West Wing | Level 1      |
| W1-LS6         | Learning Studio 6 (W1.57-1)         | West Wing | Level 1      |
| W1-LS7         | Learning Studio 7 (W1.58-3)         | West Wing | Level 1      |
| W1-LS8         | Learning Studio 8 (W1.58-2)         | West Wing | Level 1      |
| W1-LS9         | Learning Studio 9 (W1.58-1)         | West Wing | Level 1      |
| W2-PsyLab      | Psychology & Resource Lab (W2.04)   | West Wing | Level 2      |
| W3-LS10        | Learning Studio 10 (W3.40-2)        | West Wing | Level 3      |
| W3-LS11        | Learning Studio 11 (W3.40-1)        | West Wing | Level 3      |
| W3-SR11        | Seminar Room 11 (W3.01)             | West Wing | Level 3      |
| W3-SR12        | Seminar Room 12 (W3.02)             | West Wing | Level 3      |

## Tips [Location Definition]

Eg 1: E3-SR9

E = East Wing  
3 = 3rd floor  
SR9 = Seminar Room 9

Eg 2: WG-LR5

W = West Wing  
G = Ground floor  
LR5 = Lecture Room 5

# Timetable Weeks

This information is also available at the bottom of the web timetable. Kindly click **HELP FILE** for the latest information.

| Timetable weeks                            |                 |                 |                 |                 |                                     |                |                |                            | (Rev Aug 2023)             |
|--|-----------------|-----------------|-----------------|-----------------|-------------------------------------|----------------|----------------|----------------------------|----------------------------|
| Week Number<br>(printed on<br>timetable)   | MFP Apr<br>2023 | MFP Jul<br>2023 | MFP Jan<br>2023 | MFP Sep<br>2023 | UG/PG<br>Sep 2023                   | UG Jan<br>2023 | PG Jan<br>2023 | PG Jan<br>2023<br>(MSc PE) | Week starting<br>on Monday |
| 42   |                 | 7               | 6               |                 |                                     | 1 (Sem 2)      |                | 1 (Sem 2)                  | 8-May-23                   |
| 43   | 1 (Sem 1)       | 8               | 7               |                 |                                     | 2              |                | 2                          | 15-May-23                  |
| 44   | 2               | 9               | 8               |                 |                                     | 3              |                | 3                          | 22-May-23                  |
| 45   | 3               | 10              | 9               |                 |                                     | 4              |                | 4                          | 29-May-23                  |
| 46   | 4               | 11              | 10              |                 |                                     | 5              |                | 5                          | 5-Jun-23                   |
| 47   | 5               | 12              | 11              |                 |                                     | 6              |                | 6                          | 12-Jun-23                  |
| 48   | 6               | 13              | 12              |                 |                                     | 7              |                | 7                          | 19-Jun-23                  |
| 49   | 7               |                 | 13              |                 |                                     | 8              |                | 8                          | 26-Jun-23                  |
| 50   | 8               |                 |                 |                 |                                     | 9              |                | 9                          | 3-Jul-23                   |
| 51   | 9               |                 |                 |                 |                                     | 10             |                | 10                         | 10-Jul-23                  |
| 52   | 10              |                 | 1 (Sem 3)       |                 |                                     | 11             |                | 11                         | 17-Jul-23                  |
| 1  | 11              | 1 (Sem 1)       | 2               |                 |                                     | 12             |                | 12                         | 24-Jul-23                  |
| 2  | 12              | 2               | 3               |                 |                                     |                |                |                            | 31-Jul-23                  |
| 3  | 13              | 3               | 4               |                 |                                     |                |                |                            | 7-Aug-23                   |
| 4  |                 | 4               | 5               |                 |                                     |                |                |                            | 14-Aug-23                  |
| 5  |                 | 5               | 6               |                 |                                     |                |                |                            | 21-Aug-23                  |
| 6  |                 | 6               | 7               |                 |                                     |                |                |                            | 28-Aug-23                  |
| 7  |                 | 7               | 8               | 1 (Sem 1)       |                                     |                |                |                            | 4-Sep-23                   |
| 8  | 1 (Sem 2)       | 8               | 9               | 2               | 1 (Sem 1)                           | 1 (Sem 1)      | 1 (Sem 2)      | 1 (Sem 3)                  | 11-Sep-23                  |
| 9  | 2               | 9               | 10              | 3               | 2                                   | 2              | 2              | 2                          | 18-Sep-23                  |
| 10   | 3               | 10              | 11              | 4               | 3                                   | 3              | 3              | 3                          | 25-Sep-23                  |
| 11   | 4               | 11              | 12              | 5               | 4                                   | 4              | 4              | 4                          | 2-Oct-23                   |
| 12   | 5               | 12              | 13              | 6               | 5                                   | 5              | 5              | 5                          | 9-Oct-23                   |
| 13   | 6               | 13              |                 | 7               | 6                                   | 6              | 6              | 6                          | 16-Oct-23                  |
| 14   | 7               |                 |                 | 8               | 7                                   | 7              | 7              | 7                          | 23-Oct-23                  |
| 15   | 8               |                 |                 | 9               | 8                                   | 8              | 8              | 8                          | 30-Oct-23                  |
| 16   | 9               |                 |                 | 10              | 9                                   | 9              | 9              | 9                          | 6-Nov-23                   |
| 17   | 10              |                 |                 | 11              | 10                                  | 10             | 10             | 10                         | 13-Nov-23                  |
| 18   | 11              |                 |                 |                 | 11                                  | 11             | 11             | 11                         | 20-Nov-23                  |
| 19   | 12              | 1 (Sem 2)       |                 | 1 (Sem 2)       | 12                                  | 12             | 12             | 12                         | 27-Nov-23                  |
| 20   | 13              | 2               |                 | 2               |                                     |                |                |                            | 4-Dec-23                   |
| 21   |                 | 3               |                 | 3               |                                     |                |                |                            | 11-Dec-23                  |
| 22   |                 | 4               |                 | 4               |                                     |                |                |                            | 18-Dec-23                  |
| 23   |                 | 5               |                 | 5               |                                     |                |                |                            | 25-Dec-23                  |
| <i>MFP - Malaysia Foundation Programme</i> |                 |                 |                 |                 | <i>PG - Postgraduate programmes</i> |                |                |                            |                            |
| <i>UG - Undergraduate programmes</i>       |                 |                 |                 |                 | <i>Sem - semester</i>               |                |                |                            |                            |

Please note that timetables are subject to change even after publication. School will notify you about the changes via email/announcement in the system.

## Contact Us

For further information, please contact the HWUM Timetabling & Examinations unit.

**Telephone:** +603-8894 / 3899 / 3617

**Email:** [hwumexamunit@hw.ac.uk](mailto:hwumexamunit@hw.ac.uk)