PART A

SUMMARY OF KEY INFORMATION

KEY CONTACTS IN CHEMISTRY

Director of Studies : Dr A. Kraft WP 2.41 A.Kraft@hw.ac.uk
Head of Teaching: Dr J. H. Cameron WP 2.05 J.H.Cameron@hw.ac.uk
Chemistry UG Support: Ms L. Roy JN 1.07 L.Roy@hw.ac.uk

(Ms Roy should be your first point of contact for all general enquiries about your Chemistry degree programme. She is located in the “EPS Student Support Office”, JN 1.07, where JN indicates the James Naysmith Building – see 3.3. Campus Map)

SIGNIFICANT DATES IN ACADEMIC YEAR

Semester 1 : 16 September – 20 December 2013 (incl. examinations)
Semester 2 : 13 January – 23 May 2014 (incl. examinations)
Resits : 7 – 15 August 2014

LINKS TO FURTHER INFORMATION / SERVICES

— Main University Website —
www.hw.ac.uk

— University Registry —
http://www.hw.ac.uk/registry/

— VISION – the virtual learning environment to support your course —
http://vision.hw.ac.uk/

See also the Quickfinder Guides in Sections B2 and B3 of this Handbook

Two important places to check regularly for information and notices:

• The Year 1 Chemistry Notice Board (William Perkin Building Level 1).

• Your Heriot-Watt University email account. You will receive this when you register with the University and you will have a training session on how to use the University email in the first week or so.
1. Welcome and Introduction

1.1 Welcome to Heriot Watt University from the Principal and Vice Chancellor

I am delighted to welcome you as a student of Heriot-Watt University!

Heriot-Watt University has a well earned reputation as Scotland's most international and outward-looking University. With three campuses in Scotland (attended by a high percentage of students from across the world), a new Campus in Dubai, a new Campus in Malaysia and Learning Partner institutions across the world, we have a vibrant and diverse learning culture which is unique and unmatched by other universities in the United Kingdom. We are keen to give our students the opportunity to develop an international dimension to their studies which will enhance their opportunities for future growth.

Students at all our campus locations are an important part of our global community and I very much hope you enjoy your time with us.

Professor Steve Chapman, Principal and Vice-Chancellor

1.2 Welcome from Head of School

We have produced this handbook in order to answer many of the questions that students may have during their studies here, including administrative procedures relating to the running of their degree programme and the support services available to them. We hope you will find this information useful. If you are in any doubt as to the meaning of any of the material in this document, then do not hesitate asking any of your lecturers. They will all be delighted to help you.

Professor S. McLaughlin

2. General Information about the Chemistry Programme

2.1 The Chemistry Programme Student Charter

What you can expect of us:

- We will endeavour to provide you with the highest possible standard of education in chemistry.
- We will give you support, encouragement and the technical back-up to develop your skills as a practising professional chemist.
- We will set assignments, laboratory and tutorial work designed to challenge your skills and ensure that you are developing your professional competencies.
- We will provide you with an academic mentor who will look after your interests and help you through your entire period in the chemistry programme.
- We will make available any advice and help you may need to cope successfully with your degree programme, or, where more appropriate, direct you to alternative sources of help, for example the Student Welfare Services.
- We will monitor your progress and provide feedback and guidance if any problems become evident.

What we will expect of you:

- We expect you to adopt a professional approach to your work, and to put in the necessary level of effort to achieve a successful outcome.
- We expect you to attend all of the timetabled classes for your programme, and to participate fully in the work of the class.
- We expect you to hand in all assignments and laboratory reports on schedule.
• We expect you to monitor your progress continuously and make any necessary adjustments to your working patterns to improve your performance.

• We expect you to be fully involved in the planning of your professional and personal development.

• In any cases where you experience difficulty, we expect you to discuss (in confidence) the matter with your academic mentor or Director of Studies as soon as possible.

• If you miss any classes, we expect you to inform your Director of Studies as soon as possible.

2.2 Introduction

The object of this document is to provide you with important information to make your transition to University as straightforward as possible. It is ESSENTIAL that you read it as it contains a great deal of information of which you must be aware. Write your name on the first page, and keep the Handbook in a safe place because you will need to refer to it over the year.

2.2.1 How is university different from school?

Although on the face of it, both types of institution may seem to be trying to fulfil the same purpose, there is a wealth of difference in your involvement in, and management of, the learning process. At Heriot-Watt, your lecturers and tutors will do their utmost to help you learn, but the ultimate responsibility for ensuring that the learning is actually done is very much down to you.

It is thus very important that you adopt a professional attitude to your work. This can be more difficult than it sounds, unless you adopt a disciplined approach to your studies. Many temptations will be offered to you which could interfere with your work IF you overindulge. Try to keep things in perspective. By all means enjoy an extensive and active sporting and social life, but also ensure that you are fulfilling your academic responsibilities to yourself.

The University and the Chemistry degree you have chosen have requirements of attendance and participation in coursework that you must meet. These requirements are designed to help you develop your skills and are listed later in the “Teaching and Learning” section.

At University, your studying should be geared to achieving a professional education, not only in chemistry but in a range of other skills that are valuable even if you eventually choose a career outside chemistry. Thus, your learning should focus not solely on the idea of passing exams, but much more on an understanding of the subject matter. With this understanding comes insight and also a deeper enjoyment and pleasure in knowing, and being able to apply, your chosen field of study to the solution of important practical problems.

Guidance on how to study and how to learn is freely available from academic staff at all times, and some information is also given in this Handbook. Always remember that what you learn in Year 1 is built on in later years of the course, so all the effort expended in this year will pay off later in the course. Merely passing the exams is not enough and should not be your only goal!

It is particularly important that you refer to the information on Study Skills. While you have, of course, demonstrated your academic abilities by qualifying for a place here at Heriot-Watt University, it is almost universally true that students require to adopt a more disciplined and a more structured approach to their work to achieve the same level of success at University.

This is especially true because you are now the person controlling the effort you put in, and human nature dictates that it is much easier to develop bad habits rather than good ones. Try to be disciplined with yourself in your academic work. If you adopt an effective and efficient working method in Year 1, this will stand you in good stead for the more challenging material on offer in later years of the course, so it is really important to develop good work habits from day one.

Many students struggle not because they cannot do the work, but because they fail to start their programme in the correct manner and put off studying until examinations loom over them. This is really not a good idea!

Advice on studying is available from your mentor, your Director of Studies, and from the Student Welfare Services, and indeed from students in the later years of your course.
2.3 **Chemistry at Heriot-Watt University**

Welcome to the Heriot-Watt University. You have made an excellent choice for your place of study. Heriot-Watt Chemistry graduates are highly thought of by employers for their range of chemical knowledge, their ability to solve problems and their highly-developed laboratory skills. Successful completion of your degree will open many doors of opportunity for you in your future career.

### 2.3.1 What goes on in the William Perkin Building?

Your main contact with academic staff will be in lectures, tutorials and lab classes but, as well as the teaching that takes place during the undergraduate terms, members of staff also have research groups that become their priority when you aren’t here. The demonstrators that you will meet in the laboratories are postgraduate students doing research toward their PhD degrees and this research covers many different and exciting areas at the cutting-edge of chemistry. You will learn more about what research goes on as you progress through the programme, and indeed in Years 4 (BSc) or 5 (MChem) you will carry out an original research project of your own, working with a member of staff.

### 2.3.2 How do I find my way around?

Although the University may seem very large and strange at first, very quickly you will become familiar with your new surroundings. To aid you, floor plans for Chemistry rooms — located in the William Perkin (WP) Building — and a map of the University are provided as part of this document. If in doubt, ask for directions. Remember that, despite appearances, your fellow first-year students will be experiencing exactly the same feelings as you, so don’t feel worried if you are a little disorientated at first. This feeling will very soon pass.

### 2.3.3 Who do I see if I have problems?

Of course, we very much hope that you do not experience problems in your time at Heriot-Watt but the reality is that many people need a little extra help and guidance on academic or personal matters at various stages. At such times it is very important to remember that you are not alone and that confidential help is always available from several sources. Please confront and deal with any problems as they arise and don’t ignore them, or let them drag on as this generally only makes things worse. Help and advice is available from the following sources :

**Dr A. Kraft, Director of Studies for 1st Year Chemistry Room WP 2.41**

My role is to look after the interests of the class as a whole and to try to ensure that all students are developing academically and professionally. You may approach me at any stage on academic matters, such as course or programme changes, timetable issues, or problems with a lecture course, etc. I will monitor attendance and performance and, if you have any problems of this nature, they should be brought to my attention immediately, so that help and advice can be given to you without delay to ensure you do not fall behind with your studies. If you cannot find me in my office please send me an email (A.Kraft@hw.ac.uk) — you will receive your own email account when you register with the University.

**Your Mentor**

As a student in Chemistry, you will be assigned a mentor — an academic member of staff who will advise you during the whole of your time here. Your mentor should be the first person that you go to see if you have problems of any type — academic or personal. You have our guarantee that anything you tell your mentor in confidence will be kept strictly confidential.

If your mentor cannot help you directly, he or she is very likely to know someone who can. In Year 1, your mentor will also act as your chemistry tutor, so you will have scheduled meetings regularly through the year as part of your tutorial group. However, you may visit your mentor at any stage of the year for a private meeting.

Even after Year 1 when your mentor is no longer tutoring you on a regular basis, **you must go to see your mentor during the first week of every semester.** This allows you to discuss with your mentor how things went the previous term (from tutorial feedback, laboratory marks and exam results), and it enables us to check that all is well with you. This meeting will include discussion of your Record of Achievement Document, and is part of your Professional
Development Planning, which is discussed later. Your mentor will keep a record of how you are doing, etc.

Note that, if you change your address, you need to inform the University by logging into Student-Self Service (https://myhwu.hw.ac.uk/HWSAS8/twbkwbis.P_WWWLogin) and changing the record online: this is the database that you used when you first enrolled. Your mentor will also keep a note of any extra information about other activities that you're involved in — this helps us to give you a reference when you are beginning to look for jobs towards the end of your course. **You must keep your mentor informed about health/personal problems affecting your studies** (and it's probably not such a bad idea to let your study director know as well); this will be particularly important if you consider making an appeal to the Special Circumstances Committee (5.2.5).

An academic reference is an important part of the job application process. It is worth remembering that your attitude to your work, your commitment and involvement in the course, and your overall attendance record play an important part in such a reference, as potential employers always ask about these issues when they request information from staff before employing you.

**University Welfare Services**

The University has a very efficient and helpful Welfare Service designed to aid students with any problems that may arise be they academic, personal or financial. This service operates completely independently from Chemistry, and all discussions are strictly confidential. The advisers have vast experience of helping students through difficulties. Appointments are made through the Welfare Office located in the Hugh Nisbet Building, opposite the Students Association Shop (http://www.hw.ac.uk/welfare/contacts.htm).

**2.3.4 Undergraduate Committees**

During your time at Heriot-Watt we hope that you will wish to help us run the Chemistry Discipline as smoothly and effectively as possible by taking part in various committees. This has the added advantage that it is useful from the perspective of making your CV even more impressive when you come to apply for jobs at the end of your course!

**2.3.4.1 The Student-Staff Committee** has a membership of undergraduate representatives, two from each of the undergraduate years, and three academic staff members. It meets every term and discusses any matters which undergraduates or others wish to raise. The minutes of these meetings are posted on the general undergraduate notice board (Level 1 of the William Perkin Building), and are fed back to the Staff Teaching Committee for action. Student feedback is one of the main mechanisms for enabling us to develop the programme, so please ensure you tell your representatives your thoughts and ideas — or better still become a committee member yourself and put your views across directly. We will be seeking two students from Year 1 early in Session 1 to join this committee. If you decide to volunteer, the Heriot-Watt Students Association will provide appropriate training. Chemistry also has a School Officer who represents the interests of chemistry students at the School and University level — this is usually a student from one of the senior years.

**2.3.4.2 The Student Chemical Society**, or ChemSoc for short, is one of the largest student societies on campus and runs a variety of social, scientific and sporting events throughout the year. The Society is run by students for students and all of the undergraduate years have representatives on the Organising Committee, so please consider joining it. Events normally range from a Cheese and Wine Party (early in the first term), to football, squash and snooker competitions, to brewery visits, to pub quiz nights, to BBQ’s, to ... well, almost anything. Indeed the Committee welcomes suggestions for new events from any student. News of current and forthcoming events is posted on the notice board in the “Crush Area” on Level 1 of the William Perkin Building.

**2.4 Chemistry and University Facilities**

**2.4.1 Chemistry Facilities**

The focal point in the Chemistry building is the “crush” area, in the central part of the 1st floor. Here you will find: a drinks machine, a snack machine, a seating area and various Notice Boards.
There is a Notice Board specifically for first year and important information is posted there on a regular basis. **You should check the Notice Boards at least once a week.**

For first-year students, lectures will normally take place in one of the large Lecture Theatres in the Hugh Nisbet Building (labeled as LT1, LT2, LT3 or LT4). Details of the venues for your classes are to be found on your timetable.

The most important rooms in the Chemistry (William Perkin) Building for Year 1 students are:

- WP 1.02 Computer Room
- WP 1.04 Esso Teaching Resources Room
- WP 1.11 Practical Laboratory – Organic Chemistry (Semester 2)
- WP 2.25 Practical Laboratory – Inorganic / Physical Chemistry (Semesters 1 and 2)
- WP 2.05 Head of Chemistry Teaching – Dr J. H. Cameron
- WP 2.41 First-Year Director of Studies – Dr A. Kraft

In addition, a key location for you is NS 1.07 (James Naysmith Building) the “EPS Student Support Office”. This should be your first point of contact for all general enquiries about your Chemistry degree programme, and your contact person there is Ms L. Roy.

Lockers for your personal effects are distributed around the Perkin Building, and one will be assigned to you at your first lab session — note that you need to hand back your locker key by the end of the May exams if you do not want to forfeit your deposit.

**Mail for you**

In the second floor corridor, opposite WP 2.09, are undergraduate mail slots where any mail for you will be placed (please check this regularly – at least once per week).

**Handing in Assignments & Tutorials**

You **must not** use the mail boxes in the Chemistry Research Office (WP 2.17) to hand tutorial work or assignments to academic staff. Either use the folders outside each member of staff’s office door or, if no such folder exists, slide your work under the door. **All assignments and tutorials must be accompanied by a completed Plagiarism sheet** (available with the assignment/tutorial on Vision) and **must be stapled** — an electronic stapler is provided for this purpose in the corridor, next to the posting boxes for lab reports.

**2.4.2 University Facilities**

**2.4.2.1 Library**

A very wide range of chemistry books and journals are kept in the central University Library, as well as a variety of information retrieval systems. We will arrange an orientation session for you early in Semester 1 in which one of the Library staff will give you a tour of the facilities and show you how the system operates. Your assigned group will be listed on the Year 1 Noticeboard early in Semester 1.

**2.4.2.2 Photo-copying**

There are photo-copying machines scattered throughout the University. They operate from magnetically-coded cards that you can buy from vending machines adjacent to the copiers. The Library photocopier machines use the same system.

**2.4.2.3 Medical Facilities**

All students who are not living at home and consequently do not have access to their family doctor during semester time are strongly advised to register with a doctor in the Edinburgh area. If you are living on the Riccarton campus or in its vicinity, you are recommended to register with the University Health Service which provides both Medical and Dental facilities, and is located in the Health Centre on the Avenue, adjacent to Leonard Horner Hall. The phone no. is 0131 451 3010.
2.4.2.4 Other University Contacts

<table>
<thead>
<tr>
<th>Contact</th>
<th>Tel. No.</th>
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<tbody>
<tr>
<td>Student Support and Accommodation</td>
<td>0131 451 3386</td>
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<tr>
<td>Student Counselling</td>
<td></td>
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<tr>
<td>Mrs. Morag Patten — Senior Counsellor</td>
<td>0131 451 3387</td>
</tr>
<tr>
<td>Ms Lorraine Vallance — Disability/Special Needs Adviser</td>
<td>0131 451 3509</td>
</tr>
<tr>
<td>Ms Lesley West — Student Support Administrator</td>
<td>0131 451 3613</td>
</tr>
<tr>
<td>University Chaplaincy</td>
<td>0131 451 4508</td>
</tr>
<tr>
<td>Students’ Association</td>
<td>0131 451 5333</td>
</tr>
<tr>
<td>Centre for Sport and Exercise</td>
<td></td>
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<tr>
<td>General Enquiries, Bookings</td>
<td>0131 451 8400</td>
</tr>
<tr>
<td>Emergency Services</td>
<td>2222 (or any red phone)</td>
</tr>
</tbody>
</table>

You will find a red phone mounted on the wall in the middle of most corridors of academic buildings. On picking up the phone it will automatically ring through to staff in the University switchboard.

2.4.3 Computers

2.4.3.1 Local to Chemistry

The main computer room for Chemistry undergraduates is WP 1.02, which has 20 PC terminals and an associated printer. You will have timetabled sessions in this room, to introduce you to specific computer applications useful to your programme. This room will also be open and available to you generally for independent work, access to the World Wide Web, etc., as it is for the other undergraduate years. You should make yourself familiar with the University Computer Regulations before starting work.

Note that this is a general student facility, open to all undergraduates outside of timetabled sessions. Note also that you are entitled to use any of the other general access computer rooms located throughout the campus, unless they are being used for timetabled classes.

2.4.3.2 University

The central computing facilities are provided by the Computer Centre, including the host servers, central printers and plotters, and public terminals, together with a network of PC computers. There is a similar PC network situated in the Library.

All members of the University are eligible to use the facilities. It is necessary to first register with the Computer Centre to obtain a user number and password which will allow access. Registration is very easy and you should be able to do it on-line from any terminal. Notices will be posted on campus giving instructions on what to do. The central server may be accessed from terminals throughout the campus, and even by dial-in lines from any terminal/modem connected to the public telephone system. The Computer Centre maintains an Information Service and a user’s Help Desk, together with a wide range of other on-line help and information services. Contact them for further information, or if you have problems with hardware or software.

University Information and Computing Services (UICS)

Library, 1st Floor
Open: Monday to Friday 9.00am - 5.00pm
Email: ithelp@hw.ac.uk
Tel: 0131 451 4045
http://www.hw.ac.uk/is/
3. Maps, Key Staff and Office Locations

3.1 Chemistry Staff Contact Details

<table>
<thead>
<tr>
<th>Name</th>
<th>Initials</th>
<th>Room No.</th>
<th>Phone No.</th>
<th>E-mail</th>
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<tbody>
<tr>
<td>Professor D. R. Adams</td>
<td>DRA</td>
<td>1.23</td>
<td>8021</td>
<td><a href="mailto:D.R.Adam@hw.ac.uk">D.R.Adam@hw.ac.uk</a></td>
</tr>
<tr>
<td>Dr V. Arrighi</td>
<td>VA</td>
<td>2.02</td>
<td>3108</td>
<td><a href="mailto:V.Arrighi@hw.ac.uk">V.Arrighi@hw.ac.uk</a></td>
</tr>
<tr>
<td>Dr M. W. P. Bebbington</td>
<td>MWPB</td>
<td>1.22</td>
<td>8071</td>
<td><a href="mailto:M.W.P.Bebbington@hw.ac.uk">M.W.P.Bebbington@hw.ac.uk</a></td>
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<tr>
<td>Dr J.-W. G. Bos</td>
<td>JWGB</td>
<td>2.09</td>
<td>3102</td>
<td><a href="mailto:J.W.G.Bos@hw.ac.uk">J.W.G.Bos@hw.ac.uk</a></td>
</tr>
<tr>
<td>Dr J. H. Cameron</td>
<td>JHC</td>
<td>2.05</td>
<td>3104</td>
<td><a href="mailto:J.H.Cameron@hw.ac.uk">J.H.Cameron@hw.ac.uk</a></td>
</tr>
<tr>
<td>Head of Chemistry Teaching</td>
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<tr>
<td>Dr M. L. Costen</td>
<td>MLC</td>
<td>G.31</td>
<td>8197</td>
<td><a href="mailto:M.L.Costen@hw.ac.uk">M.L.Costen@hw.ac.uk</a></td>
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<tr>
<td>Dr S. J. Dalgarno</td>
<td>SJD</td>
<td>2.04</td>
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<tr>
<td>Dr D. Ellis</td>
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<td>G.22</td>
<td>8038</td>
<td><a href="mailto:D.Ellis@hw.ac.uk">D.Ellis@hw.ac.uk</a></td>
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<tr>
<td>Professor M. Gutowski</td>
<td>MG</td>
<td>2.36</td>
<td>3083</td>
<td><a href="mailto:M.Gutowski@hw.ac.uk">M.Gutowski@hw.ac.uk</a></td>
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<tr>
<td>Dr S. J. Greaves</td>
<td>SJG</td>
<td>G.32</td>
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<td><a href="mailto:S.J.Greaves@hw.ac.uk">S.J.Greaves@hw.ac.uk</a></td>
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<tr>
<td>Dr. J. P. Henderson</td>
<td>JPH</td>
<td>JN2.34*</td>
<td>3470</td>
<td><a href="mailto:J.P.Henderson@hw.ac.uk">J.P.Henderson@hw.ac.uk</a></td>
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<tr>
<td>Dr. N. M. Howarth</td>
<td>NMH</td>
<td>2.08</td>
<td>8026</td>
<td><a href="mailto:N.M.Howarth@hw.ac.uk">N.M.Howarth@hw.ac.uk</a></td>
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<tr>
<td>Dr A. Kraft</td>
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<td>2.41</td>
<td>8040</td>
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<tr>
<td>Dr A-L. Lee</td>
<td>A-LL</td>
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<td><a href="mailto:A.Lee@hw.ac.uk">A.Lee@hw.ac.uk</a></td>
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<tr>
<td>Professor M. R. S. McCoustra</td>
<td>MRSM</td>
<td>G.29</td>
<td>4292</td>
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<tr>
<td>Dr K. J. McCullough</td>
<td>KJM</td>
<td>DB3.12*</td>
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<td><a href="mailto:K.J.McCullough@hw.ac.uk">K.J.McCullough@hw.ac.uk</a></td>
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<tr>
<td>Professor S. A. Macgregor</td>
<td>SAM</td>
<td>2.16</td>
<td>8031</td>
<td><a href="mailto:S.A.Macgregor@hw.ac.uk">S.A.Macgregor@hw.ac.uk</a></td>
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<tr>
<td>Head of Chemical Sciences</td>
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<tr>
<td>Research Institute</td>
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<tr>
<td>Professor K. G. McKendrick</td>
<td>KGM</td>
<td>2.15</td>
<td>3109</td>
<td><a href="mailto:K.G.McKendrick@hw.ac.uk">K.G.McKendrick@hw.ac.uk</a></td>
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<tr>
<td>Dr N. H. Nahler</td>
<td>NHN</td>
<td>G.30</td>
<td>4462</td>
<td><a href="mailto:N.H.Nahler@hw.ac.uk">N.H.Nahler@hw.ac.uk</a></td>
</tr>
<tr>
<td>Professor M. J. Paterson</td>
<td>MJP</td>
<td>G.04</td>
<td>8035</td>
<td><a href="mailto:M.J.Paterson@hw.ac.uk">M.J.Paterson@hw.ac.uk</a></td>
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<tr>
<td>Dr C. Rickman</td>
<td>CR</td>
<td>2.03</td>
<td>4193</td>
<td><a href="mailto:C.Rickman@hw.ac.uk">C.Rickman@hw.ac.uk</a></td>
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<tr>
<td>Professor A. J. Welch</td>
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<td>2.23</td>
<td>3217</td>
<td><a href="mailto:A.J.Welch@hw.ac.uk">A.J.Welch@hw.ac.uk</a></td>
</tr>
</tbody>
</table>

* JN is James Naysmith Building; DB is David Brewster Building
3.2 Plan of the William Perkin Building

Ground Floor

G02 Office
G03 Dr G M Rosair
G04 Prof. M J Paterson
G05 Powder X-ray diffraction
G06 Single-crystal X-ray diffraction
G07 Single-crystal X-ray computing
G08 Male toilet
G09 Glassblowing (Mr P Allan)
G10 Research lab (Dr N H Nahler)
G16 Research lab
G17 Research lab
G19 Astrochemistry lab
G20 400 MHz NMR lab
G21 300 MHz NMR lab
G22 Dr D Ellis
G22 Physical chemistry research lab
G23 Stores
G25 Male toilet
G26 Vacuum workshop
G27A McKendrick/Costen group office
G27B Office
G28 McCoustra group office
G29 Prof. M R S McCoustra
G30 Dr N H Nahler
G31 Dr M L Costen
G32 Dr S J Greaves
G33 SPS room
102 Undergraduate computer room
104 Esso teaching resources room
105 Staff room
107 Lecture room
108 Lecture room
109 Lecture room
110 Lecture room
111 Organic teaching laboratory
114 Organic spectroscopy room
115 Organic research laboratory
117 Female toilet
118 Organic research laboratory
119 Reference room
120 Inorganic research laboratory
121 Dr A-L Lee
122 Dr M W P Bebbington
123 Prof. D R Adams
Level 2

202 Dr V Arrighi
203 Dr C Rickman
204 Dr S J Dalgarno
205 Dr J H Cameron
206
207
208 Dr N M Howarth
209 Dr J-G Bos
210 Research laboratory
211 Male toilet
212 Inorganic research laboratory
214
215 Prof. K G McKendrick
216 Prof. S A Macgregor
217 Departmental office (research)
218 Office
219 Office
223 Prof. A J Welch
225 Inorganic/Physical teaching laboratory
227 Inorganic/Physical spectroscopy lab
231 Materials research laboratory
232 Computational chemistry research
233 Materials research laboratory
235 Computational chemistry research
236 Prof. M S Gutowski
237 Server room
238
239
240 Computational chemistry research
241 Dr A Kraft
(First Year Director of Studies)
242 Materials research laboratory
3.3 Campus Building Abbreviations

<table>
<thead>
<tr>
<th>Building Names / Codes</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>JM</td>
<td>John Muir</td>
</tr>
<tr>
<td>EC</td>
<td>Edwin Chadwick</td>
</tr>
<tr>
<td>JC</td>
<td>John Coulson</td>
</tr>
<tr>
<td>WP</td>
<td>William Perkin</td>
</tr>
<tr>
<td>WA</td>
<td>William Arrol</td>
</tr>
<tr>
<td>GC</td>
<td>Gibson Craig Wing</td>
</tr>
<tr>
<td>EM</td>
<td>Earl Mountbatten</td>
</tr>
<tr>
<td>HP</td>
<td>Henry Prais</td>
</tr>
<tr>
<td>MB</td>
<td>Mary Burton</td>
</tr>
<tr>
<td>SR</td>
<td>Scott Russell</td>
</tr>
<tr>
<td>JN</td>
<td>James Naysmith</td>
</tr>
<tr>
<td>DB</td>
<td>David Brewster</td>
</tr>
</tbody>
</table>

School of Life Sciences

Level 3

311 Female toilet
323 Research laboratory
325 Female toilet
4 Programme Overview

4.1 Summary of the Chemistry Programme

Currently there are 20 Honours degrees in Chemistry: Both BSc and MChem degrees are available in:- Chemistry, Chemistry with Materials, Chemistry with Biochemistry, Chemistry with Pharmaceutical Chemistry, Chemistry with a Year in Australia, Chemistry with Management, and Chemistry with Computational Chemistry. There are also MChem only degrees in Chemistry with Forensic Science, Chemistry with a Year in North America, Chemistry with a European Language, Chemistry with a Year in Europe, Chemistry with Industrial Experience, and Chemistry with Nanotechnology. There are also two BSc (Ordinary) degrees in Chemistry and in Chemistry as the Main Subject.

Although this seems rather complicated, the chemistry part of the first-year programme is common to all chemistry degrees and although you are enrolled for a particular degree, there is great flexibility in the system allowing transfer between the various degrees as late as the end of second year (although the earlier you decide to change the better). If you require details of the programme structure for later years, follow the link on VISION, or discuss it with your mentor or study director.

The final choice between BSc or MChem must be made by the end of Year 3, and the decision on this includes consideration of your performance in Chemistry courses up to that point.

4.2 Chemistry Aims

The overall aim of the Institute of Chemical Sciences is to strive for excellence in both teaching and research and in doing so to reflect the technological character of the University as a whole. In particular, in all degree disciplines, we aim to:

• instil in students a sense of enthusiasm for chemistry, an appreciation of its application in different contexts and to involve them in an intellectually stimulating and satisfying experience of learning and studying;
• provide students with a broad and balanced foundation of chemical knowledge and practical skills;
• develop in students the ability to apply their chemical knowledge and skills to the solution of theoretical and practical problems in chemistry;
• develop in students, through an education in chemistry, a range of transferable skills, of value in chemical and non-chemical employment;
• provide students with a knowledge and skills base from which they can proceed to further studies in specialised areas of chemistry or multi-disciplinary areas involving chemistry;
• generate in students an appreciation of the importance of chemistry in an industrial, economic, environmental and social context; provide experience of chemistry research via an extended research project.

The main mechanisms by which students develop their skills are:

• lecture courses in chemistry, including: core inorganic, organic and physical chemistry polymer chemistry, solid state chemistry, analytical chemistry, pharmaceutical chemistry and computational chemistry, 4th and 5th year option courses;
• non-chemistry lecture courses comprising 50% of their time (year 1) and 25% of their time (years 2 & 3). “Chemistry with ...” students generally study their subsidiary subject for 25% of their time in years 2, 3 & 4; “Chemistry with a European Language” and “Chemistry with a Year in ...” students spend a period studying chemistry abroad;
• laboratory work;
• tutorials and workshops, plus associated assignments;
• final-year research project (laboratory research, report, oral presentation and viva);
• interaction with their directors of study throughout their degree course;
• discussions with their mentor.
5 Programme Structure and Delivery

In first year you will take 8 courses (4 per Semester): 4 in Chemistry, 2 in Maths and 2 in an optional subject (elective).

Electives can be chosen from an approved list. They are subject to approval by the study director and have to be compatible with the timetable. A list of available electives is provided prior to enrolment to those students with a choice. Note that many "Chemistry with ..." degrees have a mandatory 4th course; in these cases there, will be no choice.

### Year 1 Programme Structure

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Semester 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Christmas break</td>
<td>Easter &quot;break&quot;</td>
</tr>
<tr>
<td>16 Sep 2013 - 6 Dec 2013</td>
<td>7 Apr - 9 May 2014</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 weeks (teaching)</td>
<td>2 weeks exams</td>
<td>12 weeks (teaching)</td>
<td>5 weeks revision period</td>
<td>2 weeks exams</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Principles of Chemistry (B17CA1)</td>
<td>Chemical Reactivity (B17CB2)</td>
<td>Chemical Applications 1 (B17LA1)</td>
<td>Chemical Applications 2 (B17LB2)</td>
<td>Maths 1 (F17XA1 or F17SG1)</td>
<td>Maths 2 (F17XB1 or F17SH1)</td>
<td>Other subject (elective)</td>
<td>Other subject (elective)</td>
</tr>
</tbody>
</table>

#### A note on course codes:

- **The first letter is a code for the Engineering and Physical Sciences (EPS) School.**
- **All EPS department courses begin with 'B...'.**
- **School of Life Sciences courses begin with 'A...'.**
- **The '1' is a subject code for chemistry.**
  - All chemistry courses start with 'B1...'
  - All physics courses would start with 'B2...'
- **The middle letters identify a particular course:**
  - So the B17CA course is specifically the "Principles of Chemistry" course.
- **The last number tells you which semester a course is in:**
  - *i.e. either Semester 1 or Semester 2*
- **This number tells you the level of the course:**
  - The Year 1 courses correspond to level 7 of the Scottish Credit and Qualifications Framework.
  - Year 2 chemistry courses will start with 'B18...'.

---

Timetables for each semester will be made available on the following University website about one week before the start of semester:

[http://timetable.hw.ac.uk/hwx/edx1213/default.aspx](http://timetable.hw.ac.uk/hwx/edx1213/default.aspx)

A generic copy of the timetable will also be on display on the Year 1 noticeboard.

Link to course descriptors:

[http://internal.eps.hw.ac.uk/subjects/chemistry/courses.htm](http://internal.eps.hw.ac.uk/subjects/chemistry/courses.htm)

These descriptors give information on the material to be discussed in each course, a statement of the learning outcomes, and summarise the assessment procedures.
Link to Chemistry programme structures and their progression requirements:
http://internal.eps.hw.ac.uk/subjects/chemistry/programmes.htm

Each course you pass contributes 15 credits to your overall degree. So, the 8 courses from Year 1 are worth 120 credits in total. You need to achieve 120 credits to progress from year 1 to year 2 of the chemistry degree programmes; 480 credits are needed to qualify with a BSc Hons degree (4 years) and 600 credits to qualify with an MChem degree (5 years).

Different courses are assessed in different ways. The B17LA1 chemistry course in semester 1 comprises laboratory work, assignments and tutorial classes. This course is assessed entirely by continuous assessment work (assignment and laboratory marks). The B17CA1 chemistry course in semester 1 is assessed by examinations at the end of semesters 1 and 2. B17CB2 is assessed by both continuous assessment (webtests) and an examination at the end of semester 2. Staff teaching each course will explain how the assessment works.

Useful links

A collection of useful links is available on VISION in a folder entitled “Timetables, forms, handbook” where you can also find useful links to frequently used forms, the Year 1 handbook and information on course descriptors and programme structures.
5.1 Teaching and Learning. Read This Part Very Carefully!

5.1.1 Study Skills

It is almost certain that you will have to modify your study habits to cope with the demands of a university education. Remember that you are switching focus from merely passing exams as the primary criterion, to UNDERSTANDING and REMEMBERING the material for future use.

This will undoubtedly require a more consistent effort over the year, and not just at exam time. In many ways the manner in which you study is a personal thing, but there are a number of general matters you should be aware of. You will be given a range of general advice from various sources and you are well advised to consider carefully what you are told, and try to develop a method of work that suits your personal style.

While much of the academic material in year 1 may seem familiar to you (particularly if you have done Advanced Highers or A-level Chemistry), it is important to work at it conscientiously to ensure you genuinely understand what is going on. The biggest mistake people often make is to leave their studying until close to exam time. This is too late. It is very important that you quickly develop the habit of working through the entire semester, ensuring you understand what is being taught, as you go along.

Careful planning of workload is a key to success. Ensure that you tackle all assignments in good time. It is a good idea to have a work diary, to map out what is required of you on a weekly basis, to allow for effective planning on your part.

More specific information and analysis of your own study methods can be had from an individual appointment with the University’s Academic Counsellor, contactable via Student Welfare Services (http://www.hw.ac.uk/welfare/contacts.htm).

There are 4 main ways in which you will learn about chemistry while you are at Heriot-Watt.

5.1.2 Lectures

The lecture is the main way that you pick up chemical facts. In chemistry, we attendance at lectures is COMPULSORY and monitored rigorously. If you miss lectures on a regular basis this flags a warning that all is not well with you and we will try to find out why, so that we can offer help. Please note that it is a course requirement that you attend classes, so unless you have a genuine reason for any absence, make sure you attend them all. Students who fail to attend sufficient classes without a valid reason will not be awarded a Certificate of Due Completion (see section 5.3.2) which means they will not be eligible to take the May examination which means they will fail the course and not be able to complete their Chemistry degree.

You will develop your own way of taking lecture notes — initially it’s a tricky thing to do well. Don’t try and to note down every word the lecturer says, but rather focus on the main points of the discussion. Everybody needs to spend some time going over lecture notes very soon after the lecture, often with the help of the recommended text to augment and clarify your notes. PLEASE ENSURE YOU DO THIS — IT WILL AID YOUR LEARNING ENORMOUSLY.

You should arrive on time for all lectures. Classes are timetabled in hour slots running from quarter past the hour. Each class starts at 20 minutes past the hour and finishes at 10 minutes past. This allows a 10 minute gap to go from one class to another. If you can arrive a few minutes early, it’s a good idea to look back over your notes for the preceding lecture in the course as lectures often make more sense if you have the material from the preceding one fresh in mind.

We continually try to improve the lecture courses, so at the end of each semester you will be asked to complete a questionnaire. Your feedback, given anonymously, is extremely helpful and is taken very seriously. Of course, you are free to discuss aspects of the course with the lecturer at any stage, so you need not wait for the end of term to raise specific or even general issues.
5.1.3 Tutorials
This is probably the most productive way of learning about chemistry if you participate to the full. Tutorials will require you to do quite a bit of work on your own beforehand, so that you can really benefit from the tutorial itself; and usually you will be expected to carry out follow-up work after the tutorial. If you are having problems with an assignment, you should see your tutor before it is due to be completed — we are here to help you to understand chemistry, and effective tutorials require you to have had a good go at the associated assignment.

Your chemistry tutorials in first year will be in a small group of typically around 6 – 8 students. You will be expected to talk through the relevant work of the tutorial and give explanations to your fellow students, so make sure that you prepare properly, and get involved in the tutorial discussions. Generally speaking, the more you contribute to a tutorial the more you will get out of it.

Note that tutorials are a compulsory course requirement. You must attend all of them, and submit satisfactory written work on time.

You will have one chemistry tutorial every week in the teaching weeks of both semesters. These will operate as follows:-

(i) The tutorial assignment will be made available (usually via VISION) by the lecturer giving the course at least one week ahead of the tutorial and must be attempted prior to the tutorial. You are required to hand in your work to your mentor before the tutorial. This is important, as it allows the tutor to plan the tutorial for maximum benefit to all concerned.

(ii) Information about tutors, times and rooms will be indicated on the Year 1 Notice Board. Please note that it is YOUR responsibility to ensure you find out about the arrangements for each week’s tutorial. Instructions for handing in tutorial work will be given with the tutorial questions — usually the requirement is to hand the work in at your mentor's office by 5 pm each Wednesday, with the tutorial taking place on the Friday.

If for any reason you’re having problems, please talk with your mentor. And, if you have to miss a tutorial, then you must inform your Director of Studies of the reason as soon as possible.

5.1.4 Laboratory Work
This is intended to complement the lecture course material, and is a vital and compulsory component of the degree structure. You will do practical work in chemistry during the teaching weeks of both semesters. The practical work is organised to begin with inorganic chemistry in semester 1 followed by physical chemistry, which continues into semester 2, and finally organic chemistry for the latter part of semester 2. Your lab work will count in as 50% of your scores in both of the Chemical Applications courses. You will need to ensure that you hand in lab reports on schedule as part of this work. Always consult with staff if you cannot meet a deadline, whatever the reason. A good foundation in practical chemistry is an essential requirement for many employers. So, it is within your interests to make the most of your opportunities to develop practical chemistry skills — the more effort that you put into the lab work, the more you will get from the experience.

5.1.5 Private Study
Your success at University will depend largely on your skills as well as dedication at private study. For most people, working in small amounts at a time, but doing it very often, is the best policy, using odd hours during the days or evenings to reinforce, discover and practice your chemistry. This is often very usefully done in small groups, but note that any formal assessments must be completed independently, unless otherwise indicated. As a guide, a reasonable weekly commitment to private study, across all three subjects, might be as shown in the following table:
### Timetabled Classes vs. Private Study

<table>
<thead>
<tr>
<th></th>
<th>Timetabled Classes (hours per week)</th>
<th>Private Study (hours per week)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lectures</td>
<td>10-12</td>
<td>10-12</td>
</tr>
<tr>
<td>Tutorials</td>
<td>2-4</td>
<td>4-8</td>
</tr>
<tr>
<td>Lab Work</td>
<td>3-6</td>
<td>2-3</td>
</tr>
<tr>
<td><strong>Total hours</strong></td>
<td><strong>15-22</strong></td>
<td><strong>16-23</strong></td>
</tr>
</tbody>
</table>

Note that this comes to ca. 20 hours of private study, but you may have to work even more if you recognise that problems are becoming evident in any particular area. If you do less than 20 hours, this will not be enough.

To improve your chances of being successful, you are strongly advised to note the following:

- It is very important that you use some of your private study time for revision of course work throughout the teaching weeks, instead of cramming all your revision into the week preceding examinations.
- You must manage your time carefully. For example, if you spend a lot of time checking through your lecture notes and reading around them, then you may need to spend less time on tutorials. You should also make sure that practical write-ups do not take up a disproportionate amount of time at the expense of other private study — don’t get bogged down. If you have a problem in writing up, ask for help from staff.
- The Internet provides access to a wealth of support material for your studies. You will be directed by your lecturers to appropriate web pages, to encourage you to use computer based sources to support your individual learning.
- The vacations are crucial times for additional background reading, and for revision. To test your understanding, it is especially useful to mix revision work with answering questions — either from past papers or recommended textbooks. If you don’t average a couple of full days work per week during vacations, you are probably not doing enough.

In summary, you are likely to spend about 20 h per week on timetabled work and about 20 h per week on private study during teaching weeks of each semester. You need to give your degree course the same commitment that you would to a full-time job. Your progress will be monitored for tutorials, assignments and practicals. You will need to be organised and conscientious with private study if you are to obtain a good degree. Remember: the better your degree classification, the better chance you have of obtaining a job, and the better your prospects for advancement. If you develop good study habits in Year 1, experience suggests that you will do well throughout the entire programme.

If at any stage you feel that you are falling behind in your work, you should contact either your Director of Studies or your mentor for advice. There is available in Chemistry a wealth of academic support but it is down to you to recognise when you need help, and then to come and ask for it.

Remember the ethos underpinning study is different from that at school. Try to **understand** the concepts and ideas that you meet, not just memorise them. Don’t **just** try to pass the exams!

### 5.1.6 Undergraduate Skills Record and Record of Achievement

To act as a focus for your regular discussions with your mentor, and to provide you with an overview of your performance, you are required to keep an up-to-date **Undergraduate Skills Record**, mapping your progress throughout your course. This document will be valuable to you, allowing you to chart your academic development, and aiding the construction of a CV when you come to apply for jobs. It is also designed to encourage you to look back at your self-development profile, and hence identify any changes you should make, or any help you need, to achieve a successful outcome in your studies. You should endeavour to keep it updated regularly. In addition, you are asked to keep an up-to-date **Academic Record of Achievement**, charting your progress, and allowing you to reflect on your performance as the session proceeds.
The value of these documents is directly proportional to the effort you invest in them and the seriousness with which you treat them. Please give them due care and attention.

5.1.7 Books

The Year 1 recommended chemistry textbook is ‘Chemistry' by A. Blackman, S. E. Bottle, S. Schmid, M. Mocerino and U. Wille (John Wiley & Sons, 2nd Edition, ISBN: 9781742467078) at a price of ca. £49.99 from the bookshop on campus. This book covers both lecture-based chemistry courses (B17CA1 and B17CB2) in Year 1. The text also has a very good website to provide additional help. Note that many other high quality texts are available for perusal and borrowing from the library. As you progress to subsequent years more advanced texts will be recommended and it will be important that you purchase these. However, irrespective of the year, a book that is not opened and not read is pointless.

**IT IS ESSENTIAL THAT YOU USE TEXTBOOKS TO SUPPORT YOUR LEARNING ON A REGULAR BASIS**

5.1.8 Virtual Learning Environment — “VISION”

The University has adopted an electronic “virtual learning environment” for use by its undergraduate students (based upon a commercial system called Blackboard). In Year 1, all of your chemistry courses and many of the others, will be supported by material available through this medium. This is a web-based system, so can be accessed at any time, from anywhere. You will be given explicit instructions in its use (it is very simple). You will be able to find a lot of material on the Vision web space for each chemistry course, to help you succeed. The VLE is accessed from the following URL:

http://vision.hw.ac.uk

5.2 Assessment and Progression through the Course

All Heriot-Watt University Chemistry Degrees meet the criteria laid down by the Scottish Credit and Qualifications Framework, both in terms of credit volume and credit level. An outline of the University Common Assessment and Progression System (CAPS) is included in the general information on the University that follows this section. In addition, it is essential that you read the following information carefully as it explains the specific system for progression within chemistry programmes which is more demanding than the basic University guidelines (to keep standards in chemistry high).

5.2.1 Assessment of First Year Chemistry Courses, and the Exemption System

The four Chemistry courses you will take in Year 1 are (Semester 1) B17CA1 & B17LA1 and (Semester 2) B17CB2 & B17LB2. B17CA1 and B17CB2 are formally taught courses (lectures and workshops) and they are assessed synoptically (i.e. at the end of the year a single mark is awarded for both courses). The way in which this mark is reached, and details of our unique Exemption System (which could mean you not having to sit both parts of the May examination) are very important and are described in the box on the facing page.
Assessment of B17CA1 and B17CB2
and Exemptions

Very Important!!

B17CA1 and B17CB2 are assessed synoptically (this also means the B17CA1 and B17CB2 marks will be identical). Of a total of 100 marks available for these courses:

- 25 come from the December examination of B17CA1;
- 25 come from the webtests associated with B17CB2 (Semester 2);
- 50 come from the May examination of both courses.

The May examination is 3-hour paper in 2 sections, Section A covering B17CA1 material and Section B covering B17CB2 material. However, it is possible to earn an exemption from Section A of the May examination if:

- You achieve at least a B grade in the December examination, and…
- You have an excellent record of attendance throughout the year in Chemistry lectures, workshops and tutorials.

You will find out your grades in the December examinations when you meet your mentor in week 1 of the second semester. After the May exams, you can find out your grades from semester 2 through the Student Self Service (SSS) website towards the end of June. The log in page can be accessed at: https://myhwu.hw.ac.uk/HWSAS8/twbkwbis.P_WWWLogin. There you find all marks and grades, including progression decisions, for the whole academic year.

Students who have been granted exemption from Section A in May will be informed by email at the end of formal teaching (week 13) in semester 2.

However, to be eligible to sit the May examination (whether Sections A and B or just Section B) you will need to earn a Certificate of Due Completion. See Section 5.3.2

5.2.2 Examination Timetables

Examination timetables are prepared by the Academic Registry and can be accessed through the Registry website (http://www.hw.ac.uk/registry/examination-timetables.php) and on appropriate School noticeboards (for Chemistry this is opposite the computer room WP102).

Students must check these timetables carefully as it is their responsibility to ensure that they have the correct time and location for any examinations that they are sitting. Draft timetables are posted several weeks prior to the start of the exam diet and it is the student’s responsibility to check for any examination clashes and inform Academic Registry immediately if a problem is discovered. All timetables are published subject to necessary alteration.

5.2.3 General Progression

In each year of study, you will take eight courses, each of which is assigned fifteen credits. To progress to year 2, you should have accumulated 120 credits at the end of year 1. ONLY IN EXCEPTIONAL CIRCUMSTANCES WILL PROGRESSION TO YEAR 2 BE SANCTIONED WITH LESS THAN 120 CREDITS (i.e. GENERALLY YOU MUST PASS ALL YEAR 1 COURSES).

This is important, because to graduate at the end of your course, you must have credits for ALL of the courses that you have taken. Note that under no circumstances can you progress to Year 2 of any Chemistry degree without at least a minimum of a D grade in ALL Year 1 Chemistry courses.
The decision on progression is taken by the Chemistry Progression Board which convenes 3 ½ weeks after the end of the May exams. If a student is required to take a resit, he or she has one opportunity to earn the missing credits or pass grade at the August resit diet. The Chemistry Progression Board then meets again in the week after the resit exams finished to decide on these cases.

5.2.4 Student Progression within Chemistry Programmes

It is our aim to ensure that all students maximise their potential and attain the highest possible personal standards in their undergraduate work. While we will do our utmost in helping students achieve personal goals, you should recognise that ultimately the responsibility for this rests with you, the individual student.

Experience shows that the highest levels of achievement are reached by those students who are enjoying their chemistry and who are motivated enough to work steadily throughout the entire programme. To help you plan your work, and map your progress, there follows a series of guidelines which will allow you to gauge your progress against your personal standards.

Please appreciate that these guidelines are presented for your benefit, to allow you to identify areas that you may need to strengthen. Note that to remain registered for the various degrees of MChem, the premier undergraduate degrees offered by the chemistry discipline, you will need to attain a higher standard than is necessary for the corresponding BSc degrees.

A good performance in Year 1 is important to your future professional development, hence it is essential that you work diligently from the start of your course, to establish the best possible foundation.

To give you some idea:- to attain the award of an MChem First Class Honours Degree, you will be expected to average Grade A across Years 3 – 5.

Guidelines for Progression

1. For progression to the second year of a BSc Chemistry degree, an average of Grade C or better in Chemistry courses will be expected.

2. For those intending to pursue an MChem Honours degree, an average of Grade B or better in Chemistry courses will be expected.

These progression rules will be applied strictly in Years 2 and 3, and even at the end of Year 1 the Progression Board will take a close look at your Chemistry average.

Chemistry with Biochemistry and Chemistry with Pharm Chem also require minimum D grades in Biology courses. Chemistry with Nanotechnology, Chemistry with Materials, and Chemistry with Computational Chemistry also require minimum D grades in Maths.

One of the primary aims in suggesting these targets is to allow the early identification of areas of difficulty for students, where individuals may need some extra help. Also, it is occasionally true that a student may realise that they have chosen the wrong degree programme for them and, if this can be identified quickly, an alternative programme can be offered to the benefit of all concerned. Thus, students who are falling well below the guidelines should seek advice on these matters from their mentor or Director of Studies as soon as possible. Please note:

1. These guidelines are in addition to the requirement of achieving 120 credits in year 1.

2. The chemistry progression requirements are more demanding than the minimum suggested by the University CAPS scheme. This is to keep high standards in the chemistry programmes, which is of course to your long-term benefit when you graduate.

5.2.5 Special Circumstances

When an individual student believes that special circumstances (e.g. illness, personal/family/chronic health problems) have affected his/her academic performance throughout the academic year or during revision/exam time or caused him/her to miss an exam, it is the student's responsibility to initiate action by informing the School. The first port of call should be the student's mentor. If you are ill on the day of the exam, you MUST ask your GP to provide a medical certificate that a medical problem prevented you from sitting the exam.

To apply to have the special circumstances considered, you should complete the official application form (http://www.hw.ac.uk/registry/resources/special-circumstances-form.doc) and
submit it together with documentary evidence (e.g. a medical certificate) to Dr Cameron, the Head of Chemistry Teaching.

Appeals and supporting evidence will be evaluated by the Special Circumstances Committee which makes a recommendation to the Exam/Progression Board. If, for example, a student missed an exam due to illness and has provided evidence in form a medical certificate, the Special Circumstances Committee would recommend that the student is allowed to sit the examination missed at the next examination diet (as first attempt).

The form and supporting evidence must be submitted as soon as possible. The Special Circumstances Committee will not normally consider appeals where a student has failed to inform his/her mentor about ongoing problems; misread the examination timetable; inadequate planning or time management; or consequences of paid employment.

5.2.6 Awards and Prizes
Students in Year 1 can earn a merit certificate, based upon their performance in core chemistry courses during the year. In general, an average of >70% will lead to the award of a First Class merit certificate, while between 60 and 70% will earn you a Second Class merit certificate. There are also some monetary prizes available for the top ranking student(s) in all years of the Chemistry programme, associated with various bequests to the University, or donated by commercial organisations.

5.3 Attendance and coursework
5.3.1 If you miss any scheduled classes
In order to obtain a University degree you MUST complete various course requirements, in addition to doing well in the exams. So, in general, if you miss work through illness you are expected to make it up later. If you miss any lectures, laboratory work or tutorials, you **must** inform your Director of Studies either by providing an Absence Certificate or by e-mail. Copies of the absence certificate are available on VISION and from the Secretary in NS 1.07. If you are away for **5 or more** consecutive days through ill health, a Doctor’s medical note is required. This is the same rule as for people working in employment.

If you are unable to attend classes for extended periods through illness, or for any other reason, then contact your mentor (and study director) immediately. He/she will see how we can advise you on procedures, such as an application for a **Temporary Suspension of Studies**.

The study director will normally approve absences for which there are valid reasons (e.g. GP visit, family commitment, religious or cultural event, representing the University at a national event, or participating at a significant/prestigious event). However, holidays during semester time are not valid grounds for an absence.

Note that chemistry lectures are typically connected, so that to make sense of a lecture you need to have been at the preceding one. If you miss a lecture, therefore, the following lectures will be much harder to follow. Experience shows us that even missing a few classes can severely compromise a student’s ability to keep up with work, leading to difficulty in that student achieving their potential. Thus, it is **essential** that absences from classes are kept to a minimum, and that any work that is missed due to an unavoidable absence is caught up with immediately upon return to work.

Remember that potential employers almost always ask for a comment on commitment and attendance when they request references for job applicants. For your own sake, you need to approach your studies with professionalism and full commitment. An exemplary attendance and commitment will greatly enhance your employability both by ensuring that you achieve your full skills and degree potential and by allowing University staff to provide strong supporting references on your behalf when you apply for jobs.

5.3.2 Certificate of Due Completion
For core Chemistry courses and to be eligible to take the May examination in Chemistry (in all years, not just 1st year), you will need to earn the right to take an exam. Students who have attended all classes and who also participated in all assessments, will earn a Certificate of Due Completion (CDC). This is a virtual certificate which is awarded to students on the basis of **attendance** entitling them to sit the end-of-year synoptic chemistry exams in May.
However, students whose attendance is unsatisfactory will receive one warning and, if their poor attendance record continues, will become INELIGIBLE FOR ASSESSMENT; this means they will then no longer be allowed to sit the exams at the end of the semester (including the resit diet). This is a very serious situation. Students who are ineligible for assessment will no longer be able to continue studying Chemistry. In addition, it is a requirement of obtaining a Student Loan that students are registered FULL TIME. Thus, it is essential that ALL absences from classes are discussed with your Study Director.

5.3.3 EPS Policy on Late Submission of Coursework

In addition to having a suitable attendance record, students are also expected to show a suitable engagement with coursework (tutorials, laboratory work/lab reports, webtests, essays).

EPS has a strict policy regarding the late submission of coursework. Where a single piece of coursework contributes less than 5% of the course final grade, then any work submitted after the deadline will contribute 0 to the final score, unless the late submission has been agreed beforehand with the appropriate staff member or is supported by medical or other documented evidence.

Where a single piece of coursework contributes 5% or more to the course final grade, then late submissions without extenuating circumstances will normally have applied a multiplier of 0.5. Thus, a piece of work that would have been awarded 70%, if submitted on time, will be marked as being 35%. Any extenuating circumstances justifying late submission MUST be supported by documentary evidence, e.g. a medical certificate, given to the Study Director.

5.4 Finally...

This is an exciting and challenging time for you. We very much hope that you will enjoy the experience of working and learning at University level. The requirements for success in degree level programmes are demanding but the rewards are great, and long-lasting. Chemistry is a fascinating subject and the more you learn the more you will realise this to be true.

Experience shows that the greatest mistake students make is not interacting enough with staff. Please talk over any problems or difficulties as soon as they become evident. All the staff in chemistry will be delighted to help you in any way that they can.

I wish you a very successful and enjoyable Year 1. Dr Arno Kraft Year 1 Director of Studies (Chemistry) September 2013

What follows from the next page is some general information provided by the University covering all students in the University, and so it may appear less explicit than the previous sections which are specific to Year 1 Chemistry. If you are in any doubt as to the meaning of any of the following information, consult your mentor.

Heriot-Watt University reserves the right to update materials from time to time and will ensure that advance notification concerning changes to materials is provided to students on the relevant section of the University website. It is the responsibility of students to check the website, particularly if they are returning to studies after a period during which their studies have been in abeyance.
PART B – GENERAL UNIVERSITY INFORMATION

The Academic Registry is responsible for producing Part B of the handbook to provide information and assistance on University policies and support services. Kathy Patterson is the Academic Registrar and Deputy Secretary.

Students should contact the appropriate School/Institute in the first instance for any academic query or assistance.

Please note that the following sections are standard sources of information provided to all students. However, certain aspects are programme-specific and students should refer to Part A where directed.

B1 ORDINANCES AND REGULATIONS

Heriot-Watt University has a detailed set of rules which governs the operation and management of University business. These are referred to as Ordinances and these Ordinances are set by the Court, which is the governing body of the University. The University Ordinances are also supported by University Regulations which detail the rules, policies and practices which Staff and Students must adhere to for all academic matters.

The following section on Academic Support Services often refers to Ordinances and Regulations. These links will provide you with information and guidance on all matters relating to your academic life.

A full list of Ordinances and Regulations are available at the following weblink:

http://www.hw.ac.uk/ordinances/regulations.pdf

B2 QUICKFINDER GUIDE TO ACADEMIC SUPPORT SERVICES

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<tr>
<td>Please refer to the programme-specific information in Part A of this handbook for further details on Mentoring.</td>
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<td>1.2 Professional Development Planning</td>
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<tr>
<td><a href="http://www.hw.ac.uk/careers/pdp/index.php">http://www.hw.ac.uk/careers/pdp/index.php</a></td>
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<tr>
<td>Please refer to the programme-specific information in Part A of this handbook for further details on Professional Development Planning.</td>
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<tr>
<td>1.3 Student Feedback</td>
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<tr>
<td><a href="http://www.hw.ac.uk/quality/studentfeedback.htm">http://www.hw.ac.uk/quality/studentfeedback.htm</a> and <a href="http://www.HWUnion.com">http://www.HWUnion.com</a></td>
</tr>
<tr>
<td>Please refer to the programme-specific information in Part A of this handbook for further details on Student Feedback.</td>
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2. Enrolment, Attendance and Periods of Study
| 2.1 | Attendance/ Absence from the University | Policy on Student Attendance: [http://www.hw.ac.uk/registry/resources/studentattendancepolicy.pdf](http://www.hw.ac.uk/registry/resources/studentattendancepolicy.pdf)  
Withdrawal from University: [http://www.hw.ac.uk/registry/resources/withdrawalprocedures.pdf](http://www.hw.ac.uk/registry/resources/withdrawalprocedures.pdf)  
[http://www.hw.ac.uk/ordinances/regulations.pdf](http://www.hw.ac.uk/ordinances/regulations.pdf)  
**Regulation 1** – General Regulation, paragraph 6  
**Regulation 3** – Modular First Degrees, paragraph 10 |
| 2.2 | Accreditation of Prior Learning | [http://www.hw.ac.uk/ordinances/regulations.pdf](http://www.hw.ac.uk/ordinances/regulations.pdf)  
**Regulation 46** – Accreditation of Prior Learning (APL) |
| 2.3 | Amendment to Registration | Application Form: [http://www.hw.ac.uk/registry/resources/amendmenttoregistration.doc](http://www.hw.ac.uk/registry/resources/amendmenttoregistration.doc) |
| 2.4 | Change of Address | Please login to Student Self [https://myhwu.hw.ac.uk/HWSAS8/twbkwbis_P_WWWLogin](https://myhwu.hw.ac.uk/HWSAS8/twbkwbis_P_WWWLogin) |
| 2.5 | Enrolment | [http://www.hw.ac.uk/registry/enrolment.htm](http://www.hw.ac.uk/registry/enrolment.htm)  
*Please refer to the programme-specific information in Part A of this handbook for further details on enrolment.* |
| 2.6 | Periods of Study | [http://www.hw.ac.uk/ordinances/regulations.pdf](http://www.hw.ac.uk/ordinances/regulations.pdf)  
**Regulation 3** – Modular First Degrees, paragraph 6 |
| 2.7 | Student Personal Information (Data Protection) | [www.hw.ac.uk/students/data_protection_policy.pdf](http://www.hw.ac.uk/students/data_protection_policy.pdf) |
| 2.8 | Suspension of Studies | Students are advised to consult with their mentor / Year Coordinator/Director of Studies in the first instance  
Application forms are available on the Registry website – Find a Form, [http://www.hw.ac.uk/registry/forms.htm](http://www.hw.ac.uk/registry/forms.htm)  
Under the heading of Student Records:  
- Amendment to Registration (Approval by School/Institute) (Undergraduate)  
- Amendment to Registration Undergraduate and Postgraduate Taught (Approval By Studies Committees) |
| 2.9 | Teaching Timetables | [www.hw.ac.uk/timetabling](http://www.hw.ac.uk/timetabling) |

### 3. Guidance on Assessment

| 3.1 | Assessment | [http://www.hw.ac.uk/ordinances/regulations.pdf](http://www.hw.ac.uk/ordinances/regulations.pdf)  
**Regulation 3** – Modular First Degrees, paragraphs 13 -19 |
| 3.2 | Common Assessment and Progression System (CAPS) | [http://www.hw.ac.uk/registry/resources/CAPSdiagramug.pdf](http://www.hw.ac.uk/registry/resources/CAPSdiagramug.pdf) |
| 3.3 | Extension to Assessment | *Please refer to the programme-specific information in Part A of this handbook for further details on extensions to assessment deadlines.* |
| 3.4 | **Ill Health and Extenuating Circumstances - Assessment** | [http://www.hw.ac.uk/ordinances/regulations.pdf](http://www.hw.ac.uk/ordinances/regulations.pdf) |
|     | **Regulation 1** – General Regulation, paragraph 6 |
|     | **Regulation 3** – Modular First Degrees, paragraph 10, 16, 25 |
| 3.5 | **Special Circumstances in Assessment** | Policy: [http://www.hw.ac.uk/registry/resources/special-circumstances-policy.pdf](http://www.hw.ac.uk/registry/resources/special-circumstances-policy.pdf) |
|     | Application Form: [http://www.hw.ac.uk/registry/resources/special-circumstances-form.doc](http://www.hw.ac.uk/registry/resources/special-circumstances-form.doc) |
| 3.6 | **Non-Submission of Assessment** | *Please refer to the programme-specific information in Part A of this handbook for further details on non-submission of assessments.* |
| 3.7 | **Submission of Assessment** | *Please refer to the programme-specific information in Part A of this handbook for further details on submission of assessment.* |

### 4. Examination and Re-assessment Procedures

<p>| 4.1 | <strong>Assessment Results</strong> | <a href="http://www.hw.ac.uk/registry/examinations.htm">http://www.hw.ac.uk/registry/examinations.htm</a> |
|     | <em>Please refer to the programme-specific information in Part A of this handbook for further details on assessment results.</em> |
| 4.2 | <strong>Discretionary Credits</strong> | <a href="http://www.hw.ac.uk/ordinances/regulations.pdf">http://www.hw.ac.uk/ordinances/regulations.pdf</a> |
|     | <strong>Regulation 3</strong> – Modular First Degrees, paragraph 22 |
| 4.3 | <strong>Examinations</strong> | <a href="http://www.hw.ac.uk/registry/examinations.htm">http://www.hw.ac.uk/registry/examinations.htm</a> |
|     | <em>Please refer to the programme-specific information in Part A of this handbook for further details on examinations.</em> |
| 4.4 | <strong>Examination Diets</strong> | <a href="http://www.hw.ac.uk/registry/examinations.htm">http://www.hw.ac.uk/registry/examinations.htm</a> |
|     | <em>Please refer to the programme-specific information in Part A of this handbook for further details on examinations diets.</em> |
| 4.5 | <strong>Examination Timetables</strong> | <a href="http://www.hw.ac.uk/registry/examinations/timetable.htm">http://www.hw.ac.uk/registry/examinations/timetable.htm</a> |
|     | <em>Please refer to the programme-specific information in Part A of this handbook for further details on examination timetables.</em> |
| 4.6 | <strong>Ill Health and Extenuating Circumstances – Examinations</strong> | <a href="http://www.hw.ac.uk/ordinances/regulations.pdf">http://www.hw.ac.uk/ordinances/regulations.pdf</a> |
|     | <strong>Regulation 1</strong> – General Regulation, paragraph 6 |
|     | <strong>Regulation 9</strong> – Assessments and Examinations, paragraphs 9 and 12 |
|     | <em>Students should refer to the programme-specific information in Part A of this handbook for related procedures in Schools.</em> |
| 4.7 | <strong>Special Circumstances in Assessment and Examinations</strong> | Policy: <a href="http://www.hw.ac.uk/registry/resources/special-circumstances-policy.pdf">http://www.hw.ac.uk/registry/resources/special-circumstances-policy.pdf</a> |
|     | Application Form: <a href="http://www.hw.ac.uk/registry/resources/special-circumstances-form.doc">http://www.hw.ac.uk/registry/resources/special-circumstances-form.doc</a> |
| 4.8 | <strong>Examination in Different Time Zones</strong> | Policy: <a href="http://www.hw.ac.uk/registry/resources/QESCpolicyexams.pdf">http://www.hw.ac.uk/registry/resources/QESCpolicyexams.pdf</a> |</p>
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**4.9 Information on Student Fees and Charges**

Information on student fees and charges
- [http://www.hw.ac.uk/registry/resources/additionalfees.pdf](http://www.hw.ac.uk/registry/resources/additionalfees.pdf)
- [http://www.hw.ac.uk/ordinances/ordinances.pdf](http://www.hw.ac.uk/ordinances/ordinances.pdf)

Ordinance 2 – Fees, Charges, Fines and Debts

**4.10 Re-assessment**

[http://www.hw.ac.uk/registry/examinations/reassessmentprocedures.htm](http://www.hw.ac.uk/registry/examinations/reassessmentprocedures.htm)

*Please refer to the programme-specific information in Part A of this handbook for further details on re-assessment.*

**4.11 Use of Calculators in Examinations**

Policy on the Use of Calculators:
- [http://www.hw.ac.uk/registry/resources/approvedcalculatorguidance.pdf](http://www.hw.ac.uk/registry/resources/approvedcalculatorguidance.pdf)
- [http://www.hw.ac.uk/ordinances/regulations.pdf](http://www.hw.ac.uk/ordinances/regulations.pdf)

Regulation 9 – Assessments and Examinations, paragraph 8

**5. Grading, Awards and Qualifications**

**5.1 Honours Classification and Grading**

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

For information regarding the qualifying courses used to determine honours classifications, please refer to:
- Regulation 3 – Modular First Degrees, paragraphs 14, 20, 23

For information on credit levels relating to degree awards can be found at:
- Regulation 3 – Modular First Degrees, paragraphs 14, 20

**5.2 Intermediate Award**

[http://www.hw.ac.uk/registry/awards/intermediateawards.htm](http://www.hw.ac.uk/registry/awards/intermediateawards.htm)

**6. Graduation**

**6.1 Graduation Information and Application Forms**

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

**7. Conduct, Discipline and Appeals**

**7.1 Academic Conduct (including copying, plagiarism and collusion)**

Further Information is available from:
- [http://www.hw.ac.uk/ordinances/](http://www.hw.ac.uk/ordinances/)
- Ordinance 9 – Student Discipline
- Regulation 9 – Assessment and Examinations, Paragraph 8
- Regulation 50 – Student Discipline

**7.2 Appeals**

Further Information is available from:
- [http://www.hw.ac.uk/ordinances/regulations.pdf](http://www.hw.ac.uk/ordinances/regulations.pdf)

Regulation 36 – Student Appeals

**7.3 Detection of Plagiarism**

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

[http://www.hw.ac.uk/registry/resources/plagiarismjiscnote.pdf](http://www.hw.ac.uk/registry/resources/plagiarismjiscnote.pdf)

**7.4 Guidelines for Students and Staff on Student Discipline Procedures**

[http://www.hw.ac.uk/registry/resources/discguidelines.pdf](http://www.hw.ac.uk/registry/resources/discguidelines.pdf)
| 7.5 | Plagiarism | Further Information is available from: [http://www.hw.ac.uk/registry/discipline/plagiarism.htm](http://www.hw.ac.uk/registry/discipline/plagiarism.htm)  
Plagiarism Guide: For an English language version, please refer to [http://www.hw.ac.uk/registry/resources/plagiarismguide.pdf](http://www.hw.ac.uk/registry/resources/plagiarismguide.pdf)  
(this document is attached in Appendix A) For the Chinese language version, please refer to [http://www.hw.ac.uk/registry/resources/plagiarismguidechinese.pdf](http://www.hw.ac.uk/registry/resources/plagiarismguidechinese.pdf)  
For the Arabic language version, please refer to [http://www.hw.ac.uk/registry/resources/plagiarismguidearabic.pdf](http://www.hw.ac.uk/registry/resources/plagiarismguidearabic.pdf) |
| 7.6 | Use of Mobile Telephones | [http://www.hw.ac.uk/registry/Discipline.php](http://www.hw.ac.uk/registry/Discipline.php)  
[http://www.hw.ac.uk/ordinances/regulations.pdf](http://www.hw.ac.uk/ordinances/regulations.pdf)  
*Regulation 9* – Assessment and Examinations, paragraph 8  
*Regulation 50* – Student Discipline |
| 8. Suspenion, Withdrawal and Exit Award |  
8.1 Suspension | Students are advised to consult with their mentor / Year Coordinator / Director of Studies in the first instance  
Application forms are available on the Registry website – Find a Form, [http://www.hw.ac.uk/registry/forms.htm](http://www.hw.ac.uk/registry/forms.htm)  
Under the heading of Student Records:  
- Amendment to Registration (Approval by School / Institute) (Undergraduate)  
- Amendment to Registration Undergraduate and Postgraduate Taught (Approval by Studies Committees)  
Further Information is available from: [http://www.hw.ac.uk/ordinances/regulations.pdf](http://www.hw.ac.uk/ordinances/regulations.pdf)  
*Regulation 1* – General Regulation, paragraph 6  
*Regulation 3* Modular First Degrees, paragraph 19 |
| 8.2 Withdrawal | Application Form to withdraw from studies is available from: [http://www.hw.ac.uk/registry/studentrecords.htm](http://www.hw.ac.uk/registry/studentrecords.htm) |
| 8.3 Exit Awards | [http://www.hw.ac.uk/registry/awards/exitawards.htm](http://www.hw.ac.uk/registry/awards/exitawards.htm) |
| 9. Student Fees and Charges |  
9.1 Charges for Transcripts, Certifications, Late Enrolment and Student Identity Cards | Follow the link for Additional Notes on Fees at: [http://www.hw.ac.uk/registry/resources/additionalfees.pdf](http://www.hw.ac.uk/registry/resources/additionalfees.pdf) |
| 9.2 Fees Status Enquiry Form | [http://www.hw.ac.uk/support/isao/docs/Fee%20Form%202011.pdf](http://www.hw.ac.uk/support/isao/docs/Fee%20Form%202011.pdf) |
### 9.3 Information on Student Fees and charges

Information on Tuition Fees:
www.hw.ac.uk/student-life/scholarships/tuition-fees.htm

Information on Additional Fees and Charges:
http://www.hw.ac.uk/registry/resources/additionalfees.pdf

Further information available from:
http://www.hw.ac.uk/ordinances/ordinances.pdf
Ordinance 2 – Fees, Charges, Fines and Debts

### 9.4 Re-assessment Fees and Procedures
http://www.hw.ac.uk/registry/examinations/reassessmentprocedures.htm

### 9.5 Repeated Courses
http://www.hw.ac.uk/student-life/scholarships/tuition-fees.htm

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**B3 QUICKFINDER GUIDE TO STUDENT ADMINISTRATION AND SUPPORT SERVICES**

Much of the detail this handbook provides guidance and links for the academic operations of a complex institution like Heriot-Watt University. However, as well as helping to inform students, the University also hopes to ensure that students are happy members of a vibrant community.

This section outlines the range of services available for students to help them get the most out of their time here and to assist with any problems they may experience along the way.

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<td>2  Academic Registry</td>
<td><a href="http://www.hw.ac.uk/registry">http://www.hw.ac.uk/registry</a></td>
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<td>3  Careers Advisory Service</td>
<td><a href="http://www.hw.ac.uk/careers/">http://www.hw.ac.uk/careers/</a></td>
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<tr>
<td>4  Centre for Sport and Exercise</td>
<td>Edinburgh Campus: <a href="http://www.hw.ac.uk/sports/">http://www.hw.ac.uk/sports/</a></td>
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<td>5  Chaplaincy</td>
<td><a href="http://www.hw.ac.uk/chaplaincy/">http://www.hw.ac.uk/chaplaincy/</a></td>
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<td></td>
<td>General IT information: <a href="http://www.hw.ac.uk/it/">http://www.hw.ac.uk/it/</a> or contact IT Help on +44 (0)130 451 4045</td>
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<td>Freewire: <a href="http://www.freewiretv.com/hw">http://www.freewiretv.com/hw</a></td>
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<td>7  Development and Alumni Office</td>
<td><a href="http://www.hw.ac.uk/alumni.htm">http://www.hw.ac.uk/alumni.htm</a></td>
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<td>8  Equality and Diversity Service</td>
<td><a href="http://www.hw.ac.uk/equality">http://www.hw.ac.uk/equality</a></td>
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<td>9  Finance Office</td>
<td><a href="http://www.hw.ac.uk/student-life/scholarships-fees.htm">http://www.hw.ac.uk/student-life/scholarships-fees.htm</a> or contact <a href="mailto:studentcentre@hw.ac.uk">studentcentre@hw.ac.uk</a></td>
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University Policy and Guidance

The University publishes many policies and reference information on its website that may be of use and of interest to students throughout their programme of studies at Heriot-Watt University.

Wherever practicable, University policies are designed to include all members of the University’s community, both in and outwith the main campus environments.

Policies of specific interest and relevance to students can be accessed via:

http://www.hw.ac.uk/committees/ltb/ltb-policies.htm
APPENDIX A: STUDENT GUIDE TO PLAGIARISM

Plagiarism is intellectual theft and is a major offence which the University takes seriously in all cases. Students must therefore avoid committing acts of plagiarism by following these guidelines and speaking to academic staff if they are uncertain about what plagiarism means. Those who are found to have plagiarised will be subject to the University’s disciplinary procedures, which may result in penalties ranging from the deduction of credits and modules already achieved by students to compulsory termination of studies. Students are advised to refer to Regulation 50 at http://www.hw.ac.uk/ordinances/regulations.pdf and to the Guidelines for Staff and Students on Discipline at http://www.hw.ac.uk/registry/Discipline.php for further details of how the University deals with all acts of plagiarism.

Introduction

1.1. This guide is intended to provide students at Heriot-Watt University with a clear definition of plagiarism and examples of how to avoid it.

1.2. The guide may also be of use to members of staff who seek to advise students on the various issues outlined below.

Definition

1.3. Plagiarism involves the act of taking the ideas, writings or inventions of another person and using these as if they were one’s own, whether intentionally or not. Plagiarism occurs where there is no acknowledgement that the writings or ideas belong to or have come from another source.

1.4. Most academic writing involves building on the work of others and this is acceptable as long as their contribution is identified and fully acknowledged. It is not wrong in itself to use the ideas, writings or inventions of others, provided that whoever does so is honest about acknowledging the source of that information. Many aspects of plagiarism can be simply avoided through proper referencing. However, plagiarism extends beyond minor errors in referencing the work of others and also includes the reproduction of an entire paper or passage of work or of the ideas and views contained in such pieces of work.

Good Practice

1.5. Academic work is almost always drawn from other published information supplemented by the writer’s own ideas, results or findings. Thus drawing from other work is entirely acceptable, but it is unacceptable not to acknowledge such work. Conventions or methods for making acknowledgements can vary slightly from subject to subject, and students should seek the advice of staff in their own School/Institute about ways of doing this. Generally, referencing systems fall into the Harvard (where the text citation is by author and date) and numeric (where the text citation is by using a number). Both systems refer readers to a list at the end of the piece of work where sufficient information is provided to enable the reader to locate the source for themselves.

1.6. When a student undertakes a piece of work that involves drawing on the writings or ideas of others, they must ensure that they acknowledge each contribution in the following manner:

- **Citations:** when a direct quotation, a figure, a general idea or other piece of information is taken from another source, the work and its source must be acknowledged and identified where it occurs in the text;

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1 The author acknowledges the following sources of information used in preparing this guide to Plagiarism: “Plagiarism – A Good Practice Guide”, Carroll, J and Appleton, J (2001) and various extracts from Student/Programme Handbooks 2004/2005, Schools and Institutes at Heriot-Watt University
• **Quotations**: inverted commas must always be used to identify direct quotations, and the source of the quotation must be cited;

• **References**: the full details of all references and other sources must be listed in a section at the end of any piece of work, such as an essay, together with the full publication details. This is normally referred to as a “List of References” and it must include details of any and all sources of information that the student has referred to in producing their work. (This is slightly different to a Bibliography, which may also contain references and sources which, although not directly referred to in your work, you consulted in producing your work).

1.7. Students may wish to refer to the following examples which illustrate the basic principles of plagiarism and how students might avoid it in their work by using some very simple techniques:

1.7.1. **Example 1: A Clear Case of Plagiarism**

Examine the following example in which a student has simply inserted a passage of text *in italics* into their work directly from a book they have read:

> University and college managers should consider implementing strategic frameworks if they wish to embrace good management standards. One of the key problems in setting a strategic framework for a college or university is that the individual institution has both positive and negative constraints placed upon its freedom of action. Managers are employed to resolve these issues effectively.

This is an example of bad practice as the student makes no attempt to distinguish the passage they have inserted from their own work. Thus, this constitutes a clear case of plagiarism. Simply changing a few key words in such a passage of text (e.g. replace ‘problems’ with ‘difficulties’) does not make it the student’s work and it is still considered to be an act of plagiarism.

1.7.2. **Common Mistakes**

Students may also find the following examples of common plagiarism mistakes made by other students useful when reflecting on their own work:

- “I thought it would be okay as long as I included the source in my bibliography” [without indicating a quotation had been used in the text]
- “I made lots of notes for my essay and couldn’t remember where I found the information”
- “I thought it would be okay to use material that I had purchased online”
- “I thought it would be okay to copy the text if I changed some of the words into my own”
- “I thought that plagiarism only applied to essays, I didn’t know that it also applies to oral presentations/group projects etc”
- “I thought it would be okay just to use my tutor’s notes”
- “I didn’t think that you needed to reference material found on the web”
- “I left it too late and just didn’t have time to reference my sources”

None of the above are acceptable reasons for failing to acknowledge the use of others’ work and thereby constitute plagiarism.

1.8. What follows are examples of the measures that students should employ in order to correctly cite the words, thought or ideas of others that have influenced their work:

1.8.1. **Example 2: Quoting the work of others**

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2 Extract from ‘Plagiarism at the University of Essex’ advice copyrighted and published by the Learning, Teaching and Quality Unit at the University of Essex ([http://www.essex.ac.uk/plagiarism/reasons.html](http://www.essex.ac.uk/plagiarism/reasons.html)), reproduced with kind permission.
If a student wishes to cite a passage of text in order to support their own work, the correct way of doing so is to use quotation marks (e.g. “”) to show that the passage is someone else’s work, as follows:

“One of the key problems in setting a strategic framework for a college or university is that the individual institution has both positive and negative constraints placed upon its freedom of action”.

1.8.2. Example 3: Referencing the work of others

In addition to using quotation marks as above, students must also use a text citation. If the work being cited is a book, page numbers would also normally be required. Thus, using the Harvard system for a book:

“One of the key problems in setting a strategic framework for a college or university is that the individual institution has both positive and negative constraints placed upon its freedom of action” (Jones, 2001, p121).

The same reference could also be made to a book using the numeric system:

“One of the key problems in setting a strategic framework for a college or university is that the individual institution has both positive and negative constraints placed upon its freedom of action” (Ref.1, p121).

More often, a piece of work will have multiple references and this serves to show an examiner that the student is drawing from a number of sources. For example, articles by Brown and by Smith may be cited as follows in the Harvard system

“It has been asserted that Higher Education in the United Kingdom continued to be poorly funded during the 1980’s [Brown, 1991], whereas more modern writers [Smith, 2002] argue that the HE sector actually received, in real terms, more funding during this period than the thirty year period immediately preceding it”.

or as follows using the numeric system:

“It has been asserted that Higher Education in the United Kingdom continued to be poorly funded during the 1980’s [Ref 1], whereas more modern writers [Ref 2] argue that the HE sector actually received, in real terms, more funding during this period than the thirty year period immediately preceding it”.

1.8.3. Example 4: Use of reference lists

Whichever system is used, a list must be included at the end, which allows the reader to locate the works cited for themselves. The Internet is also an increasingly popular source of information for students and details must again be provided. You should adhere to the following guidelines in all cases where you reference the work of others:

If the source is a book, the required information is as follows:

- Author’s name(s)
- Year of Publication
- Title of Book
- Place of Publication
- Publishers Name
- All Page Numbers cited
- Edition (if more than one, e.g. 3rd edition, 2001)

If the source is an article in a journal or periodical, the required information is as follows:

- Author’s name(s)
- Year of Publication
- Title of Journal
- Volume and part number
- Page numbers for the article
If the source is from the Internet, the required information is as follows:

- Author’s or Institution’s name (“Anon”, if not known)
- Title of Document
- Date last accessed by student
- Full URL (e.g. http://www.lib.utk.edu/instruction/plagiarism/)
- Affiliation of author, if given (e.g. University of Tennessee)

The way in which the information is organised can vary, and there are some types of work (for example edited volumes and conference proceedings) where the required information is slightly different. Essentially, though, it is your responsibility to make it clear where you are citing references within your work and what the source is within your reference list. **Failure to do so is an act of plagiarism.**

1.9. Students are encouraged to use a style of acknowledgement that is appropriate to their own academic discipline and should seek advice from their mentor, course leader or other appropriate member of academic staff. There are also many reference sources available in the University Library which will provide useful guidance on referencing styles.

### Managing Plagiarism

1.10. Students, supervisors and institutions have a joint role in ensuring that plagiarism is avoided in all areas of academic activity. Each role is outlined below as follows:

**How you can ensure that you avoid plagiarism in your work:**

- Take responsibility for applying the above principles of best practice and integrity within all of your work
- Be aware that your written work will be checked for plagiarism and that all incidents of plagiarism, if found, are likely to result in severe disciplinary action by the University. The standard penalty is to annul all assessments taken in the same diet of examinations (for details please refer to Regulation 50 at [http://www.hw.ac.uk/ordinances/regulations.pdf](http://www.hw.ac.uk/ordinances/regulations.pdf) and to the Guidelines for Staff and Students on Discipline at [http://www.hw.ac.uk/registry/discipline.htm](http://www.hw.ac.uk/registry/discipline.htm)).

**How your School/Institute will help you to avoid plagiarism:**

- Highlight written guidance on how you can avoid plagiarism and provide you with supplementary, verbal guidance wherever appropriate
- Regularly check student work to ensure that plagiarism has not taken place. This may involve both manual and electronic methods of checking. A number of plagiarism detection packages are in use at Heriot-Watt University, one example being the Joint Information Systems Committee (JISC) “Turnitin” plagiarism detection software. See [http://www.hw.ac.uk/is/info-skills-learn.html](http://www.hw.ac.uk/is/info-skills-learn.html) for more information on how this software package works.
- Alert you to the procedures that will apply should you be found to have committed or be suspected of having committed an act of plagiarism and explain how further action will be taken in accordance with University policy and procedures.

**How the University will endeavour to reduce student plagiarism:**

- Provide clear written guidance on what constitutes plagiarism and how to avoid it directly to your School/Institute and to you
- Alert you and staff in your School/Institute to the penalties employed when dealing with plagiarism cases
- Take steps to ensure that a consistent approach is applied when dealing with cases of suspected plagiarism across the institution
- Take the issue of academic dishonesty very seriously and routinely investigate cases where students have plagiarised and apply appropriate penalties in all proven cases.