

# Bachelor of Science in Business Management

## Student Handbook

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# Edinburgh Business School

## Contact details and campus information

All correspondence should be addressed to:

Edinburgh Business School  
Heriot Watt University  
Edinburgh  
EH14 4AS  
United Kingdom

Email: [ebs.enquiries@hw.ac.uk](mailto:ebs.enquiries@hw.ac.uk)

Telephone: +44(0)131 451 3008

Office hours: 08:00-16:30 Monday to Friday



# Welcome from the Executive Dean

**I am delighted to welcome you to Edinburgh Business School. You have, like thousands of students before, made an excellent choice in studying with us. Like those students, you are embarking on a learning journey that will transform your life and your career. It will enable you to make a meaningful difference to the organisations in which you work and indeed the wider community of which you are a part.**

We are unequivocal at Edinburgh Business School that our purpose is to give everyone the opportunity to realise their ambition, to develop as the leader they wish to become. We both prepare aspiring business leaders to enter competitive global job markets and help experienced executives and managers across the world to transform and accelerate their careers.

We pride ourselves on the quality of our programmes and on the unrivalled flexibility of our study and assessment methods and we are committed to ensuring that our programmes can be integrated into your busy professional and personal lives.

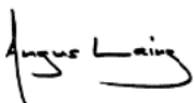
As a student of Heriot-Watt University, you are an important member of our community. During your studies you will have many opportunities for experiencing new challenges, for acquiring professional skills, and for widening your personal horizons.

We are proud of the way in which our students and alumni develop professionally and personally throughout their learning experience, benefit from international recognition of our University's awards, and enjoy a global learning experience through our network of students, experienced tutors and faculty, and alumni.

We have put together this handbook which we hope you will find useful. It is your responsibility to read and understand its contents and to use it as a resource throughout your studies. The handbook is updated from time to time in response to feedback we receive from our students. Please feel free to ask questions about the handbook and provide suggestions for future editions.

We have a team of staff around the world who work to support and advise all our students throughout their studies. If you require assistance or advice at any time, please do not hesitate to get in touch.

We are delighted that you have joined us and wish you a happy and fulfilling time with us.



**Professor Angus Laing FRSA**  
Executive Dean  
Edinburgh Business School & School of Social  
Sciences Heriot-Watt University

# Studying with Edinburgh Business School

## Heriot-Watt University

From a pioneering institute born out of the Scottish Enlightenment, today Heriot-Watt University is shaping the world as a global university and as a leader in transnational education. Echoing our founding principles of tailoring our curriculum to the needs of modern society, we are a powerful driver of the economy wherever we are in the world. In all of our communities we create a distinct university experience, a springboard for an international career.

University has been at the forefront of learning for almost 200 years. Established as a school for engineers, the name commemorates two giants of Scottish business and engineering: George Heriot, Financier to King James VI; and James Watt, the pioneer of steam power and the father of the industrial revolution in the 19th century.

The world's first technical institute and one of the first universities in the UK to be awarded a Royal Charter, the University quickly established a reputation for world class teaching and leading-edge research.

From its location on the green edge of Scotland's capital city, to its modern campuses in Dubai and Malaysia, the University's programmes lead the way in areas as varied as energy, the environment and climate change, risk modelling, infrastructure and transport, and the interface between life and physical sciences.

## Edinburgh Business School

Edinburgh Business School has built its reputation over the past thirty years on a strong record of achievement by students, alumni and faculty. We are one of the largest schools at Heriot-Watt University and part of the wider School of Social Sciences. We have one of the largest and most global student populations in our online programmes with students from over 160 countries studying independently or via our network of approved learning partners. In addition to this we have students studying at undergraduate, postgraduate and doctoral levels across our campus locations.

Our uniquely flexible and student-centered approach has been key to our success. We're proud to offer a variety of learning experiences that empower a diverse community of individuals from all around the world; from C-suite executives to family business owners, athletes to politicians. Our open, flexible way of working is all about using academic knowledge to evaluate and improve practice, encouraging everyone to raise the bar by doing more of what matters to them.

## Online Study

We have invested a significant amount of effort in reviewing our approach to online learning. The online programmes, which contain all the learning resources necessary to succeed, have been developed to make achievement possible for students who do not wish or are not able to attend campus.

All courses, including the 'Introduction to Your Online Studies' course and the 'Programme Hub' are accessed via the EBS Student Portal. We have used the latest research in digital and management education, combined with feedback from our students and alumni, to produce a guided, interactive learning experience through our virtual learning environment. Our online learning environment enables you to participate in discussions and connect with students studying the Edinburgh Business School BSc in Business Management anywhere in the world.

All of the courses include:

- An introduction module to help you familiarise yourself with the course topics, your virtual learning environment, the assessment approach, and the tutors involved in the course.
- Extensive video content.
- Tests, practice essays and collaborative discussion forums where you can engage with your fellow students around the world.
- Practice materials, guidance and supporting materials to help prepare effectively for your assessment.
- Access to an underpinning e-textbook.
- Tools to help you track your progress.
- Full optimisation for smartphones.

# Information and Communications

## Introduction to Your Online Studies

This course provides an introduction to Heriot-Watt Online, induction and orientation, addressing some of the practicalities of how to be a successful online student through approaches to managing your studies.

## Programme Hub

Your Programme Hub contains important updates about your programme and provides you with the opportunity to network with fellow learners and Edinburgh Business School.

## The Student Portal

You will have access to the Student Portal at:

**[learning.online.hw.ac.uk](https://learning.online.hw.ac.uk)**

The Student Portal is a password-protected website which enables you to:

- Manage your account: change your password or contact details.
- Manage your programme: apply for certificates and diplomas for intermediate awards.
- Manage your studies: view assessment timetables, view assessment results.
- Access your Programme Hub and the courses you have enrolled on.
- Access to over 500 industry courses, projects and Professional Certificates via Coursera Career Academy.

You will receive details of how to access the Student Portal once you have enrolled on your chosen programme. The first time you log into the site you should use your student identification number (SID) as your username and your full registration number as your password. You will then be asked to set a new password of your choice.

## Contact Details

It is essential that we are kept informed of any changes to your contact details, particularly your email and home address. It is your responsibility to ensure that your contact information is kept up to date via the **Student Portal**.

## Important Announcements and notifications

We will keep you updated on any important programme and course relevant information through announcements which will be posted in your Programme Hub.

## Communication by Email

Communication is a very important aspect of our programmes. We will often communicate with you by email about a range of important matters including assessments, awards, and degree ceremonies. So that you do not miss out on (and as a consequence fail to act on) important information, it is essential that you read all emails that you receive from Edinburgh Business School. You should check your mail regularly and respond promptly when required to do so. For any general support email enquiries, we aim to acknowledge within one working day and respond within five working days.

## Online Forums

Course forums are available within the courses in your learning environment where you can post course queries and discussion items. Members of faculty and fellow students can then respond to postings. The Course Team aim to respond to forum posts and questions within five working days.

# Programme Information

## **A Welcome from the Programme Chair – Dr Katie Myhill**

I am delighted to welcome you to the BSc in Business Management (Online) at Heriot-Watt University. As Programme Chair, it is my privilege to accompany you as you take this important step in your academic and professional journey.

Studying online does not mean studying alone. You are now part of a vibrant, global community of learners, each bringing unique experiences and perspectives. Together, you will not only gain the knowledge and skills to thrive as future business managers and leaders, but also build connections that span industries, cultures and continents.

This programme has been designed with flexibility at its heart enabling you to learn at your own pace, balance your studies with work or caring commitments and take assessments when you feel ready. We believe education should empower, not constrain and this structure ensures you can succeed on your own terms.

As you begin, remember that every module and course is more than just a task, it is a step toward shaping the future of business in a globally connected world. Your resilience, creativity, and curiosity will be the driving forces of your success.

Welcome to Heriot-Watt. Welcome to a community that celebrates your ambition and supports your growth. I look forward to seeing all that you will achieve.

Kind regards

**Dr Katie Myhill**  
**BSc Business Management Programme Chair**  
**Associate Professor School of Social Sciences**

## The Bachelor of Science in Business Management

Students choose Heriot-Watt University's online BSc for its academic rigor, its intellectual challenge and its proven ability to greatly enhance student career prospects. They're also drawn by its sheer flexibility; no other BSc gives you as much freedom. The courses in each stage, can be studied in the order you wish, and you have eight years, from commencing your studies within which to complete.

Our BSc covers key disciplines including, Business Technology, Business Accounting & Finance, Operations & Project Management, People Management and Leadership & Strategy .

### Programme Structure & Awards

To be eligible for the award of the BSc in Business Management, you are required to successfully complete 12 mandatory courses, over three stages, totalling 360 credits.

**Before you can sit the assessment in any Stage 2 or Stage 3 course, you must have successfully passed the assessment in all courses, in the preceding Stage(s) e.g. you cannot sit a Stage 2 course assessment until you have successfully passed all Stage 1 course assessments.**

Stage 1 Courses	Credits	SQCF Level
Business and the Global Environment H17BG	30	7
Skills for Business H17PS	30	7
People Management H17PM	30	7
Business Technology H17BT	30	7
Stage 2 Courses	Credits	SQCF Level
Business Accounting and Finance H18AF	30	8
Introductory Business Economics H18BE	30	8
Fundamentals of Marketing H18FM	30	8
Operations and Project Management H18OP	30	8
Stage 3 Courses	Credits	SQCF Level
Business Analytics H19AI	30	9
Leadership and Strategy H19LS	30	9
Innovation and Enterprise H19SB	30	9
Industry Specialisation Certificate H19CC	30	9

## Sequence of Study

It's important to study the courses in an order that supports both your learning and your working practices. That's why at Edinburgh Business School we allow students to register for courses in an order of their choosing. The only restriction is that course assessments for each stage, must be successfully passed, before the course assessment in the next stage can be attempted.

## Grading Scheme

The University operates the Heriot-Watt Assessment and Progression System (HAPS) grading scheme. The results of course assessments are recorded on the Transcript in the form of Grades A to F; percentage marks are not recorded on Transcripts issued by the University. The grades descriptors are based on the quality of response in course assessment, which is determined with reference to the extent to which the learner has satisfied the criteria specified for the assessment of the course in question.

Grade	Quality of Response	Decision
A	Excellent	Learner has passed the course and can continue study in the subject
B	Very Good	Learner has passed the course and can continue study in the subject
C	Good	Learner has passed the course and can continue study in the subject
D	Satisfactory	Learner has passed the course and can continue study in the subject
E	Adequate	Learner is awarded credit points, but cannot continue study in the subject; a re-assessment is required for core and continuing courses
F	Inadequate	Learner is not awarded credit points; a re-assessment is required

## Credit Rating

Scottish Credit and Qualifications Framework

The SCQF brings together all Scottish qualifications, including further education, vocational and secondary school qualifications, into a single, national framework. One of its main purposes is to help learners move easily from one qualification to another.

Qualifications in the framework are described in terms of levels and academic credits. There are 12 levels in the framework, and the academic credits are called SCQF points. All Heriot-Watt University's qualifications comply with SCQF requirements.

The SCQF uses two measures to describe qualifications within the framework: the level of the outcomes of learning and the volume of outcomes, described in terms of the number of credits.

Each of the BSc courses we offer has a credit rating of 30 SCQF credit points based on 300 notional hours of student effort. Once you have completed a course successfully you will be awarded credit. 360 credits across the 12 approved courses must be achieved, to be eligible for the award of the BSc in Business Management.

Levels reflect the demand and complexity of the learning in a course; the undergraduate courses we offer are rated at Level 7, 8 and 9.

## Requirements for Awards

Progression/award criteria	Total Credits	Taught courses
Bachelor of Science (Ordinary degree)	360	Credit weighted average $\geq$ 40% over 12 courses at grades A-D
Bachelor of Science with Distinction (Ordinary degree)	360	Credit weighted average $\geq$ 70% over stage 3 courses at grade A-D, all at first opportunity.

# Course Registration and Formal Enrolment

## Registering for a Course

Initial courses purchases are conducted via the course purchase pages on the Heriot-Watt website at [hw.ac.uk](http://hw.ac.uk). Further courses can be purchased directly from your **Student Portal**.

## Formal Enrolment

All students are required to formally enrol as a student of Heriot-Watt University. This should be done at the beginning of your studies. A Student Registration Form should be downloaded from the **Student Portal** completed in full and returned with all the required supporting documentation to: [eps.enquiries@hw.ac.uk](mailto:eps.enquiries@hw.ac.uk). Full details are provided in the guidance notes accompanying the Student Registration Form.

To be eligible to formally enrol on the BSc programme one of the following must apply:

- Standard entry route - you should meet the Heriot-Watt academic entry requirements, detailed information can be found at <https://www.hw.ac.uk/study/how-to-apply/entry-requirements>

Additionally, students whose native language is not English must provide evidence of their English language proficiency. Further information can be found at <https://www.hw.ac.uk/study/how-to-apply/entry-requirements/english-language-requirements>

- Performance-based entry route - you have met the Heriot-Watt Online performance-based entry route by passing one of the BSc Stage 1 courses

If you are not eligible to formally enrol at the beginning of your studies, your Student Registration Form will be held on file and we will enrol you automatically when you have met the requirements for the performance-based entry route.

## Student Identification and Registration Numbers

Upon commencement of the programme each student is allocated a Student Identification Number (SID) and a Registration Number. These numbers are unique to you and will remain with you for the duration of your studies. You should use your SID for all communication with Edinburgh Business School.

The numbers are also used when logging into the Student Portal. Your SID is used as your username and your Registration Number is used as your temporary password. You will be asked to change your password when you log in for the first time. It is recommended that your password be at least six characters long and contain at least one character from each of the following categories: upper case letters, lower case letters, numbers and symbols. You can change your password at any time in the My Account section of the Student Portal. Your SID will continue to be your username. If you forget your SID or password you should follow the onscreen instructions on the Student Portal login page.

You will be issued with a soft copy ID card, bearing your photograph, Registration Number and personal data.

## Recognition of Prior Learning

Recognition of Prior Learning (RPL) is not presently available for this programme.

## Temporary Suspension, Withdrawal or Transfer of Studies

It is recognised that there may be circumstances under which a student may wish to take a break or withdraw permanently from their studies. There may also be instances in which a student wishes to explore the possibility of transferring from one programme to another.

Students are strongly advised to discuss their options with the Student Engagement Team at [ebs.enquiries@hw.ac.uk](mailto:ebs.enquiries@hw.ac.uk). These discussions can help students to consider all available options and perhaps identify a way in which it is possible to continue with their studies in the future.

Should you decide to withdraw permanently from your studies, advice can be given to ensure that this transition is completed as efficiently as possible and guidance can be found on the University website or by following the link [here](#).

We also fully recognise that you may wish to pause your studies, in which case you should follow the Temporary Suspension of Studies process. In effect, this pauses the study period but has the advantage of ensuring we are aware and so can provide support where appropriate. The University wide process and guidance on Temporary Suspension of Studies is available on the University website or by following the link [here](#).

## Fees and Charges

All fees and charges associated with our courses are payable in advance. The course fee includes the first assessment attempt. A £160 fee is payable for any additional assessment attempts in a course.

Information on student fees is available at: [hw.ac.uk/ebs/study/online/fees](http://hw.ac.uk/ebs/study/online/fees)

Edinburgh Business School's Refund and Exchange Policy is available at: [hw.ac.uk/document-library/ebs/edinburgh-business-school-fee-refund-policy.pdf](http://hw.ac.uk/document-library/ebs/edinburgh-business-school-fee-refund-policy.pdf)

## Ordinances and Regulations

Heriot-Watt University has a detailed set of rules which govern the operation and management of university business. These are referred to as Ordinances.

The Ordinances are supported by the University's Regulations which provide a regulatory framework for academic-related matters which staff and students must adhere to for all academic matters.

The Ordinances and Regulations can be accessed via: [hw.ac.uk/ordinances](http://hw.ac.uk/ordinances)

## University Policy and Guidance

The University publishes many policies and reference information on its website. Some of these may be relevant to the programmes offered by Edinburgh Business School and therefore may be of interest to students. Wherever practicable, University policy is designed to include all members of the University community, both within and out with the main campus environments.

Policies of specific interest and relevance can be accessed via:

**Learning and Teaching Policies - Heriot-Watt University**

# Assessments

## Assessment Format

The assessment of each course is based entirely on your performance in a Final Online Assessment. Students have a 24-hour window within which to complete and upload their assessment. The most up to date guidance and information on Final Online Assessment can be found on the Student Portal dashboard. There are a wide variety of question types to enable you to demonstrate your comprehension and knowledge in different ways.

To complete a course successfully you must obtain at least a D grade in the assessment.

By the end of each course, you should have acquired a set of knowledge and skills. It is useful to think of the educational outcomes of each course, independent of its content, as being a 'hierarchy', which runs as follows:

Recognition and recall: you are expected to have a wide knowledge of the ideas in the course.

Applications: you should be able to work out the answers to problems using the ideas in the course. Applications vary from being relatively simple, for example working out the chances of getting two heads from two throws of a coin to complex financial appraisals, for example, comparing the returns on different investments.

Synthesis: you should be able to bring ideas together to resolve or discuss, complex issues.

Evaluation: the ability to compare different courses of action and arrive at reasoned conclusions is the highest-level skill.

These skills are tested by a mix of scenarios, case studies and essays in the assessment. The mix depends on the characteristics of the course.

To help you to prepare for the assessments, supporting materials are made available on the **Student Portal**.

## Registering for an Assessment

When you start studying a course you will automatically be registered for the next available assessment diet that is at least three months away from the date you begin studying the course.

You can register for a maximum of two assessments per assessment diet. Should you require to register for more than two assessments in any one assessment diet, you must have prior approval from the Programme Chair. Approvals will only be granted in exceptional circumstances.

## Assessment Sessions

There are three assessment sessions per academic year in December, April/May and July/August.

The full assessment timetable is available on the **Student Portal** under **Assessment Timetables**.

## Amending an Assessment Entry

If you wish to move your assessment to a different session, you may do so without incurring a financial penalty, if you do so before the appropriate deadline date. Simply click on **Amend** beside the relevant assessment in the list of upcoming assessments, found in the **Assessment Registration** section of the **Student Portal**.

Deadline dates for amending assessments, without incurring any cost can be viewed within the **Registration Deadlines** section of the **Student Portal**.

Once the deadline has passed, it is not possible to amend an entry in the Student Portal without incurring a fee.

## Withdrawing an Assessment Entry

If the deadline for amending an assessment entry has passed and you decide that you no longer wish to attempt it, you can withdraw your entry without rescheduling it for a future assessment session. Simply click on Withdraw Assessment beside the relevant entry in the list of upcoming assessments. To attempt the assessment at a future session you will need to register and pay the assessment fee.

## Absence from an Assessment

Absence from an assessment is not considered as an assessment attempt. However, your assessment fee will be forfeited. To attempt an assessment at a future session you will need to register for the assessment and pay the assessment fee.

If you are absent from an assessment owing to illness you must contact the Student Engagement Team at [enquiries@ebs.hw.ac.uk](mailto:enquiries@ebs.hw.ac.uk) as soon as possible. In addition, you submit a completed Mitigating Circumstances Application Form along with appropriate documentary evidence **within five working days** of an assessment taking place. The School will not be able to consider any mitigating circumstances without this information. If you are supplying a medical certificate, it must cover the day of the assessment/s, be in English, or be accompanied by an official translation and, be issued by a recognised medical professional. If the School accepts that you were unable to attempt the assessment because of illness, your assessment fee will be credited, and you will be registered for the assessment at a future assessment session of your choice.

## Getting your Assessment Results

Once assessment results have been presented and approved by the Board of Examiners, they will be made available in the **My Assessment Results** section of the Student Portal.

The date on which the results are to be released can also be found in the **My Assessment Results** section of the Student Portal. The release date is generally six to eight weeks after the end of the assessment session.

You will receive the following information in relation to your results:

- Notification of the mark awarded for each course, and
- Where appropriate, a breakdown of your mark for each section of the assessment.

## Feedback on Assessments

Solutions and the examiner's report are included within the **assessment preparation and practice** section of each course. We recommend that you go over your assessment answer paper using the mark breakdown and solutions alongside the examiner's report to help you understand the mark you received.

Any feedback left by the marker, on an assessment submission, can be requested by contacting [ebs.enquiries@hw.ac.uk](mailto:ebs.enquiries@hw.ac.uk). Such feedback is provided for the most recent assessment diet only and cannot be requested for retrospective assessment diets.

## Resitting Assessments

You can apply to re-sit an assessment at a future session and pay the assessment fee in the **Assessment Registrations** section of the Student Portal.

- If a Grade A, B, C or D is awarded at the first assessment attempt in a course, students are not entitled to any form of re-assessment to obtain a higher grade.
- A student who has been awarded a Grade E or F in a course, will normally be re-assessed in that course (providing they have sufficient re-assessment opportunities remaining).
- Students have a first attempt plus a maximum of two resit attempts in each course. No additional attempts at a course assessment are permitted.

## Mitigating Circumstances

If you believe that your performance in an assessment has been adversely affected by extenuating circumstances, you should contact the Student Engagement Team at [ebs.enquiries@hw.ac.uk](mailto:ebs.enquiries@hw.ac.uk) as soon as possible. In addition, you must submit a completed Mitigating Circumstances Application Form along with appropriate documentary evidence **within five working days** of an assessment taking place. The School will not be able to consider any mitigating circumstances without this information.

Evidence will be reviewed by the Chair of the Mitigating Circumstances Committee and the Committee will subsequently make a recommendation to the Board of Examiners. In determining what constitutes mitigating circumstances, the School abides by the University's Mitigating Circumstances Policy. The Mitigating Circumstances Policy is available at: [hw.ac.uk/uk/students/studies/examinations/mitigating-circumstances.htm](http://hw.ac.uk/uk/students/studies/examinations/mitigating-circumstances.htm)

**The Mitigating Circumstances Application Form should be requested from [ebs.enquiries@hw.ac.uk](mailto:ebs.enquiries@hw.ac.uk)**

## Academic Appeals

An academic appeal is a formal request for the review of a decision affecting you that has been made on student progression, assessment, and academic awards. It should be noted that there are specific grounds under which an appeal can be submitted.

The Student Academic Appeal Policy and Procedures are available at:  
[hw.ac.uk/uk/students/studies/complaints/student-appeals](http://hw.ac.uk/uk/students/studies/complaints/student-appeals)

You should note that dissatisfaction with a mark or any other aspect of the properly exercised academic judgement is not valid grounds for appeal. Academic judgment is professional and scholarly knowledge and expertise which members of academic staff and Examiners draw upon in reaching an academic decision. Academic judgment therefore includes, but is not restricted to, decisions about the academic standards attained by students, marks and grades to be awarded for assessments, and degrees to be awarded, or not. Robust mechanisms exist within the University to ensure that marking standards are fair and appropriate.

When considering whether to make an appeal, you should bear in mind that the mark awarded on appeal may be lower than the mark originally awarded, but the mark on appeal will be the final mark, irrespective of whether it is higher or lower than the original mark.

## Additional Support

There are procedures in place for considering alternative assessment arrangements should a student require this. Depending on specific needs, a range of alternative methods may be employed.

A student who has a disability, medical or mental health condition, or a specific learning difficulty that requires alternative examination arrangements should complete the relevant section of the Student Registration Form and ensure that it is submitted at the beginning of their studies, and well in advance of an assessment deadline.

One of the University's Disability Advisors will liaise directly with a student who has made such a submission to confirm what documentation is required in order that consideration can be given to making alternative arrangements and/or providing equipment.

Further information and support can be sought by contacting [disability@hw.ac.uk](mailto:disability@hw.ac.uk).

## Marking Procedures

Robust mechanisms exist in the University to ensure that marking standards are fair, consistent, and appropriate. Papers are marked by Internal Examiners. External Examiners review papers and mark a sample from across the full range of marks to be assured of the consistency and standard of internal marking.

## Conduct

The University's Student Discipline Policy and Procedures provide information on all types of misconduct (academic and non-academic misconduct) and is available at:

**Discipline - Heriot-Watt University**

## Academic Misconduct

The University takes any breach of academic conduct very seriously and cheating in any form will not be tolerated.

When you take your assessment, you are allowed to consult any notes you've made on the course, any course material, any practice case studies or questions you have completed, any books or articles, any internet source, and anything else you find useful. While consultation of these sources is allowed, copying and pasting from such sources is strictly forbidden. The assessment script must be your own work, written in your own words.

You must undertake the assessment on your own and without collusion, i.e. without assistance from other people; without collaborating or discussing the assessment; without sharing answers with anyone else (this includes on social media). Even providing your own solutions or responses to others is considered academic misconduct.

We will use normal processes to monitor the similarity of individual submissions to other sources. If markers have reason to think that you have collaborated with other students, this will be treated as academic misconduct. The University's standard procedures for dealing with academic misconduct will apply in the case of this assessment.

By submitting your assessment, you confirm that this work is your own and is expressed in your own words. You confirm that any use made within it of the works of other authors in any form (e.g. ideas, text, equations, figures, tables, other forms of data) are properly acknowledged and referenced at the point of their use. If appropriate, you confirm that a list of the references employed is included. Remember that you are not expected to reference EBS course materials, **but you must not copy and paste from them.**

The Student Academic Misconduct Policy is available at: [student-academic-misconduct-policy-2024-.pdf](#)

## Academic Misconduct Penalties

The consequences of misconduct found to have occurred are severe. Any student who is found guilty of academic misconduct will be penalised. The penalties include:

- Annulment of the assessment results for the assessment/s in which the incident of misconduct occurred.
- Suspension or expulsion from the University

Students should be aware that assessment conduct in their home country or at an institution in which they have previously studied may differ from the conduct required for Heriot-Watt University assessments. Therefore, it is essential that students familiarise themselves with the guidance issued by the University. Being unaware of, or not understanding the University's requirements for assessment misconduct, will not be accepted as a valid reason in the event of a breach of conduct being found to have occurred. If you are in doubt of any aspect of the guidance you should contact Edinburgh Business School to seek clarification.

Any legitimate concerns about student conduct can be reported to **academic.misconduct@hw.ac.uk** anonymously.

# Graduation

When you have met the requirements for the award of the degree this will be confirmed by the relevant University Committee. Once this has happened, you will receive an email containing information about how to apply to receive your award. You are not considered to be a graduate until the award has been conferred.

Eligible students have the option to graduate in person at the next available ceremony, or graduate in absentia.

Graduation ceremonies are held in Edinburgh, Dubai and Malaysia in **June/July** and **November/December**. It is also possible to graduate in absentia in **April or September**.

Information on graduation, including fees and dates, is available <https://www.hw.ac.uk/uk/students/studies/graduation>

# Student Support Services

## Information Services

Information Services (IS) supports research, learning, teaching and administrative activities by providing library, information and learning technology services to our students and staff around the world.

In the Library there is a wide range of services, computer facilities and study materials available to assist you with your studies including:

- Textbooks contained within recommended reading lists
- Specialist academic information available over the internet
- Newspapers and journals
- An enquiry service to assist you in finding information for your studies
- Librarians who are experts in information resources and can guide you to the relevant sources of information
- Individual and group study areas
- PCs connected to the campus network
- Photocopying, scanning, and printing facilities.

Students may apply for access to online library facilities and a University email address if they are an active student (i.e. they have purchased a course within the previous twelve months and have registered for an assessment in that course).

Heriot-Watt University provides a secure Wi-Fi network available throughout its campuses.

## Data Protection

We will process data that you provide for us and which we collect about you in accordance with our privacy notice **Privacy and your data rights - Heriot-Watt University**

## Equality and Diversity

Everyone at Heriot-Watt University has a responsibility for promoting equality and fostering good relationships between all members of the community, students, and staff. The University's Equality and Diversity team work to promote good practice in equal access and non-discrimination of students, ensuring that relevant legislation and best practice are interpreted and implemented as appropriate across the University.

## Student Feedback

There is a range of options open to students to communicate their views on programmes and courses to faculty, including questionnaires. The University considers feedback seriously and each course is reviewed using these types of evaluation.

The University undertakes to implement changes that are identified wherever beneficial and feasible.

## Health and Safety Policy Statement

This information relates to students whilst studying at or visiting the University: The principal aim of our policy is to encourage the development and the maintenance of a health and safety culture of the highest level amongst all employees and students within the University. This will be achieved through the provision and maintenance of a healthy and safe work environment for everyone and will apply to all locations for which the University has responsibility as well as to the equipment/facilities provided.

The University will provide such information, training and supervision as deemed necessary in support of the above.

We cannot be held responsible for unreasonable behaviour that puts people at risk. It is assumed that each person within the University is sufficiently responsible to act with a degree of competence in keeping with their prior experience and qualifications.

You can access the Health and Safety Policy Statement at [HealthandSafetyPolicy.pdf \(hw.ac.uk\)](#)

## Links to further information and services

There is a range of services aimed at helping you to get the most out of your time studying on programmes offered by Heriot-Watt University and to assist with, and remedy any problems experienced along the way.

Students study for Heriot-Watt University awards all over the world and Edinburgh Business School is committed to providing a range of support which will be available to any student who requires it. In doing so, Edinburgh Business School will attempt to ensure that all students receive high quality and relevant services that support their studies.

Further information about Edinburgh Business School, Heriot-Watt University and services available to students is available at the links below.

<b>Edinburgh Business School</b>	<a href="http://hw.ac.uk/ebs/study/online">hw.ac.uk/ebs/study/online</a>
<b>Heriot-Watt University</b>	<a href="http://hw.ac.uk/">hw.ac.uk/</a>
<b>Heriot-Watt University Edinburgh Campus</b>	<a href="http://hw.ac.uk/campuses">hw.ac.uk/campuses</a>
<b>Heriot-Watt University Dubai Campus</b>	<a href="http://hw.ac.uk/dubai">hw.ac.uk/dubai</a>
<b>Heriot-Watt University Malaysia Campus</b>	<a href="http://hw.ac.uk/malaysia">hw.ac.uk/malaysia</a>
<b>Heriot-Watt University Student Union</b>	<a href="http://hw.ac.uk/uk/edinburgh/student-association">hw.ac.uk/uk/edinburgh/student-association</a>
<b>Student and Study Support</b> (including disability support, health and wellbeing)	<a href="http://hw.ac.uk/students/index">hw.ac.uk/students/index</a>
<b>Careers Advisory Service</b>	<a href="http://careers.hw.ac.uk/">careers.hw.ac.uk/</a>
<b>Alumni Office</b>	<a href="http://alumni.hw.ac.uk/">alumni.hw.ac.uk/</a>

## **Disclaimer of Liability**

Whilst every effort has been taken to ensure the accuracy of the information contained in this handbook, Edinburgh Business School wishes to emphasize that the programmes, facilities, and other arrangements for students described in this publication are regularly reviewed and subject to change from time to time. Any omission or error may be corrected by us without any liability.