

# Student Guide to Examinations and Coursework: Postgraduate Taught Students

As part of the University's concern for the wellbeing of all its students and in response to national and international guidelines, Semester 2 Examinations have been deferred for all Postgraduate Taught Students.

**Different arrangements are in place for students who are on-campus, studying independently or enrolled with an academic partner. Please refer to the relevant sections of this Guide.**

## On-Campus Students

Semester 2 Examinations have been deferred for all Postgraduate Taught Students.

As a consequence, all PGT students will be permitted to proceed to their dissertation/project and will take Semester 2 examinations in August, which is the University's next scheduled diet of examinations.

### Why has my exam been deferred?

The University is concerned for the welfare of all of its students and has cancelled all in-person examinations as part of the global guidance on restricting gatherings of large numbers of people. Universities in the UK and across the world are taking similar actions.

Heriot-Watt is concentrating on the time critical impact of the disruption on undergraduate students (Years 3, 4 and 5) who will graduate in June. The University is planning for staff absence and wishes to ensure enough staff are available to manage assessment for graduating students. Deferral of exams for PG students will free up staff time to focus on the graduating students.

### When will the deferred exams be held?

All deferred exams will be held in August, and the timetable and other arrangements will be published in due course.

### Will the deferral mean that it will take me longer to complete my programmes?

No, the decision to allow all PGT students to progress now to their dissertation means that you can start your dissertation or project (*see below*) earlier than planned, leaving enough time for you to prepare for and take your exams in August. You will be able to complete your programme in the normal timeframe. Your School will advise you on any arrangements for placements.

### What about any coursework I have to complete?

For all students, the deadline for Semester 2 coursework submissions has been extended to **Monday 3 August 2020**. You will be able to submit your coursework at any point up until this date. Please do not delay in submitting your coursework: it will not be possible to grant any extensions. Submitting your coursework promptly will provide you with more time to prepare for your August exams and to focus on your dissertation or project.

### What about group-based assessments?

It will be difficult to co-ordinate the continuation of group-based assessments and, in some cases, may not be possible. Therefore, if you are involved in group-based assessment, you should individually submit your own sections of any group projects by **Monday 3 August 2020**. Further guidance will be available from academic staff responsible for your course.

### What about my dissertation/project?

You will be able to proceed directly to the dissertation/project stage of your programme. The University has revised all submission dates, and now your dissertation or project should be submitted by the due date or **by Monday 3 August 2020** at the latest. Please do not delay in submitting your dissertation or project: it will not be possible to grant any extensions. Submitting your dissertation or project promptly will provide you with more time to prepare for your August exams. Your School will advise you on arrangements for your dissertation or project.

Dissertation supervision will be provided by academics – this will be conducted virtually via Teams/Skype meetings or telephone calls. If your dissertation currently includes laboratory-based work or field trips, or is planned to include either of these, your School will be in contact with you about arrangements.

If you are currently engaged in your dissertation or project and due to complete it soon, you will be given an extension to complete the remainder of your work through virtual supervision, which will be provided by your existing supervisor.

#### **How will a decision be made about course grades?**

The decision-making process will be the same as for any assessment or exam in normal circumstances. A Board of Examiners will meet after the August diet of exams and will take into consideration the impact of the disruption on learning, teaching and assessment/exam on a course by course basis.

#### **How will a decision be made about degree award?**

The decision-making process will be the same as in normal circumstances. A Board of Examiners will meet as normal and will take into consideration the impact of the disruption on learning, teaching and assessment/exam in making decisions about award. The Board will look at your performance over your whole programme and also take into account the external circumstances to reach a decision about your degree award. The Board will ensure that no students are academically disadvantaged.

#### **Will I have to take any resits?**

Your results will show any Semester 1 courses where you have to take a resit. If you have a resit, you will still be able to progress to the dissertation/project stage of your programme. Your School will inform you when you should take your resit.

#### **Will I be able to graduate?**

Yes, the University is planning as normal for all November graduation ceremonies, when most PGT students will graduate.

#### **Will this affect the accreditation of my degree?**

No, your School has been working with all professional bodies to make sure that your degree receives the same professional accreditation as in normal circumstances. Should an exemption exam be required, professional bodies have confirmed that this can be taken at a later date; however, this will not affect or delay the awarding of your degree.

#### **When will I find out my results?**

All results (individual courses as well as decisions on award) will be posted, as normal, on [Student Self Service](#), with full information available at <https://www.hw.ac.uk/students/studies/examinations/results.htm>. You will already know of your results from Semester 1 courses. Information on the publication dates for results will be communicated to you in due course.

#### **What about my Industrial Placement? (MSc with Industrial Placement - 2 year full time programme)**

Semester 2 Examinations have been deferred for all Postgraduate Taught Students. As a consequence, if you have passed Semester 1 courses at MSc level, you will be supported to undertake a placement period from May 2020 until May 2021 and will take Semester 2 examinations in August, which is the University's next scheduled diet of examinations. The industrial placement will be dependent on employers being able to provide this opportunity in the current circumstances. Where required, the School will work with employers to allow you to have time to prepare for the August diet of exams.

If a placement is not available, you will be permitted to proceed to your dissertation/project and will take Semester 2 examinations in August, which is the University's next scheduled diet of examinations. Placements can be undertaken after this in the second year of study.

If you have not passed Semester 1 courses at MSc level, you will be not be able to commence a work placement or the dissertation/project. Supported learning will be provided to help you prepare for Semester 1 resits and Semester 2 examinations to be taken in August, which is the University's next scheduled diet of examinations. If you are successful in the August exams, you will be able to undertake and complete the dissertation and work placement in your second year of study.

## **Online/Independent Distance Learning Students**

Heriot-Watt University will not be running any postgraduate examinations in April, May and June 2020. All entries to these examinations have now been deferred.

#### **Why has my exam been deferred?**

The University is concerned for the welfare of all of its students and has cancelled all in-person examinations as part of the global guidance on restricting gatherings of large numbers of people. Universities in the UK and across the world are taking similar actions.

### **When will the deferred exams be held?**

All deferred exams will be moved to the next available exam session automatically. The updated timetable and other arrangements will be published in due course. At present, we expect the next available diet to be August 2020.

For students studying an online Masters programme with Edinburgh Business School, at present we plan to run the August 2020 diet as a 'major diet' with all subjects available for examination.

Arrangements for the August diet will be kept under review as the situation regarding COVID-19 develops. As always, the safety and welfare of our students will be paramount in any decisions made.

### **What impact will the deferral have?**

There will be no adverse impact to you from the deferral of exams.

For students studying with Edinburgh Business School, your June 2020 exam entry will be moved to August 2020 free of charge. For all other students, the deferral will not count as one of your allocated number of diets.

## **Students studying the MBA on a full-time or part-time basis at the Edinburgh, Dubai and Malaysia campuses**

Heriot-Watt University will not be running any postgraduate examinations in April, May and June 2020. All entries to these examinations have now been deferred.

### **Why has my exam been deferred?**

The University is concerned for the welfare of all of its students and has cancelled all in-person examinations as part of the global guidance on restricting gatherings of large numbers of people. Universities in the UK and across the world are taking similar actions.

### **When will the deferred exams be held?**

All deferred exams will be moved to the next available exam session automatically. The updated timetable and other arrangements will be published in due course. At present, we expect the next available diet to be August 2020.

At present we plan to run the August 2020 diet as a 'major diet' with all subjects available for examination.

Arrangements for the August diet will be kept under review as the situation regarding COVID-19 develops. As always, the safety and welfare of our students will be paramount in any decisions made.

### **What impact will the deferral have?**

There will be no adverse impact from the deferral of exams. For students studying the MBA on a full-time or part-time basis at the Edinburgh, Dubai and Malaysia campuses your June 2020 exam entry will be moved to August 2020 free of charge.

### **What is happening to my scheduled teaching?**

Please liaise with the local campus team for up to date information on teaching arrangements.

## **Students Enrolled with an Academic Partner**

For information about **local teaching arrangements** at your Academic Partner institution, please contact them directly.

Heriot-Watt University will **not** be running any postgraduate examinations in April, May and June 2020. All entries to these examinations have now been deferred.

### **Why has my exam been deferred?**

The University is concerned for the welfare of all of its students and has cancelled all in-person examinations as part of the global guidance on restricting gatherings of large numbers of people. Universities in the UK and across the world are taking similar actions.

**When will the deferred exams be held?**

All deferred exams will be moved to the next available exam session automatically. The updated timetable and other arrangements will be published in due course. At present, we expect the next available diet to be August 2020.

For students studying with Edinburgh Business School, at present we plan to run the August 2020 diet as a 'major diet' with all subjects available for examination.

Arrangements for the August diet will be kept under review as the situation regarding COVID-19 develops. As always, the safety and welfare of our students will be paramount in any decisions made.

**What impact will the deferral have?**

There will be no adverse impact from the deferral of exams. For students studying with an Academic Partner, your April/May or June 2020 exam entry will be moved to August 2020 free of charge.