



HERIOT-WATT UNIVERSITY DUBAI

Student Handbook

2023-2024



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Chancellor and Pro-Chancellor

**Professor Sir Geoff Palmer, Chancellor of the University**

Renowned scientist and human rights activist, **Professor Sir Geoff Palmer**, was appointed the Chancellor of Heriot-Watt University in April 2021. His term will last for an initial five-years. Sir Geoff takes over from Dr Robert M. Buchan, a mining entrepreneur and philanthropist, who stood down after almost eight years in the role.

As Chancellor, Sir Geoff will play a central role in promoting Heriot-Watt's international reputation as a pioneer in research and education across its campuses in Scotland, Malaysia and Dubai.

**Pro-Chancellor Dubai Campus**

Heriot-Watt University Dubai (HWUD) appointed distinguished businesswoman **Dr. Raja Easa Al Gurg**, Chairperson and Managing Director of the Easa Saleh Al Gurg Group (ESAG), as the Pro-Chancellor of the University in Dubai. In this role, she will become the honorary Head of the University in Dubai and will represent the University in a ceremonial and ambassadorial capacity, including in the conferment of degrees.

Dr. Al Gurg has been the Managing Director of the Dubai-based business conglomerate Easa Saleh Al Gurg Group for over three decades and assumed the position of its Chairperson earlier this year. As a leading businesswoman in the region, Dr. Al Gurg has carved a unique niche for herself due to her support and encouragement of increasing the number of women in business. She is the founder of the Dubai Business Women Council and; Board member of the Dubai Chamber and Dubai Women's Association. She is also on the advisory board of Coutts Bank, the wealth division of the Royal Bank of Scotland Group

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 has been at the forefront of pioneering education and future thinking since 1821, and each year, whether it be in league tables or the testimonies of our brilliant students and our supportive staff, we continue to lead the way to a global education.

We are very aware that you are joining us in uncertain times but let me reassure you that Heriot-Watt University continues to rise to these challenges. Our Learning and Teaching Academy has worked tirelessly to create and implement a Responsive Blended Learning (RBL) model in the past two years, which enhances teaching practices both on campus and at home, ensuring that you will still receive inspiring learning experiences and practical support. Now more than ever, we are thankful for our global OneWatt community of students, colleagues and alumni, who continue to actively take part in our supportive network, which spans five campuses in three countries.

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 the global community have to offer you. As a University committed to preparing you for your future, we're delighted to offer opportunities for students to gain a global perspective, whether at a single campus or abroad. As travel restrictions are eased, our Go Global programme will continue to offer inter-campus transfers and exchanges across our campuses in Dubai, Scotland and Malaysia, allowing you to study, socialise or experience new cultures and places. We encourage you to connect with like-minded individuals across the globe and grasp every opportunity with both hands.

Our graduates are sought-after by global professions and industries all over the world. The very nature of a Heriot-Watt education 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 leadership skills to be a global citizen, and the expertise to one day become a leader in your chosen field or career. Together we will help shape tomorrow to deliver benefits for all of society.

We look forward to supporting you as you grow and become a successful graduate of Heriot-Watt University. 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



We are committed to excellence and innovation in education and are excited to see you start and continue your higher education journey here. We have been in the UAE since 2005 and have gone from strength to strength whilst providing best-in-class education to our students. Our programmes reflect tailored courses that are not only relevant to the Middle East region but also provide global perspectives. In addition, our strong industry engagement and research capabilities offer students a unique educational experience.

As part of our growth plans, we established our new digitally enabled campus in Dubai Knowledge Park in 2021, which provides an excellent learning environment for students. Our faculty come from varied backgrounds and collectively represent decades of teaching experience in the region and globally, providing the right support in pursuing your future goals. There are currently over 11,600 Heriot-Watt University Dubai alumni living and working in the UAE and globally. Over 4,100 students were enrolled at the Dubai Campus last academic year and our student community will continue to grow in the year ahead.

We are here to support and guide you through your chosen programme and wish you the best in this journey.

Professor Dame Heather J. McGregor, CBE FRSE PFHEA CGMA

Provost and Vice-Principal

Heriot-Watt University, Dubai

Academic Calendar (2023-2024)

Dubai Campus semester dates

Semester dates for our Dubai campus are listed here and you can find dates for induction, teaching, holidays, and examination. Please note the campus holidays or 'buildings closed' days for each campus.

Dates	Activity
4-8 September 2023	September Semester Welcome Week
11 September – 3 December 2023	September Semester Teaching
16-20 October 2023	September Semester Consolidation Week
28-29 November 2023 (tbc)	Winter Graduations
4-15 December 2023	December Exam and Assessment Diet
18 December 2023 – 12 January 2024	December Break
8-12 January 2024	January Semester Welcome Week
15 January 2024 – 7 April 2024	January Semester Teaching
19-23 February 2024	January Semester Consolidation Week
8-19 April 2024	April Break
22 April – 3 May 2024	April Exam and Assessment Diet
29 April – 3 May 2024	May Semester Welcome Week
6 May – 27 July 2024	May Semester Teaching
10-14 June 2024	May Semester Consolidation Week
4-5 July 2024 (tbc)	Summer Graduations
29 July – 2 August 2024	August Exam and Assessment Diet
5-30 August 2024	August Break

Please note that new students joining the Global College Programme (ADEP) in January 2024 follow different session dates.

Dubai Campus Holidays 2023-2024

The University buildings will be closed for the following official UAE holidays*:

- 27 September 2023 (Prophet Mohammed's Birthday)
- 1-3 December 2023 (Commemoration Day and National Day)
- 1 January 2024 - New Year's holiday.
- 8-10 April 2024 (Eid Al Fitr)
- 16-18 June 2024 (Arafah Day and Eid Al Adha)
- 7 July 2024 (Hijri New Year)

**All dates given are approximate. The exact date(s) of observation will be announced by the UAE government and confirmed by the University closer to each holiday.*

UK and Malaysia Campuses

See also the semester dates for our UK and Malaysia Campuses

- [UK Campus semester dates](#)
- [Malaysia Campus semester dates](#)

Our established reputation

Heriot-Watt University Dubai Campus is a satellite campus of Heriot-Watt University based in Dubai, United Arab Emirates. Established in 2005, it was the first campus of an overseas university to open in Dubai International Academic City. After 180 years' provision of world-renowned education in the UK, Heriot-Watt was invited to Dubai to provide specialised programmes in the fields of management, engineering, built environment, food science and fashion.

With a history dating back to 1821, we have a long tradition of excellence and a proven track record in educating, inspiring and challenging the professionals of tomorrow. We are one of the top UK universities for business and industry and have an established reputation for world-class teaching and practical, leading-edge research. We have been consistently ranked as a top provider of higher education across several key university ratings and rankings. From our research performance to student satisfaction, graduate employability and the quality of our teaching, Heriot-Watt University Dubai Campus' status as a world-class university has been confirmed by several independent bodies.

New Dubai Campus

In 2019, Heriot-Watt signed a 10-year lease for a brand-new 218,000 sq. ft campus in Dubai Knowledge Park, thereby building on its commitment to deliver high-quality education and research in Dubai. Staff and students moved to the new campus in January 2021 – the same year Heriot-Watt celebrates its founding bicentenary.

This move marks a historic milestone for the University and ensures students will enjoy the benefits of an enriched learning experience and outstanding graduate outcomes for many years to come. The move is a key part of delivering Heriot-Watt's ambitious six-year strategy for the University and demonstrates our commitment to the region and growth plans for the future. The modern campus is set to enhance further the student experience with a digitally-enabled learning environment supporting the delivery of the University's portfolio of programmes including Data Science, Computing and Artificial Intelligence, business, accounting and finance, psychology, architecture and design, construction and engineering. It will include a dedicated student hub, a central student services centre, an enhanced library and social learning spaces, as well as a wide range of digitally enhanced classrooms, seminar rooms, studios, and laboratories. The University's in-house recording studios will also allow the creation of digital materials for a more engaging and interactive learning experience.

Our accolades

Since its establishment, Heriot-Watt University Dubai has won several laurels. In 2019, it was named **one of Dubai's top universities and awarded five stars in the first-ever quality rankings undertaken by the Knowledge and Human Development Authority (KHDA)**, the supreme educational quality assurance and regulatory authority of the Government of Dubai. The rating system, developed in conjunction with QS, evaluates universities on eight quality indicators: Teaching, Employability, Research, Internationalization, Facilities, Overall Programme Strength, Well-being, Social Responsibility and Inclusiveness. Heriot-Watt University was one of just three Universities to be awarded five stars.

In the same year, the campus was crowned the **'Best University' at the first-ever Forbes Middle East Higher Education Awards**. Held in Dubai, the awards recognise and celebrate the region's finest higher education institutes based on votes from students, teachers and the businesses that work with them.

Heriot-Watt is valued for excellence in teaching and research. We are ranked **35th in the UK** and **8th in Scotland** for Overall Satisfaction (2019 UK National Student Survey) and 86.8% of our research and 88.6% of our research outputs were ranked as world-leading or internationally excellent ([REF 2021](#)). We aim to find radical innovations and solutions to real-world challenges for the benefit of society.

Burj Khalifa light show

Heriot-Watt University became *the first University in the UAE to light up the world's tallest building – the Burj Khalifa* – in a historical celebration on 26 November 2019. The celebration was in support of the many milestones the Dubai campus had achieved: Heriot-Watt University was awarded five stars by the KHDA, it was also crowned the 'Best University' at the first-ever Forbes Middle East Higher Education Awards and it announced its move to a new campus.

At exactly 8.23 pm, the Burj Khalifa was lit up with imagery that reinforced Heriot-Watt's position as a world-class Institution as well as showcasing its achievements. A one-minute-long film featuring James Watt, highlighted the University's two biggest accolades this year, namely the awards from KHDA and Forbes Middle East. It celebrated the Dubai campus' distinguished academic record in subjects including engineering, business, construction, design and computer science and the heritage of Heriot-Watt since its inception in 1821. At over 828 metres (2,716.5 feet) and more than 160 storeys, the Burj Khalifa is an iconic skyscraper gracing the skyline of Dubai and one of the best-known symbols of modern UAE.

Top-quality British education

We pioneered British education in Dubai, with highly acclaimed degree programmes that meet the specific demands of local business and industry. With strong links to industry and business, we pride ourselves on developing and educating future leaders, managers and innovators. With many of our programmes recognised by the relevant professional associations and institutes, a Heriot-Watt University degree is professionally valued. Our degrees are also accredited and approved by the Royal Charter in the UK. Our programmes include the option to transfer and undertake part of your degree at our home campus in Scotland. Heriot-Watt graduates are highly sought after by employers worldwide, and our 77,000 alumni working in key positions around the globe are testament to our success.

We also offer students a supportive campus environment where they can lead their student life to the full, make lasting friendships and enjoy everything that one of the world's greatest cities has to offer. We have a range of support services with friendly, approachable staff that are there to listen and provide you with the advice, support and information you need. Guaranteed tuition fee packages and opportunities for scholarships are also available to ensure you can make the most of your time with us.

[Our Heritage*](#) - Read the story of Heriot-Watt University from our origins in the Scottish Enlightenment, to pioneering women's education in the nineteenth century, our ambitious expansion in the twentieth century, and our Dubai and Malaysia Campuses.

Global University

*A Truly Global University:
Our five campuses across the world
and international community create
a unique university experiences*



EDINBURGH
A FESTIVAL CITY WITH AN INTERNATIONAL OUTLOOK
There are 10,500 staff and students based here, with around a third of them coming from outside the UK
Find out more: www.hw.ac.uk/edinburgh



DUBAI
WORLD-CLASS EDUCATION TAILORED TO UAE INDUSTRY NEEDS
A modern, contemporary 218,000 sq ft campus in the Dubai Knowledge Park
Find out more: www.hw.ac.uk/dubai



SCOTTISH BORDERS
A WORLD-LEADING CENTRE FOR CREATIVITY
Located in the heart of the Scottish luxury textiles industry and only 50 minutes from Edinburgh City Centre
Find out more: www.hw.ac.uk/borders



MALAYSIA
AN INSPIRATIONAL PLACE TO STUDY
Our state-of-the-art, £25m Malaysian campus creates opportunities for over 2,000 students to study in this stunning lakeside location
Find out more: www.hw.ac.uk/malaysia



ORKNEY
A 'LIVING LABORATORY' SUPPORTING THE GLOBAL MARINE INDUSTRY
The International Centre for Island Technology (ICIT) is located in a sheltered harbour which provides a 'living laboratory' for research, teaching and consultancy
Find out more: www.hw.ac.uk/orkney

5

GLOBAL CAMPUSES



Vision, Mission, Ethos and Values

Vision

To be world-leading within all our areas of specialism.

Mission

To create and exchange knowledge that benefits society.

Ethos

To place our community of students, staff and alumni at the heart of everything we do. Our distinctive strengths will continue to build a global University that pioneers innovation in education, research and enterprise.

Our Values

Heriot-Watt seeks to foster the following core values:

Inspire

Collaborate

Belong

Celebrate

Graduate Attributes

Through your experience at Heriot-Watt University you will develop the skills and qualities of the four graduate attributes:

Specialist

Creative

Global

Professional

Strategy and Performance

Strategic Plan 2019 – 2025

Our strategy is based on our heritage, our expertise, our relevance, and our global presence. Inspired by hundreds of hours of engagement with our entire multi-campus community, our new strategy is the culmination of a global conversation about our future.

Shaping Tomorrow Together is a values-led strategy seeking to embed our four guiding values – inspire, collaborate, belong and celebrate - into everything we do.

Focused on our vision for excellence, our mission to benefit society, and our ethos and values, our strategy expresses what we intend to achieve over the next six years. It builds on our strengths and is organised around four related themes: ***Building flourishing communities; Pioneering in education; Excelling in research and enterprise; and Being a global, connected university***

To find out more about Shaping Tomorrow Together please visit our dedicated [Strategy microsite](#).

Quality Assurance and Accreditation

UK Quality Assured



QAA Member



Quality assurance is the process for checking that the academic standards and quality of higher education provision meet agreed expectations.

The Quality Assurance Agency's [UK Quality Code](#) for Higher Education sets out the 'Expectations' that all providers of UK higher education are required to meet. The University has undertaken a [mapping](#) of its regulations, policies and procedures to the UK Quality Code. QAA reviewers use the Quality Code as a benchmark for judging whether a higher education provider meets UK expectations for academic standards, the quality of learning opportunities, improvement or 'enhancement', and information.

Heriot Watt University has been awarded the QAA Quality Mark for meeting or exceeding UK expectations for quality and standards in its QAA review.

The Dubai Campus is licensed by the Knowledge and Human Development Authority (KHDA) to teach its degrees in Dubai. All graduates receive a British degree that is accredited by Royal Charter in the UK.



Heriot-Watt University Dubai, located in the Emirate of Dubai, is officially Licensed until 5 January 2026 by the Ministry of Education of the United Arab Emirates to award degrees/qualifications in higher education.



Heriot-Watt University engages in collaborative arrangements with partner institutions based in the UK and overseas. The University has primary and ultimate responsibility for academic standards and quality across all its provision. It works collaboratively with other bodies whose roles include accreditation, licensing and regulation in the UK and overseas. [Read more](#)

University Rankings

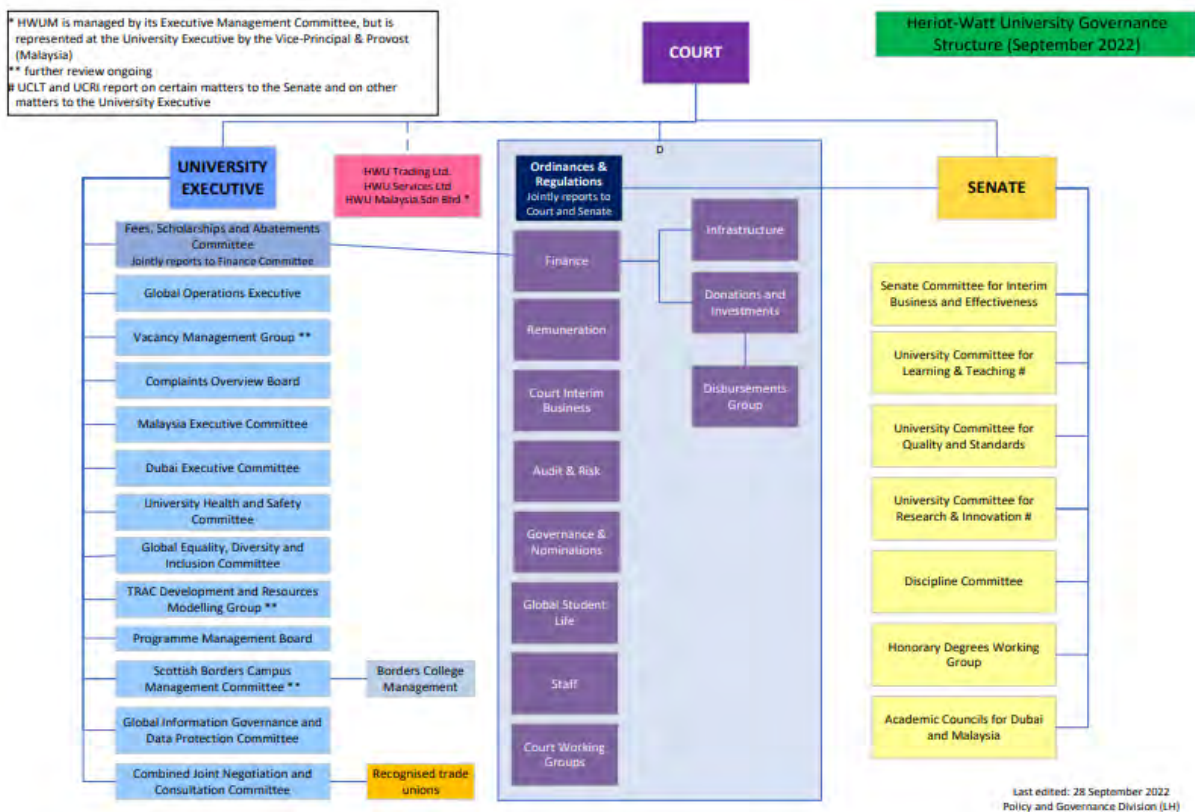
Heriot-Watt University is consistently ranked at a high level across a number of key university league tables. From our research performance to student satisfaction, graduate employability and the quality of our teaching, Heriot-Watt's status as a world-class university is independently confirmed.

Research Excellence Framework (REF) 2021	REF 2021 classed 86.8% of our research and 88.6% of our research outputs as 'world-leading' (4*) and 'internationally excellent' (3*). Heriot-Watt University was recognised for world-leading research in Physics; Mathematical Sciences; Engineering; and Architecture, Built Environment and Planning. Find out more about our REF 2021 results .
The Times and The Sunday Times Good University Guide 2022	<p>In the UK:</p> <ul style="list-style-type: none"> • Overall, 30th out of 132 institutions in the UK, and 6th in Scotland. <p>By subject area:</p> <ul style="list-style-type: none"> • First in Scotland for Building, and 4th in the UK. • First in Scotland for Chemical Engineering, and 3rd in the UK. • Second in Scotland for General Engineering, and 16th in the UK. • Second in Scotland for Town and Country Planning and Landscape. • Third in Scotland for Physics and Astronomy, and 8th in the UK. • Third in Scotland for Mathematics, and 8th in the UK. <p>Graduate prospects:</p> <ul style="list-style-type: none"> • Top 50 UK (46th) <p>View The Times and The Sunday Times Good University Guide 2022 rankings (Note: behind a paywall)</p>
QS World University Rankings 2022	The QS World University Rankings table has been published annually since 2004. It features more than 1,000 universities with each measured on a variety of factors including academic reputation and employer reputation. <ul style="list-style-type: none"> • Heriot-Watt rank 270th in the world, 33rd in UK and 5th in Scotland. View the QS World University Rankings 2022 .
The Complete University Guide 2022	<ul style="list-style-type: none"> • 23rd in the UK and 4th in Scotland. • We are ranked in the top ten in the UK for a total of 8 of our 20 subject areas – Building (3rd), Civil Engineering (4th), Marketing (5th), Iberian Languages (7th), Electrical & Electronic Engineering (7th), Chemical Engineering (8th), Town & Country Planning (9th) and German (9th). • We are ranked in the top two in Scotland for Building (1st), Civil Engineering (1st), Electrical & Electronic Engineering (2nd), German (2nd), Iberian Languages (2nd), Marketing (2nd), and Town & Country Planning (2nd). • We are ranked 2nd in the UK and are top in Scotland for the amount spent on student facilities. View the Complete University Guide league table 2022 .
Times Higher Education World University Rankings 2022	The Times Higher Education World University Rankings use 13 performance indicators to examine universities across all of their core missions – teaching, research, knowledge transfer and international outlook. <ul style="list-style-type: none"> • Ranked in the top 250 universities worldwide (201-250) for Arts and Humanities • Ranked in the top 300 universities worldwide (201-250) for Engineering, and Computer Science • Ranked in the top 25 UK universities for Computer Science • Ranked in the top 30 UK universities for Engineering. View the Times Higher Education World University Rankings
Guardian University Guide 2022	View the Guardian University league table <ul style="list-style-type: none"> • Ranked 36th in the UK and 7th in Scotland.

	<ul style="list-style-type: none"> • Top 10 in UK and 2nd in Scotland for Engineering-Civil. • 1st in Scotland for Building and Town and Country Planning.
National Student Survey 2021	<p>The National Student Survey (NSS) is a survey which gathers honest feedback from final year undergraduates studying full-time.</p> <ul style="list-style-type: none"> • We are in the UK top 30 for overall satisfaction. • 1st in Scotland and 5th in the UK for Chemical, Process & Energy Engineering, based on overall satisfaction. • 1st in Scotland for Physics, based on overall average. • 1st in Scotland and 2nd in the the UK for Statistics, based on overall satisfaction. • 1st in Scotland and 12th in UK for Management Studies, based on overall satisfaction. • 2nd in Scotland for Planning (Urban, Rural and Regional), based on overall satisfaction. • 2nd in Scotland and 12th in UK for Applied Psychology, based on average across all questions. • 3rd in Scotland for Civil Engineering, based on overall satisfaction. • 3rd in Scotland and 12th in UK for Mathematics, based on overall satisfaction. • 3rd in Scotland for Design Studies, based on overall satisfaction. <p>All NSS data is included on the course pages of the Discover Uni website.</p>
Times Higher Education Golden Age Rankings 2020	<p>THE's Golden Age University Rankings measures universities established between 1945 and 1967 for their teaching, research, citations, international outlook and industry income.</p> <ul style="list-style-type: none"> • Heriot-Watt is ranked 47th out of 308 institutions. <p>View the Times Higher Education Golden Age Rankings</p>
Employability	<p>The Times / Sunday Times Good University Guide 2019 ranked Heriot-Watt joint 17th in the UK and 1st in Scotland for graduate salaries 6 months after graduation.</p> <p>95% of Heriot-Watt students are in employment or further study within six months of graduation</p>
Forbes Middle East Higher Education Awards 2019	<p>Heriot-Watt's Dubai campus was crowned 'Best University' at the first ever Forbes Middle East Higher Education Awards in April 2019.</p>
Knowledge and Human Development Authority (KHDA) 5 star HEC Rating 2020	<p>Heriot-Watt University's Dubai Campus was awarded a five-star rating by the Knowledge and Human Development Authority (KHDA) for the second year running.</p>

Note: The programs offered at Heriot Watt University has its program accredited by professional bodies which allows exemptions for students or graduates pursuing professional qualifications. Refer to Program specific information and accreditations under program information within the catalog.

HERIOT WATT Global Governance Structure



Heriot-Watt University is overseen and governed by a number of key personnel, boards and committees. The University is established by Royal Charter that is approved by His Majesty the King. The [Royal Charter](#) has several stipulations, including to establish the Court, the Senate and the posts of senior officers of the University: the Principal, Vice-Principal and Secretary. The other governing document is the [Statutes](#), which prescribes in greater detail the governance requirements.

In summary, there are three principal elements to the governance of the University: the Court, the Principal and Vice-Chancellor, and the Senate.

The Court

The Court is the governing body of the University, which is ultimately responsible for oversight of the affairs of the University, and, among other responsibilities, sets and approves the University's strategic direction, vision and mission. The Court abides by the principles of the [Scottish Code of Good Higher Education Governance](#), which stipulate that in discharging its responsibilities the Court shall:

- ensure the institution's long-term sustainability;
- conduct its affairs according to specified ethical standards;
- have due regard to the interests of its stakeholders and the wider public;
- determine the institution's future direction and set the institutional values;
- ensure the protection of the academic freedom of relevant staff in compliance with relevant legislation and its own governing instruments;
- ensure that it observes good practice in regard to equality and diversity;
- foster a suitable environment whereby knowledge may be advanced and the potential of learners fulfilled; and

- take all final decisions on matters of fundamental concern to the institution.

The [Ordinances and Regulations Committee](#) is a joint committee of the Court and the Senate, who advise both and make appropriate recommendations on matters related to:

- the Ordinances and Regulations;
- the review of the Charter, Statutes, Ordinances and Regulations of the University; and
- changes to the Court and the Senate.

The Court delegates to the Senate the crucial role of safeguarding the academic standards of the University in relation to research and learning and teaching [1], and to grant awards of the University. The Senate is the primary academic forum of the University and has an important role in the development and monitoring of academic strategy. The Senate is supported in discharging its responsibilities by academic committees.

The Principal and Vice-Chancellor

The Court delegates to the Principal wide-ranging powers, including those required as chief executive and chief accounting officer to be 'responsible for the effective working, management and good order of the University' [2].

Subject to the authority of the Court, all executive powers are derived from the Principal and all academic committees' powers are derived from the Senate. None may act outside the powers vested in them through the Charter and Statutes of the University.

The Principal is also Chair of the Senate and ensures that the Senate is formally involved in the development and monitoring of academic strategy. The Principal retains ultimate executive responsibility for proposing the Strategic Plan and budget to the Court and remains accountable for their implementation.

The University Executive

The powers of the University Executive (UE), which is chaired by the Principal, are derived from the executive powers of the Principal and are therefore separate from the authority of the Senate.

[1] The duties and composition of the Senate are laid out in Statute 5.

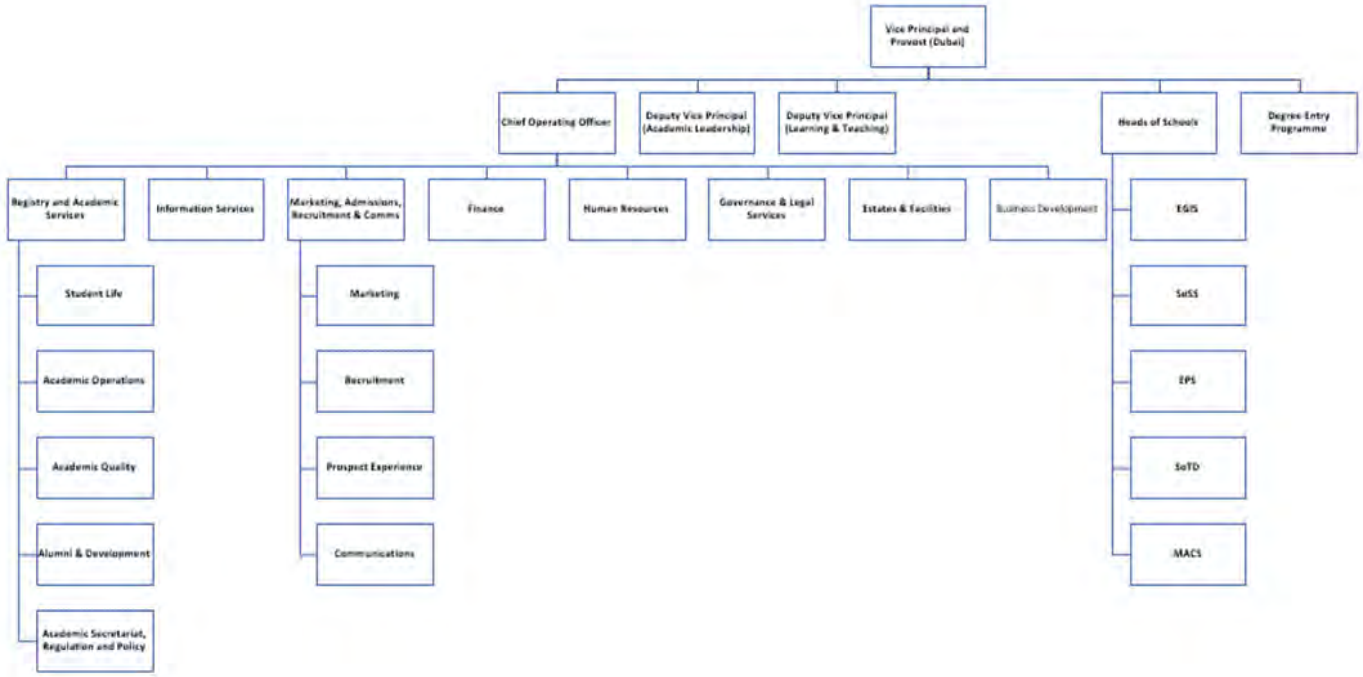
[2] See Section 7 of Ordinance B6.

THE COURT	https://www.hw.ac.uk/uk/about/profile/governance/court.htm
THE CHANCELLOR	https://www.hw.ac.uk/uk/about/profile/governance/chancellor.htm
SENATE	https://www.hw.ac.uk/uk/services/policy-governance/senate.htm
THE UNIVERSITY EXECUTIVE	https://www.hw.ac.uk/uk/about/profile/governance/university-executive.htm
KEY MANAGEMENT PERSONNEL	https://www.hw.ac.uk/uk/about/profile/governance/key-management.htm
A-Z OF UNIVERSITY COMMITTEES	https://www.hw.ac.uk/uk/services/policy-governance/university-committees-a-z.htm

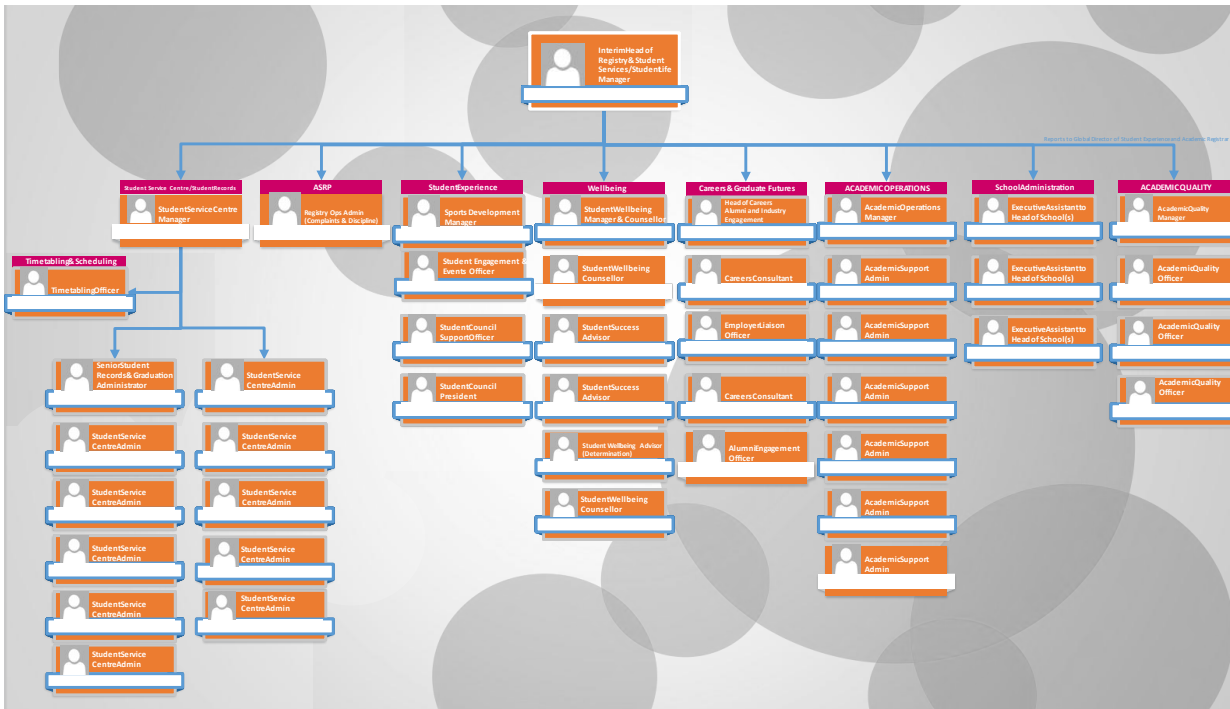
Related documents

- [University Committee Structure \(102KB\)](#)
- [Constitutional Framework \(125KB\)](#)

Organizational Chart (Dubai Executive Committee)



Organizational Chart - Registry and Academic Support (Student Support Service)



Registry and Academic Support (RAS)

The Registry and Academic Support Directorate support our students and staff colleagues across the full student life-cycle from enrolment to graduation. The Directorate has responsibility as the definitive record-keeper of all student information and programme and course details, and leading services that help students settle and stay at the University with professional help and advice, through a range of wellbeing services. It supports academic and professional services staff across the University in a number of areas, including: academic, institutional and student related Regulations and Policies and global, national and institutional quality matters. It delivers the following services:

- Student Life
- Academic Operations
- Academic Quality
- Alumni & Development

1. Application and Admission Requirements

1.1. Application to programs

Apply online: To apply for our programmes, please use our online application form. To apply for the Edinburgh Business School on-campus MBA Programme, see below. You must create an account to use the online application form but you don't have to complete the application in one session; you can save what you have done so far and return to complete it at a later date.

APPLY NOW

Supporting Documents: In order for us to assess your suitability for the programme you have applied for, you need to submit various supporting documents. You can view the documents you are required to submit and upload them by logging into your application account. We will accept scanned documents at the application stage, but you may be asked to provide original copies of your documents at a later date. You may delay an offer being made to you if you do not submit your supporting documents as soon as you can.

Application Fee: You will be asked to pay an application processing fee of AED 300 for each application form you submit. We cannot process your application without this fee.

** Not applicable to the MBA Programme applications.*

You can find all the [payment options and bank details](#) on our Dubai Campus tuition fees page.

Application Dates: Our Dubai Campus operates a rolling year-round admissions process: as soon as one intake has closed we begin accepting applications for the next one. It is also possible for you to defer your start date for up to a year. All of our programmes have an intake in September, but some programmes also offer an additional intake in January. Most students apply 6–10 months in advance of their chosen intake. We can accept applications up until 3 weeks before the start of each intake but you should note that a late application will almost certainly mean a delay in the provision of essential administrative services, such as your student matriculation card (without which you won't be able to access library or online services).

Application Response and Follow up: Our academic staff consider all applications carefully and will let you know of our decision on your application as soon as possible. They will make one of the following offers or responses to you:

- an unconditional offer, (which you must accept by returning the relevant acceptance form within 2 weeks of receiving)
- a conditional offer (you will need to achieve further qualifications or provide additional supporting documents before you are accepted)
- regrettably reject your application (this does not prevent you from applying again in a subsequent year)

In general, the entire review process takes between 2–6 weeks following the receipt of your completed application package.

Visa Requirements: Students from outside the UAE will need to apply for a Student Residence Visa. Check the visa requirements for more information.

1.2. General Requirements for Admission

- 2.1. The following General Requirements for Admission apply to all Programmes of Study, irrespective of mode of study or location, unless an alternative is specifically stated in the programme documentation.
- 2.2. The Head of a Primary Academic Unit may appoint an appropriate senior member or members of Staff to act on their behalf on any matter specified in this Regulation. In the remainder of this Regulation, Head of Primary Academic Unit shall be read as the Head of Primary Academic Unit or their nominee.
- 2.3. The Head of a Primary Academic Unit shall have the authority to admit or refuse admission to an applicant for admission to a Programme of Study in their Primary Academic Unit.
- 2.4. The applicant must have informed the University of any relevant criminal convictions as directed during the application process and have complied with the University Policy on Admission of Ex-Offenders as Students.
- 2.5. An applicant whose native language is not English will be required to show by examination or by means of documentary or other evidence that he or she possesses sufficient competence in the use of the English language to enable them to carry out the work of the proposed Programme of Study and profit by the instruction provided.
- 2.6. A Head of a Primary Academic Unit may impose additional requirements for admission which may include passes in named subjects, passes at specified grades, an interview and/or a portfolio of work.
- 2.7. On admission, an applicant may be exempted by the Head of their Primary Academic Unit from one or more courses, subject to the restrictions on the application of the recognition of prior learning, as specified in the programme structures. The University's policy on exemptions is addressed from paragraph 11, of this Regulation.
- 2.8. Applicants who will be under the age of 16 at the point of enrolment will be asked to consult with the Academic Registrar or their nominee, at the point of acceptance of the offer, on support and checks that may need to be put in place for the safety and wellbeing of the Student.
- 2.9. Any enrolled Student who has made a false statement in the admission process shall be liable to have their enrolment declared void by the Academic Registrar. Any such decision shall have been preceded by an opportunity for the Student to submit representations.
- 2.10. An applicant for admission to a Programme of Study shall apply on the prescribed form.
- 2.11. To be eligible for any award as provided for in Regulation A7, Awards, a candidate shall be enrolled as a Student of the University at the approved level.
- 2.12. Participating Universities may, where appropriate, establish a relevant Management Committee which shall be responsible for administering the Programme of Study in compliance with the Regulations.
 - 2.12.1. Participating Universities shall nominate a lead institution, referred to as the Lead University. The Lead University shall be responsible for administering the Programme of Study.
 - 2.12.2 Each of the Participating Universities shall appoint a Director for each joint Programme of Study, who shall be responsible for co-ordination. In the case of Heriot-Watt, the responsibility for doing so rests with the relevant Primary Academic Unit.

REGULATION A3

Admission

1. This Regulation is made in pursuance of Statute 5, Paragraph 2 and Ordinance P1. 2.1 The following General Requirements for Admission apply to all Programmes of Study, irrespective of mode of study or location, unless an alternative is specifically stated in the programme documentation.
2. **General Requirements for Admission**
 - 2.1. The following General Requirements for Admission apply to all Programmes of Study, irrespective of mode of study or location, unless an alternative is specifically stated in the programme documentation.

- 2.2. The Head of a Primary Academic Unit may appoint an appropriate senior member or members of Staff to act on their behalf on any matter specified in this Regulation. In the remainder of this Regulation, Head of Primary Academic Unit shall be read as the Head of Primary Academic Unit or their nominee.
- 2.3. The Head of a Primary Academic Unit shall have the authority to admit or refuse admission to an applicant for admission to a Programme of Study in their Primary Academic Unit.
- 2.4. The applicant must have informed the University of any relevant criminal convictions as directed during the application process and have complied with the University Policy on Admission of Ex-Offenders as Students.
- 2.5. An applicant whose native language is not English will be required to show by examination or by means of documentary or other evidence that he or she possesses sufficient competence in the use of the English language to enable them to carry out the work of the proposed Programme of Study and profit by the instruction provided.
- 2.6. A Head of a Primary Academic Unit may impose additional requirements for admission which may include passes in named subjects, passes at specified grades, an interview and/or a portfolio of work.
- 2.7. On admission, an applicant may be exempted by the Head of their Primary Academic Unit from one or more courses, subject to the restrictions on the application of the recognition of prior learning, as specified in the programme structures. The University's policy on exemptions is addressed from paragraph 11, of this Regulation.
- 2.8. Applicants who will be under the age of 16 at the point of enrolment will be asked to consult with the Academic Registrar or their nominee, at the point of acceptance of the offer, on support and checks that may need to be put in place for the safety and wellbeing of the Student.
- 2.9. Any enrolled Student who has made a false statement in the admission process shall be liable to have their enrolment declared void by the Academic Registrar. Any such decision shall have been preceded by an opportunity for the Student to submit representations.
- 2.10. An applicant for admission to a Programme of Study shall apply on the prescribed form.
- 2.11. To be eligible for any award as provided for in Regulation A7, Awards, a candidate shall be enrolled as a Student of the University at the approved level.
- 2.12. Participating Universities may, where appropriate, establish a relevant Management Committee which shall be responsible for administering the Programme of Study in compliance with the Regulations.
 - 2.12.1 Participating Universities shall nominate a lead institution, referred to as the Lead University. The Lead University shall be responsible for administering the Programme of Study.
 - 2.12.2 Each of the Participating Universities shall appoint a Director for each joint Programme of Study, who shall be responsible for co-ordination. In the case of Heriot-Watt, the responsibility for doing so rests with the relevant Primary Academic Unit.

3. Foundation Programmes

- 3.1. In respect of this paragraph 3, the Provosts of the respective campuses may appoint an appropriate senior member or members of Staff to act on their behalf on any matter. In this regard, the Provost shall be read as the Provost or their nominee.
- 3.2. Notwithstanding paragraph 2.2 of this Regulation, the relevant Provost shall have the authority to admit or refuse admission of an applicant to a Foundation Programme.
- 3.3. Qualifications accepted for admission to a Foundation programme are laid out in the University's publications and on the website.
- 3.4. An applicant shall hold entry tariffs that are consistent with local recruitment conditions, noting that the minimum entry level students can be admitted with is commensurate with SCQF Level 5.
- 3.5. An applicant for entry to a Foundation programme shall have satisfied the requirements for admission and shall be enrolled as a Student.
- 3.6. Students studying on a Foundation Programme may apply for admission to a First Degree Programme of Study through a Primary Academic Unit in the normal manner and in accordance with paragraph 5 of this Regulation.

4. Certificates and Diplomas of Higher Education

- 4.1. This paragraph 4 is concerned with Certificates and Diplomas of Higher Education which apply to taught Programmes of Study.

- 4.2. A candidate for the Certificate or the Diploma of Higher Education shall have satisfied the requirements for entry to one of the following:
- 4.2.1 A Programme of Study leading to the award of a First Degree
 - 4.2.2 A Programme of Study leading to the award of a Certificate or Diploma of Higher Education.
- 4.3. Admittance to Certificates and Diplomas in Industrial Training or Industrial Experience which apply to a period of accredited work-based learning require a Student to be admitted to a First Degree of which that Certificate or Diploma is a core element.

5. First Degrees and First Degrees of Master

- 5.1. This paragraph 5 applies to the following First Degrees and First Degrees of Master which may be awarded by the University:
- 5.1.1. The degree of Bachelor of Science (BSc)
 - 5.1.2. The degree of Bachelor of Engineering (BEng)
 - 5.1.3. The degree of Bachelor of Arts (BA)
 - 5.1.4. The degree of Bachelor of Business Administration (BBA)
 - 5.1.5. The degree of Bachelor of Architecture (BArch)
 - 5.1.6. The degree of Master of Arts (MA)
 - 5.1.7. The degree of Master of Chemistry (MChem)
 - 5.1.8. The degree of Master of Physics (MPhys)
 - 5.1.9. The degree of Master of Engineering (MEng)
 - 5.1.10. The degree of Masters of Biology (MBiol)
 - 5.1.11. The degree of Masters of Mathematics (MMath)
- 5.2. An applicant for admission to a Programme of Study leading to a First Degree or First Degree of Master shall apply in accordance with the procedures specified in the respective location.
- 5.2.1. An applicant for admission to a UK campus shall apply in accordance with the procedures specified by the Universities and Colleges Admissions Service (UCAS) or, where appropriate, by the Direct Applicant route.
 - 5.2.2. An applicant for admission to our international campuses shall apply in accordance with the local procedures by the Direct Applicant route.
- 5.3. To be eligible for admission an applicant shall hold the minimum entry qualifications that are compliant with applicable legislation, and shall normally hold at least one of the following qualifications:
- 5.3.1. A minimum of 80 UCAS tariff points, normally composed of passes at Scottish Qualifications Authority (SQA) Higher or Advanced Higher or GCE A Level or equivalent
 - 5.3.2. English at SQA National 5 Grade C or above or GCSE Grade C/Grade 4 or an equivalent qualification in the English language
 - 5.3.3. An appropriate access qualification
 - 5.3.4. An approved overseas qualification
 - 5.3.5. Any other qualification as approved by the Senate

6. Postgraduate Certificates and Graduate Certificates

- 6.1. To be eligible for admission an applicant shall hold at least one of the following qualifications
- 6.1.1. A degree of any University, or other institution of higher education approved by the Senate for the purpose
 - 6.1.2. Any other qualifications and/or experience deemed by the Senate to be acceptable for the purpose

7. Postgraduate Diplomas and Graduate Diplomas

- 7.1. To be eligible for admission an applicant shall hold at least one of the following qualifications:
- 7.1.1. A degree of any University, or other institution of higher education approved by the Senate for the purpose
 - 7.1.2. Membership of a professional institution in a cognate discipline that normally requires a degree for entry

- 7.1.3. Qualification equivalent to SCQF level 9 suitable for entry into 4th year of a cognate undergraduate degree plus 1 year relevant post qualification experience
- 7.1.4. HND or equivalent certificated qualification equivalent to that suitable for entry into 3rd year of a cognate undergraduate degree plus four (4) years relevant post qualification experience
- 7.1.5. HNC or equivalent certificated qualification equivalent to that suitable for entry into 2nd year of a cognate undergraduate degree plus six (6) years relevant post qualification experience
- 7.1.6. Eight (8) years relevant experience at a suitable level
- 7.1.7. Any other qualification and/or experience deemed by the Senate to be acceptable for this purpose

8. Higher Degree of Master – All Modes of Study

8.1. This paragraph 8 relates to the following Programmes of Study:

8.1.1. Programmes of Study which comprise a series of taught courses and for which the following Higher Degrees of Master may be awarded by the University:

- 8.1.1.1. Higher Degree of Master of Science (MSc)
- 8.1.1.2. Higher Degree of Master of Design (MDes)
- 8.1.1.3. Higher Degree of Master of Business Administration (MBA) and associated specialisms (see also paragraph 8.4)
- 8.1.1.4. Higher Degree of Master of Architecture (MArch)
- 8.1.1.5. Higher Degree of Master of Landscape Architecture (MLA)
- 8.1.1.6. Higher Degree of Master of Arts (MA)
- 8.1.1.7. Higher Degree of Master of Research (MRes) where the research project forms a maximum of 50% of total credits
- 8.1.1.8. Higher Degree of Executive Master of Science (Executive MSc)

8.1.2. Programmes of Study offered through online learning leading to the following awards of the University:

- 8.1.2.1. Higher Degree of Master of Science (MSc)
- 8.1.2.2. Higher Degree of Master of Arts (MA)
- 8.1.2.3. Higher Degree of Master of Business Administration (MBA)

8.1.3. Programmes of Study offered through research leading to the following awards of the University:

- 8.1.3.1. Master of Philosophy (MPhil)
- 8.1.3.2. Master of Science (MSc)
- 8.1.3.3. Master of Design (MDes)

8.2. To be eligible for admission to any of the programmes identified in paragraph 8.1 of this Regulation, an applicant shall hold at least one of the following qualifications:

- 8.2.1. A degree with first or second class honours of any University, or other institution of higher education approved by the Senate for this purpose.
- 8.2.2. Membership of a professional institution in a cognate discipline that normally requires an honours degree for entry.
- 8.2.3. Passes at an appropriate transfer mark in Postgraduate Diploma examinations, as detailed in the programme specification.
- 8.2.4. Successful completion of cognate Postgraduate Certificate.
- 8.2.5. Any other passes in final examinations, qualification and/or experience deemed by the Senate to be acceptable for this purpose.

8.3. An applicant may, in addition to the qualifications in 8.2 of this Regulation, be required to:

- 8.3.1. Attend an admissions interview;
- 8.3.2. Provide references.

8.4. In respect of paragraph 8.1.3 of this Regulation only, to be eligible to study full-time or part-time on-campus for the Master of Business Administration (MBA), an applicant shall:

- 8.4.1. Satisfy the requirements of paragraph 2.11;
- 8.4.2. Hold at least one of the qualifications in paragraph 8.2; and
- 8.4.3. Possess a minimum of two years' appropriate work experience.

- 8.5. In respect of paragraph 8.1.3 of this Regulation only (Programmes of Study offered through research), an applicant may also be eligible for admission where they hold passes in the courses equivalent to thirty credits, as explicitly defined in the structure for the respective Programme of Study, as approved by the Senate. In addition, such an applicant may be required to satisfy the requirements of paragraph 8.3.
- 8.6. In relation to paragraph 8.1.3 of this Regulation, it is noted that, with respect to the responsibilities for all Higher Degrees of Master that are research degree programmes and Higher Degrees of Doctor, the Senate has delegated authority to the University Committee for Research and Innovation.

9. Higher Degrees of Doctor by Programme, Research and Publication

- 9.1. This paragraph 9 relates to the following Programmes of Study:
- 9.1.1. Higher Degree of Doctor of Philosophy (PhD) (paragraph 9.3)
 - 9.1.2. Higher Degree of Doctor of Engineering (EngD) (paragraph 9.4)
 - 9.1.3. Higher Degree of Doctor of Business Administration (DBA) (paragraph 9.5)
 - 9.1.4. Higher Degree of Doctor of Philosophy (PhD) by Published Research (paragraph 9.6)
 - 9.1.5. Higher Degree of Doctor of Engineering (DEng) (paragraph 9.7);
 - 9.1.6. Higher Degree of Doctor of Science (DSc) (paragraph 9.7); and
 - 9.1.7. Higher Degree of Doctor of Letters (DLitt) (paragraph 9.7).
- 9.2. In relation to this paragraph 9, it is noted that, with respect to the responsibilities for all Higher Degrees of Master that are research degree programmes and Higher Degrees of Doctor, the Senate has delegated authority to the University Committee for Research and Innovation.
- In addition, an on-campus applicant may be required to satisfy the requirements of paragraph 8.3.
- 9.3. To be eligible for admission to the Higher Degree of Doctor of Philosophy (PhD), an applicant shall hold at least one of the following qualifications:
- 9.3.1. A degree with first or second class honours of any University, or other institution of higher education approved by the Senate for this purpose; or
 - 9.3.2. Any other qualification as approved by the Senate.
- 9.4. To be eligible for admission to the Higher Degree of Doctor of Engineering (EngD), an applicant shall meet the requirements of paragraph 9.3.1 or hold any other qualification, or any other qualification together with professional or industrial experience, deemed by the Senate on the advice of the Management Committee to be acceptable for this purpose.
- 9.5. To be eligible for admission to the Higher Degree of Doctor of Business Administration (DBA) an applicant shall satisfy the requirements of paragraph 9.3 and in addition shall normally have at least five years' relevant business experience.
- 9.6. To be eligible for admission to the Higher Degree of Doctor of Philosophy (PhD) by Published Research, an applicant shall satisfy the requirements of paragraph 9.3 and in addition shall
- 9.6.1. Have published or exhibited research work or other work, such as a portfolio, exhibition documentation, photographs, designs or similar work which presents the results of original research and scholarship,
 - 9.6.2. Satisfy at least one of the following conditions:
 - 9.6.2.1. To have been a member of Staff for at least three years and actively engaged in research for at least five years;
 - 9.6.2.2. To have undertaken collaborative research in conjunction with a member of Staff of the University for at least five years;
 - 9.6.2.3. To be a graduate of the University and to have been actively engaged in research, which may include practice-led research in the visual arts, for at least five years; or
 - 9.6.2.4. To satisfy any other condition deemed by the Senate to be acceptable for this purpose.
- 9.7. To be eligible for admission to a Higher Degree of Doctor of Engineering (DEng), Doctor of Science (DSc) or Doctor of Letters (DLitt) a candidate shall satisfy at least one of the following conditions:
- 9.7.1. Have held a first degree of the University for at least six years;
 - 9.7.2. Have held a higher degree of Master of the University for at least five years;
 - 9.7.3. Have held a Doctoral degree of the University for at least four years;

- 9.7.4 Be a graduate of at least six years' standing of a University approved by the Senate for this purpose and have been a full-time member of the Academic Staff of the University for at least three years;
or
9.7.5 Hold any other qualification deemed by the Senate to be acceptable for this purpose.

10. Re-admittance to a Programme of Study

- 10.1. A former Student may exceptionally be re-admitted as a Student where previously they have withdrawn in one of the following circumstances:
- 10.1.1. Withdrawal for health or personal circumstances;
 - 10.1.2. Withdrawal due to ineligibility to progress; or
 - 10.1.3. Withdrawal after completing a stage of study.
- 10.2. In the case of a former Student applying for re-admittance to complete a Programme of Study, the following criteria shall apply:
- 10.2.1. A period of no more than four years should have elapsed;
 - 10.2.2. The University will rescind any prior exit award;
 - 10.2.3. The entry point would be deemed to be the beginning of the academic level at which the former Student withdrew; and
 - 10.2.4. Re-admittance would be at the discretion of the Head of the Primary Academic Unit.
- 10.3. In the case of a former Student who is re-admitted, paragraph 3.1 of Ordinance P2 (Requirements for Degrees, Diplomas and Certificates) shall apply. Paragraph 3.1 of Ordinance P2 states that periods of study shall include any period during which a Student was enrolled as a Student.
- 10.4. In the case of a former Student wishing to return following a break in studies greater than four years, this Student must meet the standard entry requirements for the Programme of Study.

11. Recognition of Prior Learning

11.1. General

- 11.1.1. Paragraphs 11.1 to 11.6 below are made in pursuance of Ordinance P1 and Ordinance P2 and will be further detailed in policy and procedures for Recognition of Prior Learning (RPL) and Credit Transfer: <https://www.hw.ac.uk/services/academic-registry/quality/learning-teaching/learning-and-teaching-policies.htm>
- 11.1.2. The Senate may permit admission in accordance with Ordinance P1, paragraph 4.
- 11.1.3. Recognition of prior learning is a matter of academic judgement about the nature of an applicant's prior achievement, not a mechanistic or automatic process of credit transfer. Such a judgement is at the discretion of the Senate. The Senate is not obliged to recognise all, or indeed any, of an applicant's prior learning.
- 11.1.4. Two forms of prior learning may be recognised:
- 11.1.4.1. Recognition of Prior Certificated Learning (RPCL): the recognition of prior learning which has been previously assessed and/or accredited by an appropriate awarding body
 - 11.1.4.2. Recognition of Prior Experiential Learning (RPEL): the process of assessing and then credit-rating learning which has its source in some experience which occurred prior to the point of entering the current Programme of Study

11.2. Applications for Admission to a Programme via Recognition of Prior Learning

- 11.2.1. An applicant who has prior certificated and/or experiential learning which is recognised as being equivalent to a Programme of Study's stipulated entry qualifications may be admitted to the start of the Programme of Study based on such prior learning.
- 11.2.2. An applicant whose prior certificated and/or experiential learning meets or exceeds the stipulated entry qualifications for that stage may be admitted to an intermediate stage of a Programme of Study.
- 11.2.3. Credits awarded for previous stages of a Programme of Study shall be recorded on the applicant's record on enrolment as a Student.

- 11.2.4. The processes for admission to the start or subsequent stage of a Programme of Study based on recognition of prior learning will be specified in the Procedures on Recognition of Prior Learning and Credit Transfer.

11.3. Applications for Exemption from Courses

- 11.3.1. An applicant who has submitted an application for admission to a Programme of Study based on prior learning may also apply for exemption from specific courses. Exemptions from courses shall be based on either prior certificated learning or prior experiential learning.
- 11.3.2. In the case of undergraduate Programmes of Study, any course exemptions based on prior experiential learning shall require approval by the Head of the Primary Academic Unit.
- 11.3.3. In the case of postgraduate taught Programmes of Study or the taught component of research degrees, any course exemptions based on prior experiential learning shall require approval by the Head of the Primary Academic Unit.
- 11.3.4. Credits awarded for course exemptions shall be recorded on the applicant's record on enrolment as a Student.
- 11.3.5. The processes for course exemptions will be specified in the Procedures on Recognition of Prior Learning and Credit Transfer.

11.4. Awarding Credit and Allocating Levels

- 11.4.1. The processes of credit-rating and allocating levels to prior learning will be undertaken in accordance with the SCQF.
- 11.4.2. The processes for credit-rating and allocating levels to prior learning will be specified in the Procedures on Recognition of Prior Learning and Credit Transfer.

11.5. Restrictions on Prior Learning

- 11.5.1. The minimum criteria for First Degree Programmes of Study are that at least 50% of the credits required for the stage at which a Student enters a Programme of Study, must be completed as part of the Programme of Study in order to qualify for the award associated with that stage.
- 11.5.2. The minimum criteria applicable to postgraduate and graduate Programmes of Study and research degrees with a taught component are as follows:
- 11.5.2.1. At least 50% of the credits from taught courses leading to an award for each graduate and postgraduate Programme of Study must be completed in order to qualify for that award.
- 11.5.2.2. At least 50% of the credits associated with the taught component of a research degree must be completed in order to be deemed to have successfully completed the taught element.
- 11.5.3. Credits from an award already held by an applicant can contribute to a higher award, but cannot be used towards another award of equivalent or lower level in the same discipline. This restriction shall be made explicit to applicants at the point of enquiry. The "equivalent award in the same discipline" restriction will be prescribed in the Procedures on Recognition of Prior Learning and Credit Transfer.
- 11.5.4. Where a Student has been admitted to the final year of an award, failure to complete the requirements for that stage of award, will result in no award.

11.6. Approval Procedures

- 11.6.1. In the case of all Programmes of Study (undergraduate, graduate and postgraduate taught and research degrees with a taught component), the appropriate Programme Director of Studies shall make a recommendation, for approval, to the Head of the Primary Academic Unit, regarding the number and level of credits to be awarded through the recognition of prior learning. The Programme Director of Studies shall inform the applicant of the decision of the Head of the Primary Academic Unit.
- 11.6.2. The processes subsequent to approval of prior learning will be specified in the Procedures on Recognition of Prior Learning and Credit Transfer

Excerpts from: Heriot Watt University REGULATION A3 Admission

For additional information on Heriot Watt University Regulations refer to [Academic Regulations](#).

1.3. Go Global Go Global from Dubai – Study in the UK/Malaysia

If you're studying at Heriot-Watt University Dubai, you can transfer to the UK or Malaysia for a semester, a year or longer*. The main benefit of Go Global over other exchange schemes is that we are with you every step of the way. We offer financial help to ensure our Go Global programme is accessible to all. Find out how to take your studies abroad

Refer to the links below for further information:

- [AM I ELIGIBLE?](#)
- [HOW DO I REQUEST A TRANSFER?](#)
- [GO GLOBAL TRAVEL BURSARIES](#)
- [TRAVEL ARRANGEMENTS AND ARRIVAL](#)

2. Financial Information (Tuition Fees-Scholarships)

The information below explains how and when you pay your tuition fees for Dubai campus study. You will find the tuition fee figures for the programme you are interested in alongside the programme description in the [online prospectus](#). (this is also mentioned alongside each program details)

Fees for 2+2 Undergraduate study mode (two years in Dubai and two years in the UK) are listed separately.

Payment options

- Students from the UAE can either pay the full tuition fee for the academic year in advance or take advantage of our tuition fee instalment payment plan.
- Students from outside the UAE who require University visa sponsorship can either pay the full tuition fee for the academic year in advance or pay it in four equal instalments.
- All students will be charged an application processing fee of AED 300, which is non-refundable and covers the cost of processing your application.
- All students will need to pay the first instalment (equivalent to 10% of the first year fee along with a refundable security deposit of AED 1,000/-) at the time of accepting the offer in order to secure a place on the programme.
- MBA students will receive an offer letter explaining the tuition fee and payment options available.

You can pay either in cash or by local cheque made payable to Heriot-Watt University or by bank transfer to:

Bank Transfer details	
Type	Details
Account name	Heriot-Watt University
Account Number (AED)	2313617
IBAN (AED)	AE26019000000002313617
Account Number (USD)	2313618
IBAN (USD)	AE96019000000002313618
SWIFT Code	BARCAEAD
Bank name	Barclays Bank Plc
Bank Address	Office 109, level 1, The Offices 3, One Central, Dubai World Trade Centre, P.O.Box: 1891, Dubai, United Arab Emirates
Bank telephone	Tel: + 971 4 365 3030, Internationally: + 44 118 205 5990 Fax: +971 4 429 1919
Email	uaecorporateservices@barclays.com
Bank hours	08.00-17.00, Saturday-Thursday

You will need to meet any bank charges incurred for any fees paid through credit card, bank or telegraphic transfer, etc. in addition to the fee itself. You must also send a copy of the funds telegraphic transfer issuing

advice, along with the application form, to help identify your payment. Please check with your bank when transferring the funds for details.

Online payment for new students: New students can also pay their non-refundable tuition deposit online using a valid credit card. To make the payment, students must have a conditional or unconditional offer letter from the University with their student ID listed on the letter. Payment plans can be requested from the admission team. It is important to include accurate details regarding intake year, programme name, address and contact details. [Online Payment link](#)

Financial responsibilities: For more information on payment options, instalment plans and finance policies, please review the relevant Financial Responsibilities document: [Student Financial Responsibilities](#)

Please note: Every new student will be assessed for their fee status, which is based upon your situation immediately before you start your programme of study. Once you have registered with an agreed fee status, your fee status is very unlikely to change for the duration of your degree – i.e. what you pay in your first year of study will be the amount you pay each year until you graduate. If you transfer to a new programme of study, or temporarily withdraw from a programme for more than a semester, your fee status may be re-assessed. The fee-level for each programme is reviewed annually by the University's Fees Scholarships and Abatements Committee, to ensure that any fee changes is proportional and affordable. Fee changes would be in line with inflation and clearly communicated to prospective students a year in advance via the HWUD website.

Scholarships and discounts

The University recognises the substantial investment students will make towards their education. To help ease this financial burden, we offer the scholarships listed below to Dubai campus students who qualify for them:

- Heriot-Watt Future Made Scholarship
- Tomorrow's Leaders MBA Scholarships
- Edinburgh Business School - Shaping 'Women Entrepreneurs' Scholarship
- Civil Engineering ICE Scholarship
- Full Advance Fee Payment Discount
- Corporate Companies Discount
- Alumni Scholarship
- Family Scholarship
- Sports and Community Engagement Scholarship
- DEP Merit Scholarship
- Undergraduate Merit Scholarship
- Postgraduate Merit Scholarship
- Petroleum Engineering Scholarship
- Vice-Chancellor's Scholarship

For further information visit the webpage [Dubai Financial Information on Scholarship](#)

For enquiries:

- Phone: +971 4 571 7000
- Email: dubaienquiries@hw.ac.uk
- [Scholarship Application Form](#)

Additional support for Students

If you are experiencing financial difficulties in paying fees, you must seek help at the earliest opportunity. It is important to keep the University informed of developments and in the first instance the University recommends that any student facing financial difficulty contacts the Dubai Student Service Centre to start discussing options. For further details on hardship Scholarship kindly review the FAQs in your ASKHU

portal. To apply for the hardship scholarship, kindly fill in the [Hardship Form](#) and forward the same to the email I'd finance-services-dubai@hw.ac.uk along with the other requirements as mentioned in the form.

3. Schools and Programs

Heriot-Watt University is organised into five academic schools plus the Edinburgh Business School and offers course at undergraduate, postgraduate and doctoral level:

- [Edinburgh Business School](#)
- [Energy, Geoscience, Infrastructure and Society](#)
- [Engineering and Physical Sciences](#)
- [Mathematical and Computer Sciences](#)
- [Social Sciences](#)
- [Textiles and Design](#)

Refer to the **Undergraduate Catalog** and **Postgraduate and Doctoral Catalog** for information on programs

4. Students Rights and Responsibilities

All students must confirm that they have read, understood and accept the terms and conditions set out in the following declaration before enrolment with Heriot-Watt University can be finalised. Failure to agree to the student declaration will result in a student not being enrolled and unable to proceed on their programme of study.

1. I certify that the information I have given is correct to the best of my knowledge and that I will update the University with any change in personal or contact details as soon as possible.
2. I recognise that it is my responsibility to ensure that I am correctly enrolled.
3. I understand that an enrolled student is required to abide by the regulations of the University and conform with its Policies, Procedures, Ordinances and Regulations. Students have a responsibility to ensure that they are aware of the information contained in their Student Handbook for the campus at which they are studying.
4. I understand that the University's values set the expectations for my behaviour as a student. These 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
 - This includes my behaviour towards students, staff and on social media; any behaviour to the contrary will be addressed under the University's discipline procedures.
5. I accept liability for payment of all fees and charges due to Heriot-Watt University or partner institutions in the absence of a payment by an awarding body, employer or sponsor.
6. I understand and agree that fees are non-refundable.
7. I understand that the University will communicate with me via my University e-mail account and recognise that it is my responsibility to check this account daily.
8. I understand that the University may use my personal data as set out in the University Privacy notice for current students and Data Protection Policy, in accordance with the UK Data Protection Act 2018, EU General Data Protection Regulation and other privacy laws that may apply where I am studying.
9. I understand that only by disclosing a disability, medical condition or specific learning difficulty and making contact with the service to discuss my support needs will Heriot-Watt University Disability Service be able to arrange any individual support requirements that I may have. If you suspect you have a disability, you also need to seek advice from the disability service disability@hw.ac.uk

10. I understand that a student enrolled at the Dubai Campus is required to abide by the Code of Conduct set out by Dubai International Academic City (DIAC). The Code of Conduct is applicable within the Dubai Campus and throughout Dubai Knowledge Park (DKP).
11. I understand that all students are strongly advised to obtain suitable insurance (for example, health, accommodation and/or travel insurance where relevant) for the duration of their studies.
12. I agree to inform the University of any relevant criminal proceedings that I may be subject to during the period of my studies. Details of relevant offences are here:
<https://www.hw.ac.uk/students/studies/record/criminal-offences.htm>
13. I agree that if I am undertaking a Graduate Apprenticeship at Heriot-Watt University then the terms of my contract between the University and my employer also apply.
14. I understand that the University may record any learning and teaching activities for academic purposes. I agree that I will not download, access or use these recordings for any purpose other than my studies at Heriot-Watt University and will not copy or share the recordings, in whole or in part, in any way with any other party.
15. I agree to follow all guidance and instructions provided by the University and relevant national Governments relating to covid-19

5. Learning and Teaching Strategies

The University's Approaches to Teaching will facilitate the development of the Heriot-Watt University Graduate Attributes in all its students. There will be a clear, identifiable connection between the HWU Graduate Attributes, the HWU Core Curriculum and key HWU Approaches to Teaching is framed by a series of Key Principles, within which academics will have the flexibility to design, try out and adopt particular methods. The Key Principles are developed in the earliest stages of the new Learning and Teaching Strategy, based around the following which emerged from the various consultations. At HWU, approaches to teaching and learning will:

- facilitate a progressive development from students' earlier learning and teaching experiences;
- encourage practical, problem-based approaches to learning
- cultivate approaches to learning which are independent, active and collaborative
- support students in becoming reflective, responsible and resilient learners (as part of the institutional approach to learning to learn and positive education)
- promote active engagement in acquiring knowledge
- be part of an institution-wide shift in teaching practice, but not result in standardisation of all methods
- be diverse, making use of new forms of technology and space, as appropriate
- provide a framework in which academics are supported and inspired in their teaching, encouraging them to be individually and collectively innovative and creative.

The different forms of teaching methods adopted include lectures, tutorials/seminars, laboratories/practical sessions, virtual learning environment, group study, self-directed learning etc. Individual programs/courses include details on learning or teaching approaches adopted.

Class Size Policy Statement: *HWUD, in line with the University's global approach, does not have strict lower or upper limits for class sizes. Class sizes are determined by a number of interdependent factors, including (but not limited to): discipline, the type of teaching and learning space required, feedback from previous student groups, the type of delivery being utilized, the pedagogic approach adopted etc.*

HWUD has a wide range of different learning spaces used for different types of classes, including: 20 standard classrooms, 10 digital classrooms, 2 collaborative lecture theatres, 8 specialty labs, 9 design studios, 2 workshops and 4 computer labs, with capacity ranges of between 10-162 throughout campus. The room allocated to a given course is selected based on pedagogic approach and appropriate capacity for the class size in consultation with the faculty member.

6. Students Associations & Governance

6.1. Student Governance Policy [SECTION B - ORDINANCE 12](#)

Appointment of Student Members to the Court

1. This Ordinance is made in pursuance of clause ix of paragraph 1 (a) of Statute 4: The Court, and the requirements of the Higher Education Governance (Scotland) Act 2016 (The Act) which requires that the University's governing body (the University Court) shall include in its membership two persons appointed by being nominated by the students' association of the University from among the Students of the University.
2. **Definition of student member**
 - 2.1. For the purposes of The Act, a student member of the Court shall be defined as a person who is a Student, as defined in the Charter, or a person holding sabbatical office in the students' association, whether or not they remain as a Student during their period of office.
3. **Student appointees to the Court**
 - 3.1. Student appointments to the Court shall be determined on the basis of annual student elections to sabbatical and student representative positions. Students standing for election to those positions must therefore be willing and able to serve on the Court.
 - 3.2. The elected sabbatical and student representative positions which incorporate election to the membership of the Court include:
 - 3.2.1. The President of the Student Union; and
 - 3.2.2. The Vice-President Community, the Vice-President Wellbeing or the Vice-President Scottish Borders Campus or such other elected or other sabbatical student representative positions that the Student Union shall from time to time nominate.
 - 3.3. The Student Union shall establish a decision-making process for the appointment to the Court of the Vice-President Community, the Vice-President Wellbeing or the Vice-President Scottish Borders Campus. Either one of the Vice-President Community or the Vice-President Wellbeing, if not appointed to the Court, shall be appointed to the membership of the Senate. In accordance with paragraph 3.5 of Ordinance C6, Appointment of Student Members of the Senate, the Student Union shall establish a decision-making process for the appointment to the Senate of the Vice-President Community or the Vice-President Wellbeing.
 - 3.4. The rules underpinning paragraph 3.3, above, should enable the decision of the Student Union on the Court member to be agreed and notified to the Court at least one month before their appointment date by the Student Union and the beginning of their membership of the Court.
 - 3.5. The Student Union shall establish rules which prescribe the procedures for filling a casual vacancy arising in the category of Court membership established by clause ix of paragraph 1 (a) of Statute 4. In accordance with this Ordinance B12, the person appointed to fill a casual vacancy arising in this category shall be a person who has been elected to a sabbatical or student representative position and nominated by the Student Union. During the election process it shall be made clear which elected positions may also be nominated to fill any future casual vacancy arising.
4. **Election process**
 - 4.1. The Student Union shall establish election rules applicable at all of all campuses of the University or any member of the Heriot-Watt Group which are in accordance with applicable local legislation and its own and Electoral Commission standards, ensuring that the rules enable democratic, fair and transparent election processes. Should a dispute arise in relation to the election rules the Student Union shall consult with the Academic Registrar

6.2. Student Council (HWUD Student Council website [here](#))

The Student Council exists to promote and enrich the student experience for all those who study in Heriot Watt University, Dubai (HWUD).

The Student Council is made up of various elected members who are responsible for each strand of student life. These include Sports, Academics, Wellbeing and the wider community.

Below are the objectives of the Student Council as seen in our Constitution:

- Promoting the interests and welfare of Students at the Campus during their programme of study, through representation, support and advice to the students;
- Being the recognised representative channel between the students and Heriot-Watt University Dubai Campus, as well as Heriot-Watt University;
- Providing social, cultural, and recreational activities and forums for discussion and debate for the personal development of the students;
- Promoting social and academic unity among students of the University, both at the Dubai Campus and with cohorts of students in other locations.

Every student in HWUD has the right to stand for roles within the Student Council. Our Elections and nominations occur every year. The Student Council is bound and expected to operate according to our Constitution and By-Laws. If you want to view them, Please Click the links below:

- [Student Council Constitution 2018/23](#)
- [Student Council Bye-Laws 2018/23](#)

Student President: The Student President (a full time role), who is the chair of the Student Council, is elected by the students every year. The Student President also sits on most of the high level committees of the campus. This to ensure that the opinions of the students are considered within the current University matters. Even if you are not a class representative or school officer, your opinion will be voiced through the student representation structure and general meetings. Contact Me: council.president@hw.ac.uk

Student Council Media Team : *The Student Council Media Team specializes in communications and content creation for all our media platforms. The members of the team are usually interviewed and chosen by the Executives of the Student Council. The Student Council collaborates with the [Media Club](#) & [Literary Club](#) to find students who have a passion for content creation. This team is led by the *Head of Marketing*, who overlooks all our Media Platforms and Communications. We are recruiting and looking for new members with the potential to be a part of the Council Media Team. The members are chosen on the basis of their willingness to commit and to provide us with the best of their skills. Contact the above-mentioned clubs if interested. For more information, contact council.marketing@hw.ac.uk*

School Officers: Your School Officers are the first point of contact for any issues you might be having with your course. They sit on senior School level committees and meet as a group bi-weekly. They'll work on strategic level changes within the School and support the Council on any academic campaigns that are taking place. They manage a team of Class reps who are also your first point of contact for "Quick fixes" within the class.

Vice President of Community & Events (VPCE): The Vice President of Community & Events (VPCE) represents the student body and the Student Council in policy making, exclusively in student experience, activities, events and societies. They are also responsible for the University's events and activities. This person is elected by the students every year. The VPCE coordinates all the events of the Student Council. This means organizing and guiding our student volunteers and ensuring that all our events and activities operate smoothly. Additionally, this person ensures our events and activities are suited to the expectations of the student body. This means taking in feedback from the students and thus improving student life, activities and events. Contact: council.events@hw.ac.uk

Vice-President of Sports (VPS): The Vice-President of Sports (VPS) is responsible for the Sporting experience in Heriot Watt University, Dubai (HWUD). This person is elected by the student body every year. The VPS represents our Sport Clubs/Teams and ensures they are functioning appropriately and their voice is heard. Additionally, the VPS is responsible for promoting and creating awareness of sports to the wider student body. Furthermore, the VPS works alongside our *Sports Development Manager* to ensure our Sports Program runs smoothly. Contact: council.sports@hw.ac.uk

Vice-President of Wellbeing: The Vice-President of Wellbeing (VPW) is responsible for creating awareness as well as promoting student wellbeing to the student body. This person is elected by the student body each year. The VPW is responsible for promoting our Wellbeing Services, as well working with the University's Wellbeing Advisors to ensure the student body is aware of the wellbeing services. Furthermore, all our Social Clubs are represented and managed by the VPW, who ensures that their feedback and voice is heard. [Contact: council.wellbeing@hw.ac.uk](mailto:council.wellbeing@hw.ac.uk)

7. Examinations and Assessment Guidelines

[Examination and Assessment Guidelines](#)

Examination board guidelines and assessment procedures (UG and PG) spring-autumn 2023: Examination board guidelines and assessment procedures have been reviewed and updated for the operation of examination boards and publishing of assessment results, during spring and autumn 2023. Previous versions of these guidelines should be disregarded.

Regulation A10: Authorities in Exceptional Circumstances

The Senate has approved Regulation A10: Authorities in Exceptional Circumstances and delegated to the Senate Committee for Interim Business and Effectiveness (SCIBE) responsibility to bring into effect the arrangements and conditions set out in the Regulation, and to determine the duration for which they should be applied. Regulation A10 provides a regulatory framework for the University to manage exceptional circumstances, and the SCIBE has approved the application of Regulation A10 in 2022/23, under its delegated authority from the Senate, to manage the impact of transitioning out of the COVID-19 pandemic and of industrial action.

Guidance for students

Guidance for students has been developed which provides answers to key questions and guidance on, for example, completion, examinations and how decisions are made after Exam Boards.

- [Academic Decision-Making 2022/23: Guide for Students on Three-Stage Approach](#)
- [Academic Decision-Making 2022/23: Guide for Students on What happens after Exams?](#)

Guidance for external examiners

A [guidance note for external examiners](#) has been produced to help them undertake their role in the context of the University's arrangements to mitigate the impact on COVID-19 on examination and assessment.

Guidance for examination boards

Please refer to the 'Key points to highlight' document for a summary of recent changes and introductions. All examination board guidelines and assessment procedures (UG and PGT) are listed below:

Document Number	Document Title
A	Key Points to Highlight
B	Policy on Mitigating the Impact of Industrial Action on Assessment, Progression and Award
C	Academic Decision-Making 2022/23: Summary of Approach (for Staff) Guidance for implementing this is within Document D below
D	Academic Decision-Making 2022/23: Guidelines for Boards of Examiners in Maintaining Academic Standards (for Staff) This is guidance for implementing Document C
1	Undergraduate and Postgraduate Assessment Procedures
2	Decisions and Decision Codes
3	Policy on the Discretionary Award of Credits
4	Heriot-Watt University Assessment and Progression System (HAPS)
5	Guidelines on Complying with SCQE

6a	Policy for Undergraduate Degree-Classification Borderline Cases
6b	Policy for Postgraduate Taught Degree-Classification Borderline Cases
7	Managing Online Assessment due to VLE Access Holds and IT Services Access Holds
8	Policy on Mitigating Circumstances in Relation to Assessment
9	Policy on Withholding Awards due to Outstanding Debts: Implementation Procedures
10	Appeals Against Examiner’s Recommendations of Award
11	Managing Suspended Examination Boards
12a	Briefings Chairs of Examination Boards; Deans’ Representatives: Presentation Slides Recorded Presentation
12b	Board of Examiners – Remote Meeting Guidance
13a	Guidelines for Deans, Associate Deans and Representatives
13b	Deans’ Report Proforma
14	Examination Paper Format Guidelines

7.1. Thesis submission

Before submitting your thesis, you must follow the correct procedures which are contained in the following documents. Please note that the University will be unable to accept your thesis if the correct procedures, relating to the submission and format of your thesis, have not been followed.

When your Initial Thesis has been accepted, it will then be sent to your approved Internal Examiner and External Examiner(s). You will be informed of your viva date by your School. After the viva takes place the Internal Examiner and External Examiner(s) send their reports to your School's Postgraduate Research Office. These reports then go to the Research Degrees Committee and the Examiners' decision is considered for approval. Once your award is approved, you will be contacted by Academic Registry directly, to make arrangements for the upcoming Graduation.

Guidance on the presentation and submission of your thesis

You will find a step by step guide and in preparation for submitting both your initial and the final thesis:

Preparing to submit the Initial Thesis

1. Appointment of Examiners and Approval of Thesis Titles (Minimum 4-6 weeks in advance of intended submission)	Submission of Thesis Title and Recommendation for Appointment of Examiners Form (to be completed by the Primary Supervisor only - <i>staff only access</i>)
2. Guidelines on Thesis Format	Guidelines on the Submission and Format of Thesis
3. Initial Thesis Submission online through: Thesis Submission page	1. Research Thesis Submission (this must be included within your thesis) 2. Submission of Thesis Declaration form by Supervisor
4. Viva takes place between 4-6 weeks after initial thesis submission	Student receives a list of corrections by the internal examiner and prepares for final submission by the deadline

Preparing to submit the Final Thesis

1. Final Thesis Submission

[Research Thesis Submission](#) (this must be included within the thesis)

2. Include signed off Internal Examiner Declaration Form

[Internal Examiners Declaration Form](#)

3. Final Thesis Submission online through:

[Thesis Submission Page](#)

Resubmissions: If you have been asked to resubmit your thesis, please follow the same process for 'Preparing to Submit the Initial Thesis'. If you have any enquiries, please contact your School PGR Office, for assistance.

8. Student Academic Appeals

What is a student academic appeal?

An academic appeal is a formal request from a student asking the University to review a decision relating to progression, assessment or academic awards. Before you submit an appeal, please be sure to read the [Student Academic policy and procedures](#).

Who to submit an appeal to?

The University appeals team manages the academic appeals process on behalf of Schools. You should send your appeal submission, and any queries about appeals, to student-services-dubai@hw.ac.uk. The appeals team is responsible for any liaison needed with your School as part of the appeal process. The University upholds the principle that students can raise appeals against academic decisions without fear of disadvantage.

Before you submit an appeal: Please note the appeal process cannot be used to challenge academic judgement. You cannot submit an appeal because you believe you should have been awarded a better mark. Robust mechanisms exist within the University to ensure that marking standards are fair and appropriate. If you are not sure why you received a particular outcome or mark, you should contact your personal tutor, supervisor, or other relevant member of staff to discuss the issue and see if it can be clarified or resolved without using formal appeal procedures.

International students: If you are an international student, you will, where circumstances allow, be allowed to progress with your studies pending the outcome of the appeal, within the period of your current visa. The University will do its best to resolve any academic appeal before the end of your current visa expiry date, but this may not always be possible. If you have any concerns, you should seek advice from the Student information desk.

Graduation: If you are considering appealing against an award, please note that you will not be entitled to graduate until either the process of the academic appeal has been concluded, or you withdraw the appeal in writing and so agree to accept the award. Even if an appeal against an award is concluded or withdrawn before the next available graduation ceremony, your graduation is likely to be postponed to a subsequent ceremony to allow time for the necessary academic and administrative processes to be carried out.

How to submit an appeal: You are responsible for reading about and understanding the grounds for appeal and the appeal procedure as set out in the University's Student Academic Appeals Policy and Procedure.

Before the University can consider your appeal, you must ensure that it:

- meets one or more of the specific grounds on which an appeal may be submitted and is supported by evidence. Evidence submitted in a language other than English must include a certified translation in English. Evidence from parents or friends is not considered independent and cannot be used.
- is submitted within the set timescale stated in the procedures. For a Stage 1 appeal, this is not later than 10 working days after receipt of the information which forms the basis of your appeal coming to your knowledge. For a Stage 2 appeal, this is not later than 20 working days after confirmation of the Stage 1 outcome has been issued to you. If you submit your appeal outwith the required timescale without good reason it will be rejected.
- is submitted by you from your Heriot-Watt email address.

Please note you can only submit a Stage 2 appeal if you think that your appeal has not been dealt with satisfactorily at Stage 1.

Appeal forms

- [Student Academic Appeal Policy and Procedures \(310KB\)](#)
- [Stage 1 Appeal Form \(202KB\)](#)
- [Stage 2 Appeal Form \(222KB\)](#)

9. Academic Integrity

Heriot-Watt University is committed to developing and supporting students' understanding and practice of academic integrity, ethical scholarship and academic conduct in order to uphold its rigorous academic standards. These principles underpin Heriot Watt's aim to produce professionally educated and globally employable graduates. This policy covers:

- Poor referencing
- Paraphrasing
- Plagiarism
- Collusion
- Self-plagiarism
- Contract cheating

These practices constitute academic offences, which the University takes seriously. Regulation 50, Student Academic Discipline Process, and Academic Integrity and Conduct Guide for Students provide further details on how the University will respond. Heriot Watt's commitment to developing students' understanding and practice of academic integrity and conduct focuses on active learning outside the disciplinary process. The Academic Support Referral system will provide proactive, positive, structured support for all students in the initial stages of their studies who demonstrate a lack of understanding and poor practice of academic integrity and conduct

Academic Integrity: This policy uses the International Centre for Academic Integrity (ICAI) definition: 'a commitment, even in the face of adversity, to six fundamental values: honesty, trust, fairness, respect, responsibility and courage. From these values flow principles of behaviour that enable academic communities to translate ideals to action'.

Collusion: A form of cheating which occurs when people work together in a deceitful way to develop a submission for an assessment where such input is not permitted. It is distinct from contract cheating in this guidance as collusion does not depend on a fee being paid for the work. Contract Cheating: A form of cheating where a student submits work to a higher education provider for assessment, where they have used one or more of a range of services provided by a third party, and such input is not permitted. The contract with the student can include payment or other favours, but this is not always the case.

- 'Services' may include essays or other types of assignments, conducting research, impersonation in exams and other forms of unfair assistance for completing assessed work.
- 'Third parties' include web-based companies or auction sites (essay mills), sharing websites (including essay banks), or an individual such as a lecturer, colleague, friend or relative.
- 'Input' means that the third party makes a contribution to the work of the student, such that there is reasonable doubt as to whose work the assessment represents

Essay mill: An organisation or individual, usually with a web presence, that contracts with students to complete an assignment or assignments for a fee.

Plagiarism: Where a student passes off someone else's work, intentionally or unintentionally, as their own, for their own benefit. In this guidance we use the term 'plagiarism' broadly, encompassing contract cheating and collusion as well as other forms of misconduct in order to give contract cheating a discrete meaning.

Sanctions: An outcome imposed in response to, and in order to penalise, contract cheating. Providers will typically use a range of terms here (such as sanction, outcome or penalty) with different descriptors. We are using 'sanction' to reflect the potential impact for students and the potential deterrent value associated with the term. An outcome of withdrawal from a provider or loss of marks in relation to a level of study is an example of a sanction.

Refer to the policy and procedures below:

- Academic integrity presentation packs:
 - [Academic integrity and professionalism](#)
 - [Types of academic misconduct and how to avoid cheating](#)
 - [The academic misconduct process](#)
- [Academic rigour in assessed work policy](#)
- [Avoiding academic misconduct in take home open book exams: student guide](#)
- [Contract cheating detection and reporting: a staff guide](#)
- [Contract cheating: a guide for students](#)
- [Course statement on contract cheating](#)
- [Guidance on academic integrity](#)
- [Plagiarism and collusion, detection and reporting: a staff guide](#)
- [SoSS guidance for staff on detecting and reporting academic misconduct](#)

10. Student Disciplinary Policy

The primary purposes of the University are the advancement and application of knowledge and the education of its students; its central activities are teaching, learning and research. These purposes can be achieved only if the members of the University community can live and work beside each other in conditions which permit freedom of thought and expression within a framework of respect for the rights of other persons. In order to achieve and maintain such conditions, to protect from disruption the University's essential activities, and to ensure academic standards, there are in place structures and procedures for ensuring that the necessary steps can be taken where behaviour falls short of that expected from students. The behaviour of the vast majority of the University's students is exemplary. To deal with unacceptable behaviour the University has a Student Discipline Policy and Procedures (hereinafter referred to as Procedures) that apply to all students of the University irrespective of their mode or place of study. The Procedures cover both academic and non-academic misconduct, and can lead to a range of sanctions as set out in the Procedures. The Procedures protect the University and its community, deter those who interfere with its work and activities, and ensure that where necessary appropriate sanctions can be imposed. Students agree to abide by the University's Ordinances, Regulations, policies, procedures and rules when they enrol and this is the University's expectation. The Senate is responsible for regulating the discipline of students of the University and this is achieved through the Procedures which provide rigorous, fair, transparent and consistent processes for investigating and considering reported incidents involving alleged misconduct and for imposing penalties where appropriate. The Procedures outline specific responsibilities and actions for appropriate members of staff of the University and appropriate bodies investigating alleged offences and applying disciplinary penalties. The Senate has responsibility for the Policy and Procedures. The purpose of the Procedures is to regulate student behaviour in order to secure the proper working of the University in the broadest sense. In support of this goal, students are expected to conduct themselves at all times in a manner which: i) Demonstrates respect for staff, fellow students, and University property; ii) Enhances the reputation of the University; iii) Is sensitive to a culturally diverse environment; iv) Demonstrates active engagement in the learning process, a commitment to University-level study, and determination to succeed

Guidelines on student discipline procedures

Details of the University's procedures for regulating student discipline and a list of penalties are contained in the [Student Discipline Policy and Procedures](#) and in [Regulation 50: Student Discipline](#).

Criminal Offences

The University has a duty of care to its staff and students and needs to be kept informed of any alleged criminal activity involving its students. [Criminal offences](#)

Read the Student Discipline Policy and Procedure [here](#)

11. Students Attendance Policy

11.1. Student Attendance and Performance

- A Student admitted to a Programme of Study shall attend each course in their Programme of Study and perform satisfactorily the work of each course and all the assessments prescribed for the particular Programme of Study.
- A student must comply with all aspects of the University's policy on **Student Attendance**, as detailed at: <https://www.hw.ac.uk/students/doc/studentattendancepolicy.pdf>.
- The Senate has empowered the Primary Academic Units to make a decision on its behalf, in terms of compulsory withdrawal from the University, as detailed in the **University's 'Procedures for Compulsory Withdrawal'**: <https://www.hw.ac.uk/uk/students/doc/compulsorywithdrawal.pdf>

11.2. Mitigating Circumstance Policy.

[Mitigating Circumstances and Temporary Suspension of Studies in 2023/24 \(Student Guide\)](#)

Our policy on mitigating circumstances in relation to assessment applies to all Heriot-Watt students and all forms of assessment in all modes and locations of study.

There are circumstances in which, through no fault of your own, you may not have done as well as you could have in an exam or other assessment, meaning that it has not accurately measured your ability. These are described as 'mitigating circumstances' (previously 'special circumstances') and you can apply to have them taken into account.

[Student Wellbeing Services](#) and the [Student Council](#) can also provide information and guidance. In addition, the Health Centre on campus has provided [guidance on medical supporting evidence](#).

12. Student Support Services

12.1. Orientation for New Students Dubai campus

[New students checklist](#)

Make sure you have read through our new student checklist below. This checklist will take you through the practical steps that you should complete or think about before you start your studies with us.

- Enrol
- Finance
- Accommodation & Transportation (optional)
- Student Portal
- Access Timetable
- Welcome Week & Induction Schedules
- Academic Calendar AY2023-24
- Questions & Support

University is more than just sitting in a lecture theatre. The sections below will give you more information on the different aspects of your university experience and the opportunities available to you whilst studying at Heriot-Watt.

- [LEARNING AND TEACHING](#)
- [SUPPORTING SUCCESS](#)
- [OUR COMMUNITY](#)
- [DEVELOP YOUR SKILLS](#)

12.2. Healthcare

Student medical insurance: Students under the University's visa will have an insurance package negotiated each year. Students receive this information when they initiate a new visa or a visa renewal with the [Visa Office](#).

Students not under the University's visa will have insurance through their sponsor (eg. employer, family), which will vary.

Absence: For a short absence, defined as up to four working days, you will normally need to fill in a self-certification form and submit it to your School Office. For longer absences, medical evidence may be required. For further information please refer to our website regarding [sickness certificates](#).

12.3. Student Wellbeing

The Student Wellbeing Service is specifically for the provision of support for students who are experiencing personal challenges. This service is free. Our service is designed to offer you support to effectively address any personal challenges that might be impacting upon your engagement with your studies. In some instances, we may refer students for further professional help outside the university for more specialised support when required. Students requiring support with specific disability issues and effective learning advice are advised to consult the appropriate webpages located elsewhere on the website.

Our student wellbeing advisors are all western-trained professionals accredited by relevant professional bodies and qualified to provide emotional support and guidance.

How to make an enquiry or appointment: If you are seeking support for yourself or someone you are concerned about, please email us on dubaiwellbeing@hw.ac.uk. All information is held securely and complies with the General Data Protection Regulation and CDA professional code.

Types of support:

- ✚ **Self-help resources and services:** If you are not yet ready to talk with one of our student wellbeing advisors, you can first explore some useful self-help resources that might be helpful to you. We would recommend the following:
 - [Big White Wall](#)
 - [Students Against Depression](#)
 - [Breathing Space](#)
 - [Mind for Mental Health](#)
- ✚ **Student Wellbeing Advising:** In some instances, it might be helpful for you to consult with a student wellbeing advisor at our Dubai Campus. Reasons for this might include:
 - Personal or emotional difficulties
 - Needing a referral to more specialised services for support
 - Requiring help with a Mitigating Circumstances application related to wellbeing
 - Thinking about a temporary suspension of studies due to wellbeing concerns
- ✚ **Emergency support and helplines:** The Student Wellbeing Service is not an emergency service. If you are experiencing a crisis or emergency, please go to the nearest emergency section in any hospital. Alternatively, you can go to Al Amal Psychiatric Hospital in Al Aweer or Rashid Hospital, where specialist psychiatric emergency support is provided. Additionally, you can phone the following toll-free helplines:
 - Hope (by NPHW) Tel: 800 4673 or connect on WhatsApp video calls
 - Taalouf (by MOCD) Tel: 800 623 (9am-9pm Sun-Thurs) booked online via the Ministry of Community Development website
 - Talk and well listen (MOH) Tel: 045192519 (9am-9pm Sun-Thurs)
 - I'm Alive (global instant messaging-based crisis service)
 - 901 (local police suicide prevention hotline)

Confidentiality: Wellbeing advising within the Heriot-Watt Student Wellbeing Service in Dubai is conducted in accordance with the [Dubai Healthcare City Regulatory \(DHCR\) and Community Development Authority \(CDA\) Code of Ethics](#). This means that everything that you speak about within a session will be confidential and will not be discussed with anyone else without your permission. The only time that this would not be the case would be if the student wellbeing advisor is concerned for your safety or thinks that

you, or someone else, are at some sort of risk. The aim would always be to strive to discuss this with you, but in rare or extreme cases this might not always be possible.

12.4. Students of determination

Support for students of determination (UK: Disability Support)

Heriot-Watt University recognises that university study can present barriers to learning for people with physical, mental health, sensory and medical conditions, and specific learning difficulties.

The Student Wellbeing Service is here to provide you with advice and guidance, to discuss the support that you require and the steps that we need to take to enable you to access this support. We can also signpost you to other relevant services. We are available to answer your enquiries via email, telephone or to meet you face to face.

If you are a prospective student please refer to our [application, selection and admissions](#) page for further information about accessing help. If you are a current student and you have, or think that you may have a disability, medical or mental health condition, or a specific learning difficulty such as dyslexia which is now beginning to impact on your studies, please contact Dubai.Determination@hw.ac.uk.

The services provided by our student wellbeing advisor include:

- assessment of your individual support needs
- advising on alternative examination arrangements
- assistance in finding personal helpers for reading, scribing, tutoring, etc.
- liaising with academic and other support departments in order to administer support arrangements
- initial screening for dyslexia
- arranging for educational psychologist assessments
- assessments of technology requirements
- assistive technology provision and on-going technical support
- arranging study skills support to help you develop strategies to study effectively and efficiently.

Please see our [Students of Determination Policy](#) for further information and Our [wellbeing policy](#).

Information can be made available in alternative formats if required. Please contact Dubai Students of Determination at Dubai.Determination@hw.ac.uk

12.5. Health and Safety

We are committed to ensuring the health and safety of all our students.

SafeZone: is a free app-based system for students and staff that enhances their personal safety. SafeZone extends the reach of campus safety and security, to cater for the real-time needs of the people who use the campus every day. It provides a quick and easy way for users to alert SafeGuarding Services when help or assistance is needed.

See here for more information and [how to download the SafeZone app](#).

12.6. Faith and belief

Islam is the official religion of the UAE and other religions are practised freely. With more than 160 nationalities living peacefully together in the UAE, the UAE President, His Highness Sheikh Khalifa Bin Zayed Al Nahyan, issued Law No 02 of 2015 to protect all religions against hate, religious intolerance and discrimination.

In Dubai, you can find community centres and places of worship in which many different religions and beliefs are practised. Heriot-Watt University champions diversity and religious tolerance. The University is home to a wide range of different cultures and religions.

More information

- [Ministry of Islamic Affairs](#)
- [Practising your religion in Dubai](#)

Go Global students moving between the Edinburgh and Dubai campuses can contact the [Chaplaincy](#) at the Edinburgh Campus for more advice and information.

12.7. 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, so Heriot-Watt provides an innovative global support service for students: a team of student success advisors, all of whom are recent Heriot-Watt graduates.

The Student Success Advisors can be contacted by email and via the [myHWU Student Portal](#). At present all support is delivered remotely, via email or online meetings through Microsoft Teams, but face-to-face appointments and drop ins will be available as Coronavirus restrictions ease.

Student success advisor activities

Student success advisors are involved in a range of activities including:

- Pre-entry advice and guidance.
- Induction programmes.
- Orientation and welcome activities for students.
- Providing targeted updates and information about news and events on campus relevant to students.
- Advice and guidance to students at all stages of study.
- Working with Schools and other professional services to develop and deliver initiatives and activities which will enhance the student experience and student success.

How the student success advisors can help you

With the benefit of recent experience and successful study at Heriot-Watt, the student success advisors are able to advise students from a position of really knowing what it is like being a student here and can offer advice based on their own experiences. They also have an overview of the other support resources available at Heriot-Watt and can point you in the right direction if you need it. Contact: studentsuccessdubai@hw.ac.uk

12.8. Personal Tutoring

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.

Whether you are on campus or not, your personal tutor is available to offer you advice and to answer your questions.

Making the most of your personal tutor

Your personal tutor is an important source of advice, guidance and support, and can direct you to other University support systems and resources as required. However, as a student you have certain responsibilities to help make personal tutoring as effective as possible:

- Make sure you check on Microsoft Teams or email for any message from your personal tutor and respond to it as soon as possible.
- If you are unable to attend an arranged online or face to face meeting at the agreed time, then let your personal tutor know as soon as you can.
- If you have any changes in personal circumstances which may affect your studies, let your personal tutor know as soon as you can.
- Remember that your personal tutor is not just there if things go wrong, they can advise you on a range of issues and also direct you to other sources of advice.

Contact with your personal tutor

Your personal tutor will contact you a minimum of three times each semester. However, you don't have to wait until the next contact point if something is urgent and you need advice, you can email them at any point in the semester. Also, your personal tutor may contact you at other times too, so please make sure you respond if they do.

Because of the Covid-19 restrictions, the University will be using Microsoft Teams as the key way for personal tutors and students to contact one another individually, as a group and for students to interact with each other. Note: Microsoft Teams is part of the range of software available free when you enrol as a Heriot-Watt student.

Contact Points for new and continuing students

Semester 1

- Start of semester – Welcome Week (new and continuing students) or Teaching Week 1 (continuing students). This is to introduce, or re-introduce you to your personal tutor, explain how personal tutoring will work and answer any questions.
- Consolidation Week – this is a time for reflection and checking your progress. It is therefore the ideal time to discuss any issues or questions you have with your personal tutor.
- Teaching Week 10 – an opportunity to discuss with your personal tutor any issues around end of semester assessments and preparing for semester 2

Semester 2

- Start of semester (for all students but for students starting in semester 2, or on campus for the first time, this initial meeting at the start of the semester is particularly important).
- Consolidation Week – a time for reflection and to check your progress, also an opportunity to discuss any concerns or questions about your semester 1 results or assessment feedback.
- Teaching week 10 – an opportunity to discuss with your personal tutor any issues around end of semester assessments and preparing for the next academic year.

Contacting your personal tutor

Sometimes your personal tutor may be unavailable due to a planned absence or other University commitments, if so, you can contact your year co-ordinator, programme director or head of discipline (contact details for each will be in your programme handbook).

Changing personal tutor

Students can request a change of personal tutor by contacting their School Office. Your personal tutor may change during your time at University. You will be notified by your School Office by email of any change in your personal tutor. You will also receive an introductory email from your new personal tutor giving details of how to contact them and when they are available.

- [Frequently asked questions](#)
- [Student stories](#)

Refer to the following to learn more:

- [University Policy and Guidelines on Personal Tutoring](#)
- [Personal Tutor Handbook](#)

12.9 Campus Facilities

We are excited to welcome you to our newly built campus building. Virtual tour of our facilities for teaching, study and refreshment:

- [RECEPTION AND RECRUITMENT CAFE](#)
- [TOWNHALL](#)
- [WORKSHOP AREA](#)
- [STUDENT HELPDESK](#)
- [LIBRARY](#)
- [CLASSROOM](#)
- [STUDIO](#)
- [ENTERPRISE](#)
- [ROBOTICS LAB](#)
- [CHEMISTRY LAB](#)
- [DIGITAL CLASSROOM](#)

- [FLEXIBLE DRY LAB](#)

13. Support for Postgraduate Research/Doctoral Students

The Heriot-Watt University has a dedicated [Sharepoint site for PGR Students](#) which can be accessed by all students who enrol to the PGR/Doctoral programmes.

The site provides information to students on the following:

- Supervision
- Resources
- Research Community
- Progress and Assessment
- Professional Development
- Wellbeing
- Policies and Procedures
- Safeguarding
- School Sites

The site also contains a **Code of Practice for PGR students** a copy of which can be accessed [here](#).

14. Heriot Watt Assessment and Progression System (HAPS)

The Heriot-Watt Assessment and Progression System (HAPS) applies to all undergraduate and postgraduate taught programmes (and the taught components of postgraduate research degrees) across all modes and locations of study. HAPS sets out minimum requirements and standards, expressing in a concise and inclusive form the key elements of the assessment regulations and policies of the University. The Principles of the Heriot-Watt Assessment and Progression System (HAPS) which specify the key assessment rules to be followed in taught assessment are detailed within the University's Regulations which can be accessed below:

- [HAPS Briefing Paper](#)
- [HAPS Policy](#)
- [Information for Postgraduate students](#)
- [Information for Undergraduate students](#)

15. Policy for Completion of Degree

[Ordinance SECTION P – ACADEMIC MATTERS](#)

- Ordinance P2 Requirements for Degrees, Diplomas and Certificates (pg 104)
- Ordinance P3 Deprivation or Revocation of Degrees or Other Awards (pg 109)

[Academic Regulations](#)

- A4 Courses Programmes and Assessment (pg 15)
- A5 Academic Decision Making Boards (pg 25)
- A6 Progression (pg 30)
- A7 Awards (pg 36)
- A8 Research Degrees (pg 52)

[REGULATION A11 Academic Dress, Congregations and Ceremonial Processions \(pg 63\)](#)

1. This Regulation is made in pursuance of clause (xii) of paragraph 2 of Statute 5 and Ordinance P2, Requirements for Degrees, Diplomas and Certificates, paragraph 6.1 and 6.2.
2. **Occasions for Academic Dress**
 - 2.1. Academic dress shall be worn at congregations for the conferment of degrees, ceremonial processions and on such other occasions as the Senate may from time to time prescribe.

2.2. The academic dress for Officers, Members of the University, Graduands, Honorary Graduands and other persons shall be prescribed in the Guidelines for Academic Dress, and shall be held by the Academic Registrar.

2.3. On occasions when academic dress is to be worn a person shall be dressed in formal day attire.

3. Congregations

3.1. Procedure

3.1.1. The Senate shall determine and shall announce the times and the places at which congregations for the conferment of degrees shall be held and which degrees shall be awarded at a congregation.

3.1.2. The following persons shall normally be invited to attend a congregation:

3.1.2.1. persons who have been authorised by the Senate to receive an award

3.1.2.2. the members of the Court

3.1.2.3. the members of the Senate

3.1.2.4. the Secretary

3.1.2.5. the Principals Emeriti

3.1.2.6. the Professors Emeriti

3.1.2.7. the members of the Academic and Professional Services Staff,

3.1.2.8. the office bearers of the Student Representative Bodies

3.1.2.9. such other persons as the Senate may from time to time prescribe.

3.1.3. Notwithstanding the provisions of paragraph 3.1.2 a person who has not graduated after invitations to attend four congregation periods have been sent to them shall not normally be sent further invitations but may request permission to graduate at a subsequent congregation.

3.1.4. A person who has received the authority of the Senate for an award can request permission to graduate at any of the congregation locations offered by the University.

3.1.5. A person who has received the authority of the Senate for an award shall be required to give at least ten days' notice of their intention to graduate but the Academic Registrar, for good cause shown, may exceptionally waive the requirement.

3.1.6. The Senate may give authority for a Graduand to be awarded a degree in absentia. A person who wishes to be awarded a degree in absentia shall make the appropriate application.

3.2. Academic Procession

3.2.1. There shall be an academic procession at a congregation.

3.2.2. The following persons shall normally be invited to participate in the procession:

3.2.2.1. the Honorary Graduands;

3.2.2.2. the Graduands;

3.2.2.3. the persons referred to in paragraphs 3.1.2.2 to 3.1.2.9.

3.3. Graduation Ceremony

3.3.1. The Chancellor or in their absence the Pro-Chancellor or Vice-Chancellor or in their absence the Provost, whom failing a professor appointed by the Senate for the purpose, shall preside at a congregation and shall confer degrees.

3.3.2. The order of a graduation ceremony shall normally be:

3.3.2.1. Processions

3.3.2.2. Opening Address

3.3.2.3. Conferment of Degrees

3.3.2.4. Presentation of prizes

3.3.2.5. Address

- 3.3.2.6. Processions
- 3.3.3. Degrees shall normally be conferred in the following sequence, where appropriate:
- 3.3.3.1. Conferment of Honorary Degrees
- 3.3.3.2. Conferment of Degrees of Doctor
- 3.3.3.3. Conferment of Degrees of Master
- 3.3.3.1. Conferment of Degrees of Bachelor
- 3.3.3.2. Conferment of other awards ratified by the Senate
- 3.3.4. An honorary Graduand shall be presented by the Principal, the Vice-Principal, a Provost, a Dean or another Member of the University, as defined in Ordinance A2.
- 3.3.5. A Head of a Primary Academic Unit shall present the Graduands, including Graduands for the degree of Combined Studies, in their Primary Academic Unit. Alternatively in the absence of the Head of the Primary Academic Unit, Graduands shall be presented by a Provost, Dean or a member of Staff nominated by the Head of Primary Academic Unit. These alternative arrangements shall be approved by the Senate Committee for interim Business and Effectiveness.
- 3.3.6. Within the sequence specified in paragraph 3.3.3 the Senate shall prescribe the order in which individual persons shall be presented.
- 3.3.7. An honorary Graduand shall be presented with the following words: "By the authority of the Senate I present for the honorary degree (name of degree): (name of Honorary Graduand)".
- 3.3.8. A Head of the Primary Academic Unit shall present Graduands with the following words: "By the authority of the Senate I present for the degree of (name of degree): (names of Graduands)".
- 3.3.9. The Provost or Deputy Provost shall present Graduands not associated with a Primary Academic Unit with the following words: "By the authority of the Senate I present for the degree".
- 3.3.10. The Chancellor or other person presiding shall confer degrees with the following words: "In the name of the University I confer the degree".
- 3.3.11. As each Honorary Graduand and Graduand is presented the Chancellor or other person presiding shall touch them on the head with the University Cap.
- 3.3.12. After all the Honorary Graduands and Graduands have been presented the Chancellor or other person presiding shall confer degrees in absentia with the following words: "In the name of the University I confer the respective degrees upon those whom the Senate has authorised to graduate in absentia."

4. Ceremonial Processions

- 4.1. On ceremonial occasions the Chancellor, Pro-Chancellor, Vice-Chancellor or Provost will determine who, from the persons referred to in paragraphs 3.1.2.2 to 3.1.2.9, will be invited to join or represent the University in the ceremonial procession.

Teach Out – if the University wants to withdraw a programme or if a programme has not enrolled students for two years then the University notifies federal authorities (KHDA at the 1 February submission). If the programme has currently enrolled students then the programme will be granted Teach Out status. Under Teach Out, the programme continues until current students have completed their studies but no further students are enrolled on the programme.

16. Learning Resources

16.1. Library

Library staff are always on hand to help students with on and offline queries and to offer guidance. The library offers the following facilities:

- **Academic textbook collection:** a wide range of books are currently available in support of the programmes being taught on campus; regularly added to, this collection continues to develop
- **Databases:** facilitates search for details of articles, conference papers, theses and other information on their research topic
- **Electronic journals:** allows access the full text of articles from hundreds of journals from several Internet-enabled computers
- **Resource guides:** supplied for all the programmes taught at the Dubai campus, to assist staff and students to identify the most important information resources for their study and research

16.1.1. Library Access Rules

- [Borrowing From HWU Libraries](#)
- [Interlibrary Loan](#)
- [Library Opening Hours](#)
- [Accessing Online Resources](#)
- [Study Spaces](#)
- [Suggest A Book/Journal/Item](#)
- [Using Other Libraries](#)

16.2. Computer laboratory

The IT Helpdesk provides support to all staff and students for all the major IT packages and IT staff can assist you with a wide range of queries, from accessing our virtual learning environment (VISION) and email, to assisting with printing or resolving software problems. There is also a fully equipped computer lab for use. With over 40 internet-enabled PCs, the resource is used throughout the day.

16.3. Canvas – Your Virtual Learning Environment

From September 2021, the University migrated to Canvas as the new Virtual Learning Environment. Canvas is the learning hub for our students and the home of our course sites.

Canvas enables you to:

- Deliver course materials
- Set and take quizzes and surveys
- Set and receive assignments
- Communicate through online discussion
- Track progress and manage grades

Heriot-Watt University staff can find everything they need to know about the Canvas Project, including where to find support and guidance, FAQs and much more by visiting the [Canvas Project SharePoint site](#).

16.4. Vision (Blackboard)

For users who still need access to the University's previous VLE, Vision will still be accessible during AY 2021/22.

16.5. Engineering laboratory

There is an in-house laboratory for use by mechanical engineering students to test dynamics, strength of materials, and the mechanics of materials. The fully equipped laboratories are also equipped to test thermofluids, fluid mechanics, fluid dynamics, and thermodynamics.

Undergraduate Honours Electronic and Electrical Engineering BEng degree students also have access to oscilloscopes, function generators, digital multimeters, soldering stations, and prototyping trainers. In addition to this hardware, software including MultiSIM/electronics workbenches, Orcad schematic capture software, visual studio, Borland C/C++ compiler, Assembler/compiler and LabView software and SCADA is being provided.

Chemical Engineering Honours and BEng degree students run several laboratory experiments. This includes Pipework Assembly, Model Refinery, Physical Chemistry, Analogue Electronics, Fluid Mechanics, Heat Transfer,

Piping and Instrumentation, Digital Electronics, Separation Processes, Reaction Engineering, Process Control and PID controller. In addition, software related lab experiment such as, APSEN PLUS, ASPEN HYSYS, MATLAB, Visual Basic and LabView MyRIO

16.6. Business incubator

The Business Incubator is a safe harbour for start-ups to validate their ideas and identify suitable markets. We deliver unique incubation to young and budding entrepreneurs among our diverse student community with immense support from our renowned academics and strong links with industry and partners in the MENA region.

- **Partnership with Dubai Future Foundation and Alchemy Labs:** We have partnered with Dubai Future Foundation (DFF) and Alchemy Labs, to offer a holistic and dedicated University Entrepreneurship Programme to our students. As part of this programme students will receive all the support they need from the business ideation stage to the incubation phase along with opportunities to receive funding and grants. These will be provided by Dubai SME and Mohammed Bin Rashid Innovation Fund for all ideas that holistically meet business requirement and hold strong value proposition.
- **Incubator impact:** The programme will contribute to securing private investments and grants for students looking to kick-start their entrepreneurial journey. Sign up now by filling the form: <https://forms.gle/KeB4AXJbJfNS2QgK8>

17. Education Support: Learner and Academic Services

Learner and Academic Services (LAS) supports the staff and student experience at Heriot Watt by encouraging the application of good learning and teaching practice. LAS supports the development of physical and virtual learning spaces and resources, and provides advice and training to improve academic, digital and information skills. LAS is comprised of the following services:

- **AV SYSTEMS**
- **LEARNING ADVISORS:** This service aims to enhance learning and support students through the provision of classroom-based workshops and one-to-one appointments. We offer a number of study skills classes throughout the year that are designed to help students achieve their academic potential, covering topics such as:
 - Planning and organising (time management, organising coursework and balancing priorities).
 - Academic goal setting and maintaining motivation.
 - Effective note taking and note making strategies.
 - Critical reading and evaluating information.
 - Academic writing skills.
 - Revision and exam techniques.
 - Reflective learning practices.

We produce materials and deliver live classes for the [Skills Hub](#), and also teach on programmes and courses. Professional support is also available through one-to-one appointments with students who wish to improve the way they study and attain greater academic success at the university.

Contact - Allyson Noble (Dubai) a.noble@hw.ac.uk

- **LIAISON LIBRARIANS:** Each School has a designated Liaison Librarian, who is based at the Edinburgh or Scottish Borders Campus and is available to provide support on a range of information skills, including:
 - Citing and referencing.
 - Literature searching.
 - Evaluating information sources.
 - Using EndNote.

They provide classes, including webinars, as part of the Skills Hub programme and are available to teach in class. Staff and students can also email them with enquiries or to set up one-to-one appointments, either face-to-face or by Skype. There are also [Subject Guides](#), which have a lot of

information and resources to support you (including contact details for your librarian). To find out more, contact your School's Liaison Librarian by emailing them directly or at ISHelp@hw.ac.uk

- **MEDIA PRODUCTION:** This service team provide the University with a media production capability via a purpose-built television studio. Full video recording and editing capabilities available, using industry standard software from Apple, Adobe and BlackMagic Design.
Video Production:
 - Studio and location based, as required.
 - Green Screen compositing available
 - Utilising High Definition (HD) and Ultra High Definition (UHD aka 4K professional cameras.
- **TECHNOLOGY TRAINER AND CONSULTANT:** Heriot Watt University provides a range of [software](#) for our staff and students to use. [Keith Aitchison](#), the Technology Trainer and Consultant supports staff and students by advising on what and how to use the information, learning and teaching technologies provided for them. They actively promote the use of IT applications and technologies and can provide specialist support though high quality classroom, one to one and remote training for staff and students of all levels.
 - [SKILLS DEVELOPMENT](#)
 - [SKILLS HUB](#)
 - [ICDL](#)
 - [SOFTWARE](#)
 - [IS GUIDES](#)
- **VIRTUAL LEARNING ENHANCEMENT MANAGER**
 - VIRTUAL LEARNING ENVIRONMENT
 - BLACKBOARD COLLABORATE
 - PLAGIARISM DETECTION (TURNITIN)
 - DIGITAL COPIES SERVICE
 - COPYRIGHT

18. Student Records

1. These procedures set out how the University manages records about students, applicants and alumni during the 'current' phase of the information lifecycle, to meet the objectives of the Data Protection Policy and the Information Governance and Records Management Policy.
In particular:
 - Controlling access to information strictly on a business need to see basis (Confidentiality)
 - Retaining information only as long as necessary, and in line with the University's retention schedules (Lifecycle) • Organising information in a way that means authorised individuals can locate and retrieve information timeously whenever required, including when requested by the data subject (Available)
 - Recording complete and accurate information (Integrity), but no more information than necessary, so that the records can be relied on and used to account for our actions and decisions (Accountable)
2. These procedures apply to records about all applicants, current and former students across all campuses and modes of study, for example:
 - On campus (Edinburgh, Scottish Borders, Orkney, Dubai, and Malaysia) students
 - Exchange and work placement students • Students who take a year out or are under temporary suspension of studies • Students who study for Heriot-Watt University awards with Partner institutions
 - Independent distance learners
3. These procedures apply to records documenting the entire student lifecycle from enquiries to alumni, including student recruitment, enrolment, attendance and attainment, advice and support services, fees, payments, bursaries, grants, appeals, complaints and disciplinary proceedings, verification of awards, alumni activities, subject access requests and third-party requests for personal data.

4. These procedures apply to all paper and electronic records which document student and application administration and assessment. It includes but is not limited to records and information held in the information systems listed in Appendix 1.
5. These procedures provide the 'business rules' for managing student records, as required by section 3 of the Code of Practice on Records Management.

Refer to the following policies:

- [Privacy Notice: Current Students](#)
- [Privacy Notice: Prospective Students](#)
- [Recording of lectures by students with specific learning needs](#)

What information to keep, and for how long: Introduction and guidance: Retention Schedules are used to determine how long University records need to be kept for operational, legal and evidential purposes and, what happens at the end of that period. They apply to all University records, whatever their format. At least once a year, review your records and implement the actions described in the retention schedules.

Refer to the [Disposition of records and Retention schedules](#)

19. Careers Service

Heriot-Watt students and graduates benefit from professional, impartial and confidential careers advice and guidance from specialist Careers Advisers who focus on specific subject areas related to the University's academic disciplines. They will come and speak to you in class about how to go about making informed career choices, managing your future career development, accessing opportunities to develop the skills employers demand and achieve your goals. They also organise a range of skills development workshops and a series of careers fairs and employer presentations where you can network directly with graduate recruiters.

They are also on-hand to help if you:

- are unsure about your plans and how to make decisions
- want help with application forms or your CV
- need to know more about where and how to look for jobs
- want information or advice on postgraduate study
- need to practice your interview techniques

Visit our [careers service webpages](#) website for more details.

Work experience and internships: Work experience is a great way to build knowledge, skills and to help clarify your career plans. Places are often competitive, but the Careers Advisory Service is a good starting point for finding out about work experience and some year-long placements.

You may also want to consider undertaking a more formal period of work experience, sometimes referred to as an 'internship'. Internships are usually full-time during the summer vacation and are aimed mainly at undergraduate students at the end of their 3rd year of study. The Careers Advisory Service can help you access internships through a number of graduate employers.

International students: If you are an international student on a Tier 4 or student visa, you will be allowed to work in the UK while you are studying. Most international students studying full-time courses are eligible to work up to 20 hours each week during the semester time (ie take a 'part-time' job) and can also work full time (35 hours or more) during vacations.

Working while you study or during your free time also allows you to meet new people, develop your English if it's not your first language, and provides valuable experience to add to your CV.

If you are considering working in the UK after graduation and are not from an EEA (European Economic Area) country, you will need to check whether you are eligible to work in this country.

The Careers Advisory Service can help you to find a part-time job while you study, or seasonal employment for the holidays. Find out more about [living and working in the UK](#).

Part-time and vacation employment: Part-time work or vacation employment not only helps with paying for books, bills, nights out and other University essentials, it also helps you gain valuable, transferable skills and to improve your graduate employability. The Careers Advisory Service can help you to find a part-time job while you study, or seasonal employment for the holidays. For more information on any of our services, please visit the [Careers Service web pages](#).

Your career: GRADfutures

The **Careers and Graduate Futures Service** aims to assist Heriot-Watt University students and graduates to make informed career choices by providing a professional, high quality careers guidance and information service for students and recent graduates of Heriot-Watt. We work closely with employers and academic Schools to support students by developing the skills they need to maximise their employability

The Careers and Graduate Futures Service is here to support your career planning in a number of ways including:

- Developing your employability skills
- Identifying potential career options
- Help to find work experience
- Marketing yourself to employers

We do this by offering opportunities to develop skills and gain experiences which will enable you to manage your future career development and achieve your goals. We can also help you find part-time work during term time.

Information on job vacancies, careers and skills development workshops, and careers resources can all be accessed on our [GRADfutures](#) careers platform. Current students and alumni up to 2 years after graduating, can also book 1:1 appointments with one of our Careers Consultants via GRADfutures. For more information contact: Careers and Graduate Futures Service: Dubai Campus dubaicareersandgradfutures@hw.ac.uk

The WATT Club

Founded in 1854, The Watt Club is understood to be the oldest alumni association in the UK. Lifetime membership is automatic upon graduation from Heriot-Watt, and is free to all graduates of the University. Whether you are a new graduate or wanting to re-connect with the Watt community we can continue to support you and can also play a role in supporting your fellow Alumni members. To do so please connect with us through the following ways:

- Our [Watt Club LinkedIn Group](#) with over 18,000 members, is a great way to find and network with fellow alumni.
- Stay connected and engage with us via our [Watt Club social media pages](#).
- Attend a Watt Club event – scroll to the bottom of our homepage for the latest information on [upcoming events](#).
- [Branch network](#) – If you're looking for specific information on a regional branch of the Watt Club please email our [alumni team](#).
- [The Career Mentoring Programme](#) is how the careers service connects students and recent graduates to a pool of industry mentors. If you're looking for a mentor or to support someone through mentorship this resource is here for you.
- [Careers Support](#) – alumni who have graduated in the last 2 years qualify for specialist careers consultant support. Meet with a consultant to discuss your personal job search strategy and to get feedback on CVs and applications.
- [Find a job](#) – GRADfutures is our careers service vacancy database. It's the place to go if you're looking for a job and you can also access a range of workshops and employer events to help you navigate your career pathway.
- [Recruit our students and recent graduates](#) – If you are an employer you can also utilise GRADfutures to advertise a job and to hire a graduate.

SECTION E - ORDINANCE 3 Graduates' Association (pg 61)

1. Establishment

- 1.1. This Ordinance is made in pursuance of Article 10 of the Charter.
- 1.2. The University shall engage with its former students and alumni through a Graduates' Association.

1.3. By a resolution dated 9th October 2015 the Court has resolved that the organisation constituted as “The Watt Club” shall be adopted as the Graduates’ Association of the University.

1.4. The University shall prepare and maintain a register of members of The Watt Club.

2. The Watt Club

2.1. The objects of The Watt Club (the Club) shall be set out in The Watt Club Constitution (the Constitution).

2.2. The role and membership of the Club shall be set out in the Constitution.

2.3. There shall be a Council of the Club (the Council), which shall act on behalf of the Club in the furtherance of its objects.

2.4. The role and membership of the Council shall be set out in the Constitution. 2.5. A Branch of the Club means an organisation approved by the Council and affiliated to the Club. This is further defined in the Constitution.

3. Appointment to the Court of a Member of The Graduates’ Association

3.1. 3.1. In pursuance of paragraph 1 (a) iii of Statute 4, a member of the former Students and alumni of the University shall be appointed to the Court. The procedure for making the appointment is described in the Appendix to this Ordinance E3.

3.2. The persons entitled to become candidates for appointment to the Court shall be the members (as defined in the Constitution) of The Watt Club on the date on which the notice inviting applications (expressions of interest) is sent out with the exception of: a) any member who is a member of Staff or a Student (in accordance with paragraph 1 (b) of Statute 4); b) any member who is a member only by virtue of being an honorary graduate of the University; and c) any member who applied for membership of the Club or was invited to join by the Council.

3.3. In accordance with paragraph 1 (e) ii of Statute 4, the member(s) of the Court referred to in this Ordinance shall hold office for a period of three years commencing on the date they are appointed and coming to an end on the third anniversary of the date of their appointment. Subject to paragraph 1 (e) vi and paragraph 4 (b) in Statute 4, such members shall be eligible for reappointment for up to two further periods of up to three years.

4. Financial Arrangements

4.1. In accordance with the Court: Statement of Primary Responsibilities, the Court shall act as trustee for any property, legacy, endowment, bequest or gift in support of the work and welfare of the University.

4.2. Any such property, legacy, endowment, bequest or gift to the University offered to the Club (or Branch(es) of the Club) on the University’s behalf shall immediately be notified to the University. The University shall determine whether such offer can be accepted in accordance with its Donor Charter and Gifts Acceptance Policy Statement.

4.3. Any funds provided to the Club by the University, shall be applied in accordance with the Financial Memorandum agreed between the Club and the University.

5. Data Protection

5.1. The Club (or Branch(es) thereof) acknowledges its obligations as a Data Processor for the University in accordance with the General Data Protection Regulation and the UK Data Protection Act 2018, and any other relevant legislation which protects privacy rights in the UK and other jurisdictions in which the University operates, and shall only process the personal data of alumni and members who are not alumni (together, the data subjects) in accordance with instructions from the University. The Club shall ensure through agreeing the constitution of the branches that the branches shall comply with data protection legislation.

5.2. The Club and its Branches warrant and undertake that they shall: (a) inform data subjects of their rights under the relevant data protection legislation, how data subjects may use those rights, and what steps the University is taking to comply with its obligations under data protection legislation; (b) implement appropriate technical and organisational measures to protect the personal data of alumni and members who are not alumni against unauthorised or unlawful processing and against accidental loss, destruction, damage, alteration or disclosure. Such measures shall ensure that the collection, retention, transfer, protection and security, and processing and recording of processing of personal data of data subjects is undertaken lawfully under the terms of the legislation described in section 5.1, above, and the prevailing University Data Protection Policy, and that any

breach in data protection is handled in accordance with the relevant legislation and University Data Protection Policy; (c) obtain prior consent from the University in order to transfer the personal data of data subjects (alumni members and those who are not alumni members) to any other body for any purpose ; (d) enable the University to comply with its obligations as a Data Controller and a Data Processor under the terms of the legislation described in section 5.1, above; (e) deliver to the University the full names and home addresses, and other personal data, of data subjects (alumni members and those who are not alumni members) that it collects for any purpose.

6. Marketing and Communication

- 6.1. The Watt Club shall agree from time to time a protocol with the University regarding the use by the Club (and its Branch(es)) of material intended to be published by or on behalf of the Watt Club that bears the University's brand (including its coat of arms and logo), the Heriot-Watt University name or HWU.
- 6.2. Any approved use of the University's brand (including its coat of arms and logo) shall at all times adhere to and comply with the requirements laid out in the University's published Brand Guidelines.
- 6.3. The Club (and its Branch(es)) shall agree in advance with the University the template design and key content of any digital communication channels (i.e. website, social media platforms etc.) which include the University's brand (including its coat of arms and logo), the Heriot-Watt University name or HWU or Heriot-Watt College.
- 6.4. Any material, image or communication published by the Club (and its Branch(es)) which is deemed by the University to damage its brand or reputation shall be immediately withdrawn from use.
- 6.5. The University shall provide such appropriate professional support and guidance to the Watt Club as is determined to be reasonable by the University. 6.6 The University and Branches of the Club shall obtain the prior written approval of the Council for all material intended to be published by or on behalf of the University or Branches that: a) bear the Club's brand (including its crest and logo); and/or b) includes the names "Watt Club", or "The Watt Club". Appendix to Ordinance 3 Appointment to the Court of the Member of the Graduates' Association

This Appendix to Ordinance E3 prescribes the procedures for the selection and appointment to the Court of a member of The Watt Club in accordance with paragraph 1 (a) iii of Statute 4. For the avoidance of doubt, all references in this Appendix to "the Secretary" mean the University Secretary.

1. Eligible persons

- 1.1. A person entitled to be appointed to the position of alumni member of the Court shall be a member (as defined in the Constitution) of The Watt Club on the date on which the notice inviting applications (expressions of interest) is issued, with the exception of those persons excluded in terms of paragraph 3.3 of Ordinance E3.

2. Criteria for selection

- 2.1. The Court, on the recommendation of the Governance and Nominations Committee, shall determine the range of skills and experience required in the Graduates' Association member to be selected. The decision of the Court shall be based on the Court's Skills' Register and the view of the Court on the future balance of expertise and experience required within the Court membership.
- 2.2. All eligible persons who show that they have the particular skills and experience sought in the candidate to fill the vacancy arising shall be eligible to be considered for the vacancy.

3. Invitation to submit an expression of interest

- 3.1. The appointment of the member of the Graduates' Association to the Court shall normally take place at least three months before the expiry of the appointment term of the last appointed person. An invitation to submit an expression of interest shall normally be issued to the population of eligible persons at least five months before the expiry of the appointment term of the last appointed person.
- 3.2. An invitation to submit an expression of interest, together with information about the role and responsibilities of Court members shall be issued by the Watt Club on behalf of the Secretary. The information provided to prospective applicants shall include guidance on the duties and responsibilities of Court members as the Trustees of the University in accordance with the Charities and Trustee Investment (Scotland) Act 2005, and shall include information about the necessary time commitment associated with the role of Court member. The information shall include all other terms and conditions of appointment as the Court may determine shall be set out in the appointment letter for Court membership. In accordance with paragraph 5.3, below, the successful candidate shall be required to confirm their agreement with the terms and conditions prior to Court approval of the appointment.
- 3.3. Advertising material and the candidate information described in paragraph 3.2, above, shall be prepared in accordance with the relevant guidance pertaining to the appointment of independent lay members of the Court as prescribed in the current Court Policy on Court and Court Committee Membership.
- 3.4. Expressions of interest from eligible persons shall be submitted to the Secretary of the Watt Club Council. Each expression of interest shall be in the form of covering letter which includes a statement from the person in relation to their interest in and suitability for the role and the person's Curriculum Vitae.

4. Process of selection

- 4.1. The members of a shortlisting panel with responsibility for determining the shortlist of candidates for interview shall be agreed by the Watt Club Council. The shortlisting panel shall be drawn from the membership of the Watt Club Council and shall include at least three members, one of whom shall be the President of the Watt Club. If the President of the Watt Club is unavailable to participate in the shortlisting panel, the Watt Club Council shall nominate an alternative person from within the Council's membership to serve on the panel.
- 4.2. The shortlisting panel shall include in its shortlisting review all expressions of interest which were received by the deadline date notified for receipt of expressions of interest.
- 4.3. Shortlisting of candidates for interview shall be directed by broad criteria recommended by the Governance and Nominations Committee and approved by the Court. The criteria shall include: particular area(s) of expertise sought (determined following review of the Court Skills' Register), ability and willingness of the candidate to make the necessary time commitment; and a strong track record of leadership and decisionmaking roles in the area of expertise sought. Other criteria may be set,

such as previous experience in a Most recent update follows the Court meeting on 16 December 2021 Page 64 non-executive governance role. With the exception of the essential criterion of a person's willingness and ability to make the full time commitment associated with the role of Court member, criteria shall be used only to select candidates on the basis of their expertise and experience.

- 4.4. The Secretary of the Watt Club Council shall be responsible for ensuring that the process of review of expressions of interest to determine the interview shortlist is conducted fairly and in accordance with the agreed criteria.
- 4.5. Review of expressions of interest to determine the agreed interview shortlist shall normally be completed within three weeks of the deadline date for receipt of expressions of interest.
- 4.6. The Secretary of the Watt Club Council shall be responsible for relaying in full the expressions of interest of those persons who have been shortlisted for interview to the Secretary as soon as may be following completion of the interview shortlisting process.
- 4.7. The number of candidates shortlisted for interview shall not normally be fewer than two or more than eight.
- 4.8. Alongside the expressions of interest of those candidates shortlisted for interview, the Secretary of the Watt Club Council shall send to the Secretary a summary report of those candidates who were not shortlisted. The summary report shall confirm in each case the criterion or criteria that were not sufficiently met by the candidate, causing them to be excluded from the shortlist.
- 4.9. Shortlisted candidates shall participate in an interview in person, or via remote means, conducted by a panel which shall consist of three members. The membership of the panel shall comprise the President of the Watt Club, the Chair of Court or the Deputy Chair of Court and one further member of the Watt Club Council or an existing or previous independent lay member of the Court who is a member of the Watt Club. The Secretary shall be invited to sit in attendance at each interview. The currently serving alumni member on the Court shall not be eligible to be involved in the recruitment of their successor, but he or she may act in an advisory capacity providing advice on the role if approached to do so by an interested candidate.
- 4.10. If the President of the Watt Club is unavailable to serve on the interview panel within a reasonable timescale the Watt Club Council shall nominate an alternative member of the Watt Club Council to serve in that place. If the Chair of Court and the Deputy Chair of Court are both unavailable to serve on the interview panel within a reasonable timescale the Governance and Nominations Committee shall nominate another independent lay member of the Court to serve in that place. If the third member of the panel is unavailable to serve on the interview panel within a reasonable timescale the Watt Club Council shall agree on the alternatives of an earlier serving alumni member of the Court, or an alternate member of the Watt Club Council, or an existing independent lay member of the Court who is able and willing to serve in that place.
- 4.11. Shortlisted candidates shall be eligible to receive reasonable expenses for attending an interview in line with the University's Policy for interview attendance.
- 4.12. The recommendation of the interview panel for appointment of a candidate shall be reported by the Secretary to the Governance and Nominations Committee. The recommendation, which shall make reference to the candidate's contribution to the Court Skills Matrix, shall be accompanied by the CV submitted by the candidate with their expression of interest. It shall be the responsibility of the Governance and Nominations Committee to report the recommendation to the Court.

5. Appointment

- 5.1. In accordance with paragraph 1 (e) ii of Statute 4, the member shall hold office for a period of three years commencing on the date they are appointed and coming to an end on the third anniversary of the date of their appointment and shall be eligible to have their appointment extended by the Court for up to two further periods each of up to three years.
- 5.2. The Court shall make the appointment of the member of the Court in the category of alumni member on the recommendation of the Governance and Nominations Committee.
- 5.3. The approval of the appointment by the Court shall be subject to signed agreement by the person to the terms and conditions of Court membership as determined by the Court for all appointed members.
- 5.4. If a casual vacancy should arise in relation to a member appointed in terms of clause 1 (a) iii of Statute 4, the Court, may choose following receipt of recommendations from the Watt Club Council and the Governance and Nominations Committee to appoint a new member to serve for the unexpired portion of the membership term of the previous member.
- 5.5. The membership terms shall be eligible to be renewed, subject to the person remaining eligible for future membership of the Court in the category defined by clause 1 (a) iii of Statute

20. Health and Safety

Our mission is to promote a positive safety culture throughout the University and this site is intended to provide you with relevant and up to date health and safety information.

University Health and Safety Policy Statement

The Court of Heriot-Watt University recognises and accepts its responsibilities as an employer for ensuring, so far as is reasonably practicable, the health, safety and welfare of our staff while at work, and for the health and safety of any other person who may be affected by what we do.

We recognise that effective health and safety management contributes towards organizational performance by reducing injuries, ill health, unnecessary losses and liabilities. To ensure this happens, we will create and maintain a positive health and safety culture which secures the commitment and participation of all staff to help us achieve high standards of health and safety management.

Effective health and safety control is a primary objective of the University's activities and supports our values. We will aim, so far as is reasonably practicable, to conduct our activities without avoidable risk to the health and safety of our staff and others who may be affected by what we do. Although the law sets only minimum acceptable levels of performance, we will try to set and achieve higher standards where possible. The University is committed to providing consistent levels of safeguarding across all our Campuses.

We aim to achieve these standards by providing and maintaining:

- a working environment without avoidable risk to the health and safety of our staff, students, contractors, visitors and the general public, and with adequate facilities and arrangements for the welfare of staff at work
- arrangements for ensuring safety and absence of avoidable risks to health in connection with using, handling, storing, and transporting articles and substances
- plant, equipment and systems of work that are safe and without avoidable risks to health enough information, instruction, training and supervision so that staff know how to avoid hazards and contribute positively to their own health and safety at work

Refer to the following to access:

- [Students Information Leaflet](#)
- [University Health and Safety Policy](#)

SafeZone

SafeZone is a free app-based system for students and staff that enhances their personal safety. SafeZone extends the reach of campus safety and security, to cater for the real time needs of the people who use campus every day. It provides a quick and easy way for users to alert SafeGuarding Services, when help or assistance is needed.

SafeZone is a free app that allows you to send a location-based alert from your smartphone or tablet to SafeGuarding Services whenever you need an immediate emergency response, first-aid or any other general assistance.

The SafeZone app makes it easy for students and staff to get help with the single tap of a button. Within seconds the SafeGuarding Officers, will receive the alert and initiate a response

21. IT Communications Acceptable Use Policy and Information Security Policy

This is the Heriot-Watt University IT Acceptable Use Policy. It sets out conditions of use, which apply to anyone using any Heriot-Watt University IT and communications systems, or any other information system that users have permission to access because of their relationship with the University Group. They apply to regulations for using the systems at any institution users may visit. This policy is a constituent part of the Heriot-Watt University [Information Security Policy Framework](#).

This policy applies to:

- Anyone using the IT facilities (hardware, software, data, network access, third party services online services or IT credentials) provided or arranged by Heriot-Watt University.
- Use of systems, devices and services, including social media, owned by others, access to which has been provided by the University, or are otherwise used for University activities. In such cases, the regulations of both bodies apply. In the event of a conflict of the regulations, the more restrictive takes precedence.
- Use of personally owned devices and user service accounts to access University IT accounts, information and communications systems or to process and store University information.

22. Definitions and Interpretation

1. The Regulations will be interpreted benevolently and in every case most favourably to the University and the promotion of the Objects. The provisions of the Regulations shall not be construed to conflict with any applicable national law, current or future enacted.
2. In the event of any conflict or inconsistency between the Regulations and the Ordinances, the Charter or the Statutes, the provisions of the Ordinances, the Charter and the Statutes shall take precedence. No provision of the Regulations shall be inconsistent with the Ordinances, the Charter or the Statutes.
3. In the event of any conflict or inconsistency between the Regulations and policy, process or guidelines, the provisions of these Regulations shall take precedence.
4. Unless the context requires otherwise, any terms used in these Regulations but not defined herein shall have the meanings ascribed to them in the Charter, Statutes and the Ordinances, in particular in Section A- Ordinance 1 <https://www.hw.ac.uk/documents/ordinances.pdf>

5. For the purposes of the Regulations, the following terms shall have the following meanings:
- 5.1. **"Academic Appeal"** is a formal request by a Student for the review of a decision on progression, assessment or academic award made by a board of examiners, or the University, or by any member of the Heriot-Watt Group.
 - 5.2. **"Approved Course"** means a Course approved on behalf of Senate.
 - 5.3. **"Course Assessment Board"** means a board of examiners convened for the express purpose of confirming marks and grades for courses across all locations and modes of delivery, as further prescribed in paragraph 4 of Regulation A5, Academic Decision Making Boards.
 - 5.4. **"Assessment Material"** means any component part of an assessment leading to any percentage of the final mark for a course.
 - 5.5. **"Award Board"** means a board of examiners convened for the express purpose of making Award decisions for all programmes, as further prescribed in paragraph 6 of Regulation A5, Academic Decision Making Boards.
 - 5.6. **"Compulsory Course"** means a course of study required by the Malaysian Government
 - 5.7. **"Course"** means a series of teaching and learning events leading to the award of credit which form part of a Programme of Study, and is further prescribed in Regulation A4, Courses, Programmes and Assessment, paragraph 2.
 - 5.8. **"Discipline"** is the term used for the cognate subject areas within Primary Academic Units.
 - 5.9. **"Enrolment"** means the process of joining a Programme of Study. Once enrolled, a candidate/applicant will be a Student. Students will enrol at the start of their first academic year/stage of study and re-enrol at the start of each subsequent academic year/stage of study.
 - 5.10. **"First Degree"** is an undergraduate degree leading to the awards listed in Regulation A7, Awards, paragraph 5.1. 4
 - 5.11. **"First Degree of Master"** is an integrated undergraduate degree leading to the award of Master listed in Regulation A7, Awards, paragraph 5.1.
 - 5.12. **"Fresh Start"** means that a Student has enrolled on stage one of a Programme of Study having already enrolled on and completed or partly completed stage one of another Programme of Study.
 - 5.13. **"Graduand"** shall mean a person who is eligible for the award of a degree in terms of paragraph 2.1 or paragraph 2.2 of Ordinance P2.
 - 5.14. **"Higher Degree of Doctor"** is a research degree leading to the award of Doctor.
 - 5.15. **"Higher Degree of Master"** is a postgraduate degree leading to the award of Master.
 - 5.16. **"Honorary Graduand"** shall mean a person who is eligible for the award of a degree in terms of paragraph 2.4 of Ordinance P2.
 - 5.17. **"Industrial Placement"** means a period of accredited work-based learning which is a mandatory component of a Programme of Study.
 - 5.18. **"Industrial Training"** or **"Industrial Experience"** means a period of accredited work-based learning which is additional to a Programme of Study and leads to the award of a certificate or a diploma.
 - 5.19. **"Library"** is deemed to include all parts of the University's library services, including all learning resources, whether digital or print, physical or online, and spaces, wherever those services are provided and overseen in an official capacity by Information Services and wherever situated on University campuses.
 - 5.20. **"Management Committee"** is a committee properly established by the relevant Participating Organisations to oversee the provision of joint or collaborative Programmes of Study.
 - 5.21. **"Misconduct"** means, in the broadest sense, improper behaviour or interference with the proper functioning of activities or property of the University or any member of the Heriot-Watt Group or of those who work for, study at or are visiting the University or any member of the Heriot-Watt Group, or any other action which otherwise damages the University or any member of the Heriot-Watt Group. Misconduct will be further categorised into academic Misconduct and non- academic Misconduct of which the types will be identified in the Student Discipline Policy and Procedures.

- 5.22. **“Mitigating Circumstances Board”** means a board of Academic Staff convened to review and make recommendations on how mitigating circumstances have affected individual Student performance, as further prescribed in paragraph 3 of Regulation A5, Academic Decision Making Boards.
- 5.23. **“Participating Organisations”** - In relation to joint Programmes of Study, if more than one university, institution or organisation is involved in providing a Programme of Study, at any level, those other universities, institutions or organisations participating in a joint venture are referred to as the Participating Organisations.
- 5.24. **“Pre-requisite”** means a Course that needs to be completed and passed before continuing to the next stage.
- 5.25. **“Programme of Study”** is defined in Ordinance P7 and means ‘a programme of study shall be either a course of instruction leading to examinations and assessment or supervised research or a combination of the two which is approved by the Senate and which leads to the award of a University degree, diploma, or other qualification’, and is further prescribed in Regulation A4, Courses, Programmes and Assessment, paragraph 3.
- 5.26. **“Progression Board”** means a board of examiners convened for the express purpose of making recommendations of progression for each student on a programme, as further prescribed in paragraph 5 of Regulation A5, Academic Decision Making Boards.
- 5.27. **“Qualifying Courses”** are courses taken from levels 9, 10 or 11, identified in the programme structure, used for the express purpose of the calculation of the honours degree classification or the first degree of Master classification.
- 5.28. **“Registration”** or **“Course Registration”** means the process of registering a Student for approved Courses of a Programme of Study.
- 5.29. **“SCQF”** means the Scottish Credit and Qualifications Framework.
- 5.30. **“Student ID card”** means the card issued by the University to enrolled Students which serves as official Student ID and library card.
- 5.31. **“Synoptically Assessed Courses”** are two Courses offered in the same stage either in different semesters or in the same semester and at the same level that may be linked by Primary Academic Units offering the Courses, especially where the material covered is continuous from one Course to the next.
- 5.32. **“University Studies Committee”** is a standing sub-committee of the University Committee for Quality and Standards, established to undertake consideration and approval of the academic conditions associated with the establishing, modifying, or withdrawing of undergraduate and postgraduate taught courses, programmes and disciplines.
6. In this Regulation, the term “Head of Primary Academic Unit” shall be read as “Head of Primary Academic Unit or their nominee”.
- 6.1. For the majority of cases, a Student will be attached to a Primary Academic Unit. For the purposes of the Regulations, if a Student is not attached to a Primary Academic Unit, they should take ‘Head of Primary Academic Unit’ to mean ‘the Vice Principal for the Campus on which they are studying’.
7. All existing Regulations and Ordinances shall continue in full force and effect and shall not be amended by virtue of these Regulations until the particular Regulation has been specifically amended, repealed or replaced.
8. Unless the context requires otherwise, words in the singular shall include the plural and words in the plural shall include the singular.
9. In construing the Regulations, the rule known as the ejusdem generis rule shall not apply nor shall any similar rule or approach to the construction of the Charter. Accordingly, general words introduced or followed by the word “other” or “including” or “in particular” shall not be given a restrictive meaning because they are followed or preceded (as the case may be) by particular examples intended to fall within the meaning of the general words.

Refer to [Academic Regulations A1](#)

Student Key Information

Student Service Centre offers services to all students (enrolled and graduates). Students can contact the centre for academic, finance, visa or accommodation queries.

Student Services	<ul style="list-style-type: none"> • Academic enquiries (exams, graduation, etc.) • Student record amendment (programme transfer, extend study duration, reassessment, etc) • KHDA attestations • CAA Update/Accreditation Enquiry • Letters/transcripts • Support with enrolment and course registration • Student ID cards 	<ul style="list-style-type: none"> • Current students: log an enquiry "AskHWU" • Alumni/graduates/third party: student-services-dubai@hw.ac.uk • Phone: +971 4 571 7000 ext 6
Finance	<ul style="list-style-type: none"> • Tuition fee payment (cash, cheque, credit card) • Other additional fee payment (cash, cheque, credit card) • Payment plans 	<ul style="list-style-type: none"> • Email: dubai-finance@hw.ac.uk • Phone: +971 4 571 7000 ext 4
Visa	<ul style="list-style-type: none"> • Visa documents submission and collection • Visa letters • Passport & Emirates ID collection 	<ul style="list-style-type: none"> • Email: dubaivisa@hw.ac.uk • Phone: +971 4 571 7000 ext 3

Where to find us: Student Service Centre is located on the first floor of the Heriot Watt Dubai Campus, Knowledge Park.

Operating hours:

Monday – Friday 9:30am – 5pm

Saturday & Sunday Closed

Key information

Phone: +971 4 571 7000

Email: student-services-dubai@hw.ac.uk

