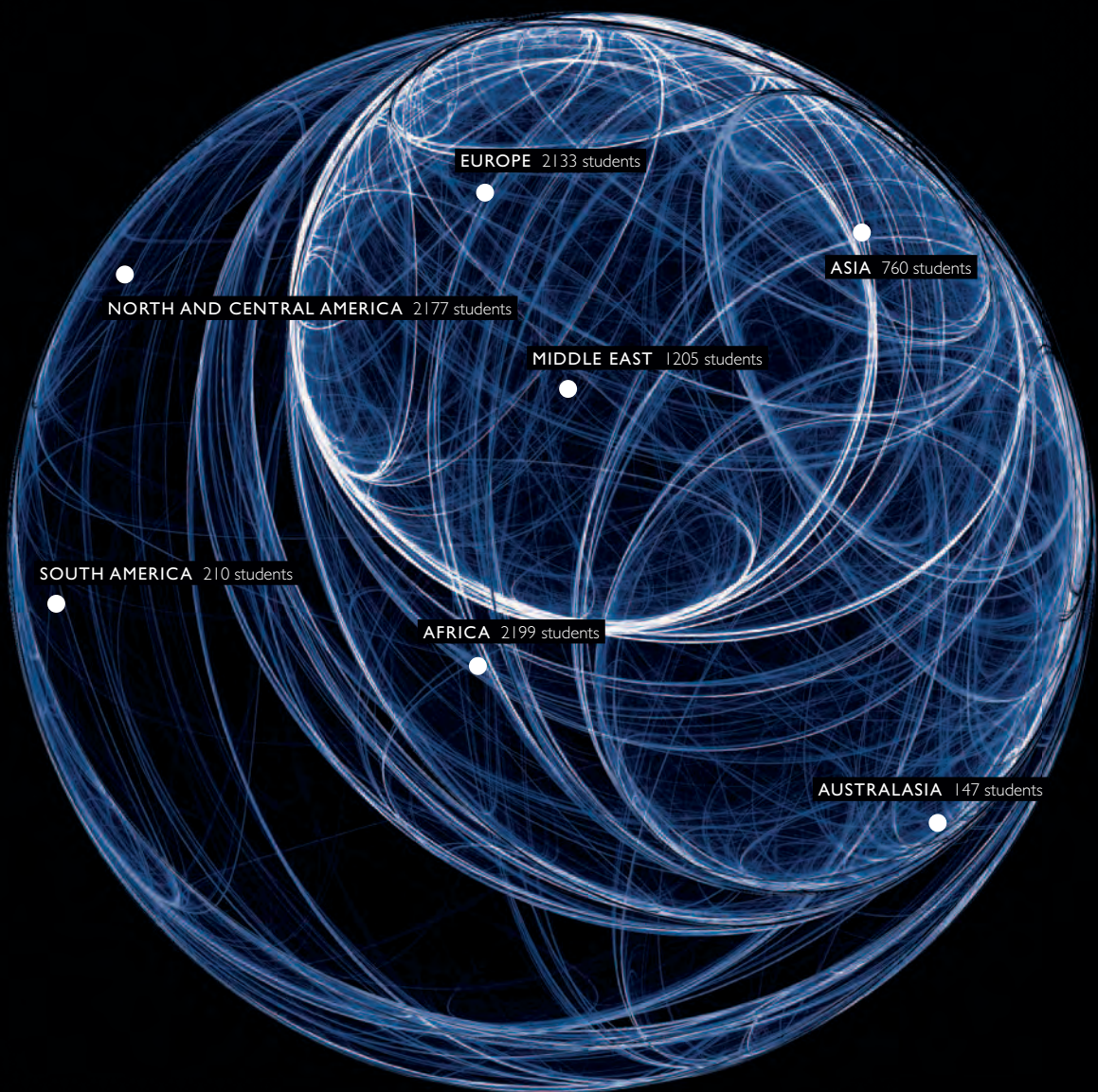


MBA Student Handbook



I. MBA Programme

The Edinburgh Business School MBA Programme is a long-established and highly successful programme. Since 2003, the distance-learning route has ranked as the second largest in the world. The Edinburgh Business School MBA Programme is a demanding and broad-based management degree. It enables students to gain core knowledge of subjects fundamental to management, develop analytical skills which are indispensable in problem solving and decision making, understand the process of management and human behaviour in organisations, and gain insights into the changing business, economic, social and political environments which affect the commercial world.

Student Numbers

The effectiveness of the Edinburgh Business School MBA Programme is demonstrated by its success. To date, some 12,500 students have graduated from the MBA from 150 countries making it the world's largest *international* MBA programme. All students, no matter which mode of study they pursue, must pass the same examinations and there is no difference in standards amongst the different modes.

Self-study

The Edinburgh Business School MBA Programme is based on the principle that individuals learn in different ways. In order to make it possible for students to achieve the MBA who did not wish to, or could not, attend campus the self-study course texts were developed containing the learning resources necessary to succeed.

Today, the course texts are augmented by the Edinburgh Business School [Course Website](#). This allows you to post questions to the Faculty through the Faculty Web Board and access case studies and past papers. The interactive Profiler software also allows you to check your exam readiness by monitoring your performance in the questions at the end of each module. In addition, you have access to both PDF and HTML versions of the course text that make it very easy to search.

You can register for exams, defer exam entries, notify us of any change of details and access your exam results with speed and security through our [Student Services](#) website. We find this enhanced learning experience reduces the sense of isolation felt by some distance learning students.

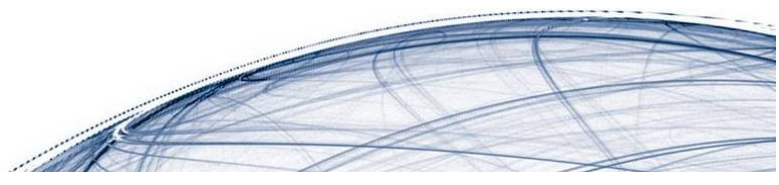
On-campus

Other study routes include the full-time and (part-time) executive on-campus programmes at Edinburgh Business School. Students learn using the course materials and course websites and receive tuition support from Edinburgh Business School Faculty. Teaching time is devoted to the value added application of real life situations and case studies/simulations.

In addition to the full-time or executive programmes, it is possible for self-study students to attend intensive four-day seminars or two-day revision sessions. Attendance is not mandatory, and students can choose which, if any, of the course(s) they wish to attend in Edinburgh.

Approved learning partners

Edinburgh Business School has a network of Approved Learning Partners (ALP), approved by Edinburgh Business School and Heriot-Watt University, which provide academic and administrative support. ALP are appointed only when they have satisfied the approval procedures of Heriot-Watt University.



2. Core courses

The core courses are summarised below. For more detailed information about the courses, you should consult <http://www.ebsglobal.net/programmes/course-tasters>.

Accounting

Niall Lothian and John Small

What do profit and loss accounts and balance sheets tell you? They are valuable sources of insight into the financial strength of competitors but you have to know what you are looking for; in fact, many managers are unaware of the financial position of their own organisations. How much should you charge for your products? To decide this you have to know how much they cost and this is notoriously difficult to determine. An understanding of financial and management accounting techniques, and their strengths and weaknesses, is essential for effective decision making.

Economics

Keith Lumsden

It is often wrongly concluded that economics is irrelevant to running a business. In fact, economic factors affect businesses and decision making at three levels. At the macro level, factors such as the business cycle, interest rates and exchange rates directly affect product demand and cost of production. At the market level, the type of competition determines profitability and business strategy. At the company level, efficiency principles have a direct bearing on business success, principles such as marginal analysis, opportunity cost and profit maximisation. If you ignore economic principles, you will be unable to figure out likely changes in market conditions, you will be unable to understand competitive forces and you will have little idea of how to allocate resources efficiently.

Finance

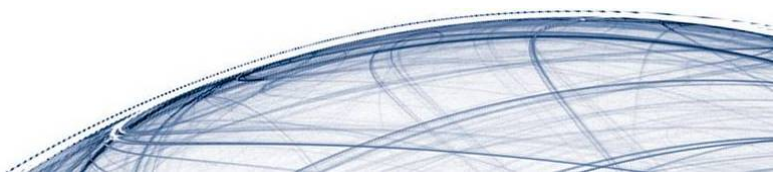
Kenneth Boudreaux

Different investment projects generate different cash flows and different levels of risk. The problem is that choices have to be made among competing uses for funds because businesses typically face constraints on the availability of capital. Financial tools make it possible to reduce a bewildering array of cash flows spread over a variety of time periods to a single set of numbers: the net present values. These tools enable the efficiency principles of economics to be applied in a rigorous manner. Financial concepts also provide the link between company operations and capital markets: it is impossible to understand the behaviour of the stock market without a grasp of the principles of financial analysis, quality trade-offs to be made and project management tools and techniques are essential in keeping change processes on track. The fact is that most managers are unaware that many of the dynamic processes at work in the organisation are actually projects and are therefore subject to many nasty surprises when things do not turn out as they expected; the application of rigorous project management techniques will not solve all problems but they will clarify the process of achieving what you set out to achieve.

Marketing

John Mullins, Orville Walker and the late Harper Boyd

Why do consumers purchase one product rather than another? You have to confront the issue of why consumers would purchase your product rather than a competitors'. Factors such as market positioning, branding, consumer loyalty and segmentation determine the success or failure of products in highly competitive markets. Furthermore, it is extremely difficult to manage products successfully in competitive markets. The marketing process involves market analysis and the development and implementation of a marketing programme. To be a successful marketer you need to understand not only the factors, which influence buying behaviour but be able to bring products to market in an effective manner.



Project Management

Alex Roberts, William Wallace

Implementing organisational change can be visualised as a project with time, cost and quality trade-offs. Project management tools and techniques are essential in keeping change processes on track. If you don't realise that organisational processes are actually projects, you may get nasty surprises when things turn out unexpectedly. Rigorous project management techniques will not solve all problems but they do clarify the process of achieving the project's goals.

Organisational Behaviour

Bob Dailey

We all work in organisations and hence probably think we know a lot about them. But in fact most of us are unaware of the factors affecting the organisation we think we are familiar with. The effectiveness of an organisation is dependent on the motivation and behaviour of the workforce. But an organisation is a continually changing entity as it reacts to ongoing changes in the competitive environment. To capitalise on the capabilities of the workforce and develop an adaptive organisation it is necessary to provide appropriate incentives, develop effective teams, design an attractive job environment and manage the dynamics of organisational change. One of the major outcomes of understanding the principles of organisational behaviour is a higher degree of self realisation of how we relate to other members of the organisation.

Strategic Planning

Alex Scott

The major problem facing chief executives is to make sense of a spectrum of information and apply appropriate tools and techniques in driving an organisation through a complex and continually changing competitive environment. The complexity of real life can be structured as a process involving objective setting, analysing competitive positioning, choosing a strategy, implementing it and adapting to feedback over time. Clearly all of these steps are crucial and organisations succeed or fail depending on the robustness of their strategic processes. This means that there are no easy answers to strategic problems and the solutions offered by business gurus can be seen for what they are: popular appeals to intuition which are largely devoid of any conceptual or empirical basis. Strategic planning is above all about thinking effectively and using the strategic process approach requires a sound understanding of other disciplines.

Course Order

The most popular course to start the MBA programme with is 'Organisational Behaviour' as this gives an insight into people issues that affect management. It is recommended that Strategic Planning is the last course studied as it pulls together many of the elements of the other core courses. The Edinburgh Business School sequence for core courses is provided below.

Stage 1

Organisational Behaviour

Economics

Stage 2

Marketing

Accounting

Stage 3

Finance

Project Management

Stage 4

Strategic Planning



3. The elective courses

You can choose from a range of electives that have been chosen to elaborate vital contemporary issues of concern to those who operate at the highest level.

You are encouraged to use your choice wisely. Following personal interest is clearly desirable. You may wish to emphasise those electives of immediate interest to your work. A long term view rather than a short-term benefit should guide the choice.

Electives can be studied at anytime but care should be taken to ensure that specialist subjects follow on from the relevant core, for example Finance should precede Financial Risk Management.

The electives available are:

Alliances and Partnerships	Managing People in Global Markets
Competitive Strategy	Managing Personal Competencies
Consumer Behaviour	Marketing Channels
Corporate Governance	Marketing Communications
Credit Risk Management	Marketing Research
Derivatives	Mergers and Acquisitions
Developing Effective Managers & Leaders	Negotiation
Employee Relations	Performance Management
Employee Resourcing	Practical History of Financial Markets
Financial Risk Management	Principle of Retailing
Human Resource Development	Quantitative Methods
Human Resource Management	Research Methods for Business & Management
Influence	Sales Force Management
International Marketing	Services Marketing
Leadership	Strategic Negotiation
Making Strategies Work	Strategic Risk Management
Managing People in a Changing Context	

For more detailed information about the electives, you should consult <http://www.ebsglobal.net/programmes/course-tasters>.

4. Awards

MBA

After successfully completing nine courses including all core courses and two electives you are eligible for the award of Master of Business Administration. In this context '*successfully complete*' means pass all the examinations. This award is also subject to the conditions that you be matriculated onto the programme, pay all due fees and comply with all other Edinburgh Business School and University requirements.

Specialist MBA

Edinburgh Business School offers you the opportunity to study for a specialist MBA in four subject areas: Finance; Marketing; Human Resource Management and Strategic Planning. To qualify for the award of the Specialist MBA you must successfully complete the seven core courses plus four courses, from a designated group as follows:



Specialism in Finance

Corporate Governance
Credit Risk Management
Derivatives
Financial Risk Management
Mergers and Acquisitions
Practical History of Financial Markets
Quantitative Methods

Specialism in Strategic Planning

Alliances and Partnerships
Competitive Strategy
Corporate Governance
Leadership
Making Strategies Work
Mergers and Acquisitions
Strategic Negotiation
Strategic Risk Management

Specialism in Marketing

Consumer Behaviour
International Marketing
Marketing Channels
Marketing Communications
Marketing Research
Negotiation
Quantitative Methods
Principles of Retailing
Sales Force Management
Services Marketing

Specialism in Human Resource Management

Developing Effective Managers & Leaders
Employee Relations
Employee Resourcing
Human Resource Development
Human Resource Management
Influence
Managing People in a Changing Context
Managing People in Global Markets
Managing Personal Competencies
Negotiation
Performance Management

You are not able to hold two MBA degrees from Heriot-Watt University. Thus, if you wish to pursue a Specialist MBA you have two options:

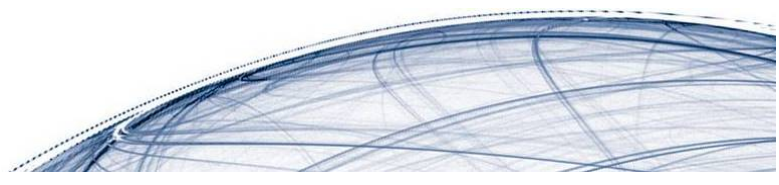
- Do not graduate upon completion of nine courses; complete the additional requirements for the Specialist degree before applying to graduate and receive the degree of Master of Business Administration with a specialism in(group)
- Graduate upon completion of nine courses and subsequently complete the additional requirements for the Specialist degree. Students receive their degree certificate upon graduation and a further certificate which confirms that, having been awarded the degree of Master of Business Administration in(Year),(Name) has duly completed a further course of study and satisfied the examiners and, by resolution of the Senate, been awarded a specialism in.....(group).

Awards with Distinction

A Master of Business Administration with distinction and Master of Business Administration in a specialism with distinction are awarded to students who have passed all courses at the first attempt and achieved a minimum average mark of 70% across the programme of study as a whole.

Postgraduate Certificates and Diplomas

The MBA Programme is structured to allow the greatest possible flexibility. You have the opportunity to receive interim qualifications en route to the MBA, the Postgraduate Certificate and the Postgraduate Diploma.



To be eligible for the award of a Postgraduate Certificate in Business Administration, you must:

- be matriculated;
- successfully complete three MBA courses, at least one of which must be a core course.

A maximum of one exemption or credit transfer will be permitted for the award of the Postgraduate Certificate. Eligibility for the award of a Postgraduate Certificate includes the ability to matriculate to the MBA.

To be eligible for the award of a Postgraduate Diploma in Business Administration, you must:

- be matriculated;
- successfully complete six MBA courses, at least one of which must be a core course.

A maximum of two exemptions or credit transfers will be permitted for the award of the Postgraduate Diploma.

Specialist Postgraduate Diplomas/Certificates

Specialist Postgraduate awards are only available as interim awards on the relevant MSc programme. They are not available to students registered on the MBA.

5. Translations

Edinburgh Business School has made a certain number of the course texts, all core and three electives, available in other languages; Chinese ('simplified Chinese'), Spanish ('Mexican Spanish'), Russian and Arabic.

You may also take your examination, at all examinations sessions, in Chinese, Spanish, Russian and Arabic for those courses where a translation is available.

Students who study and take examinations in Chinese and Arabic are expected to have an appropriate level of competency in English as all administration and student support is in English. The [Course Website](#) and [Student Services](#) website are also in English.

Students who study the programme in Spanish and Russian have access to Spanish and Russian-speaking academic and administrative support.

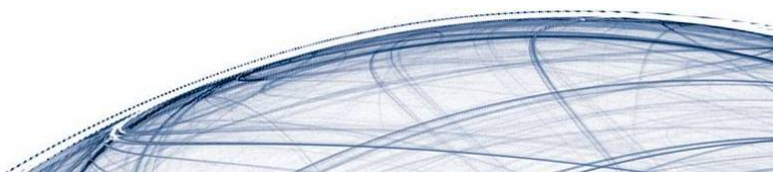
6. Guidance Notes

The following is a brief guide to the regulations of the MBA programme. The Regulations and Ordinances of the University are updated on a regular basis. The internet editions, available at <http://www.hw.ac.uk/>, replace all previous editions.

Registration (Matriculation)

To qualify for matriculation, you must hold at least one of the following qualifications:

- First or second class honours degree of Heriot-Watt University, or other University or institute of higher education, recognized by Heriot-Watt University
- Meet the requirements for the Edinburgh Business School Postgraduate Certificate in Business Administration by obtaining passes in three courses, one of which must be a core MBA course
- Another qualification deemed by Senate to be acceptable



You are advised to download the matriculation form from [Student Services](#) upon commencement of your studies. Please complete the form in full and return it to the School, together with one current passport sized photograph. Please note that someone of standing in your community must certify the form. Edinburgh Business School scans the photograph into its computer systems, for use on your examination details letter. It is therefore essential that the photograph which you submit is clear and of good quality.

If you are applying for matriculation on the basis of previous qualifications, you must also submit certified photocopies of the qualification that you consider relevant.

If you are not eligible for immediate registration, your application will be held on file and you will be enrolled when you complete three courses, at least one being a core course.

Student ID & Registration Numbers

Upon commencement of the programme you are allocated a Student Identification number (SID) and a Registration Number (RegNo). These numbers are unique to you and will remain with you for the duration of your studies. You should use your SID in all communication with Edinburgh Business School and its partners. The numbers are also used as access codes to the [Course Website](#) and [Student Services](#).

The SID number is used as a username for both websites. You will need to use the last 5 digits of your Registration number as your password for the [Course Website](#) and the full number as your password for the [Student Services](#) site.

Credit transfers & Exemptions

Guidelines on the award of exemptions and credit transfers are available [online](#).

Heriot-Watt MSc Alumni are permitted a maximum of four credit transfers for courses completed in the MSc and which form part of the MBA programme.

Exemptions from specific core courses may be granted to holders of recognised academic or professional qualifications if they are of degree level and if they have been obtained by examination. Exemptions will be awarded if holders of approved qualifications can provide evidence of comparability of course content. There is no provision for exemptions from elective courses.

Typically, a maximum of one exemption is granted for an undergraduate degree majoring in a subject relevant to one of Edinburgh Business School MBA courses; for example, a bachelor's degree in economics may lead to an exemption from the Economics course.

Professional qualifications, obtained by examination, within 5 years of application, may also lead to exemptions. For example, ACCA Qualification holders may be eligible for exemptions in Accounting and Finance.

Eligibility for exemption is based on academic achievement only, not on work experience. If you wish to apply for an exemption you should download and complete the Exemption Application form and send it with supporting documentation and required fee to Edinburgh Business School, the sole authority on this matter. Where Edinburgh Business School rejects an application for an exemption, the fee paid is used to cover the examination fee in the relevant course.

Examinations

Each course is assessed by formal examination. The assessment of each course is derived entirely from your performance in a single examination lasting 3 hours. To complete a course successfully you must obtain at least 50% in the examination.



All examinations are subject to rigorous scrutiny by both Heriot-Watt University examiners and by external examiners from other leading UK universities.

To help you prepare for the examinations 10 recent past-papers, examiners solutions and selected student answers are made available in each [Course Website](#).

Use of Calculators

Edinburgh Business School does not supply calculators for student use in examinations. However, the use of calculators is permitted, provided they are University approved models. Students are not permitted to bring into their examinations any calculators that have storage (other than basic memory functions), programmable or graphical functions. The majority of calculators, which are programmable, have the suffix "p" after their name. Likewise, any calculator with the suffix "g" at the end will not be permitted. Invigilators have been instructed to confiscate any calculators that are not permitted.

Examination Centres

The University holds examinations for all courses in June and December at more than 350 examination centres, located in over 140 countries, worldwide (major diets). Centres are not fixed in advance but are arranged in response to students' requests at the time of application. Whilst some travel may be required, the University endeavours to arrange examinations as near to the locations requested by students as is practical, on a worldwide basis.

In March and August, minor diets of examinations are offered in selected subjects in a small number of examination centres.

The full examination timetable is available from the [Student Services](#) website.

Special arrangements

You are permitted to record your answers by an appropriate alternative means approved by the School if you suffer from a disability that, in the opinion of the School, prevents you from completing an examination paper in writing. You are allowed extra time in which to complete your examination if you suffer from a disability that, in the opinion of the School justifies it. You must contact the School in advance of the exam deadline providing certified copies of medical evidence confirming your particular disability.

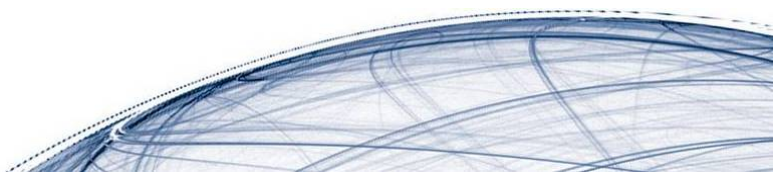
Examination applications

The deadline dates for examination applications are 1st March & 1st September for the June and December major diets respectively. The deadline date for the minor diets in March and August are 7th February and 24th July respectively.

If you have purchased a course the home page of the Student Services website will offer you the option to 'Apply to sit an Exam' in that course. Clicking on this option will open an electronic form you complete and submit electronically. The exam fee of £125 per course will be collected from your credit card, using the information you provide. **Exam fees are paid for an individual subject and are not transferrable.**

If you have purchased a course through an Approved Learning Partner you should contact them as they may have special arrangements for exam applications.

If you do not wish to use the online exam application facility you can arrange an examination over the phone. Alternatively, you can request an Examination Application Form from Edinburgh Business School Administration. Please ensure that you send the forms in good time and by a secure method of posting. The School cannot be held



responsible for applications going astray in the postal services. The School can accept forms only if they are accompanied by the required fee.

Incomplete/incorrectly completed application forms will be returned to you and cannot be accepted unless they are correctly completed and returned to the School by the closing date.

The School will acknowledge receipt of your examination request within 3 weeks of receiving it. **Please check the accuracy of the information contained in the acknowledgement letter and contact Edinburgh Business School if the information is incorrect.** You can also check if your exam request has been processed in the 'Exam Service' section of the Student Services website.

Approximately one month before the examinations you will receive confirmation of the location and time of your examinations. This letter, which will include your scanned photograph, is proof of your entry and must be taken with you to the examination centre on the day of examination. **Failure to produce this letter could result in the centre refusing to allow you to sit the examination.** If for any reason you do not receive this letter, please ensure that you have alternative proof of identification which includes a recent photograph such as your passport.

Examination payment

The School can only accept payment for examinations in Sterling (£). Payment for entries processed on-line is by credit or debit card. Please note that the following are acceptable: **Visa, MasterCard, Delta, JCB, Switch and Solo.** Please provide your credit card number in full, the 3 digit security number and the expiry date of your card, ensuring that the expiry date is at least two months after the examination entry deadline date.

If you do not hold one of the above cards or are returning a green/examination entry form, you can make payment by a cheque or Sterling bank draft, drawn on a UK bank, or a credit or debit card. If you are paying by cheque or bank draft, it should be made payable to Edinburgh Business School.

Examination deferral

If, having applied to sit an examination, you wish to defer your entry until a future diet; you may do so without financial penalty, provided that you advise the School before the appropriate deadline date. The deadline dates for deferring examinations, without incurring any cost, are 1st May and 1st November for the June and December diets and 7th February and 24th July for the March & August diets respectively.

You may defer an exam entry in the 'Exam Service' section on the Student Services website. You will have the option to choose a future exam session or defer indefinitely. If you defer indefinitely you will have to reschedule the exam at a future date by specifying an exam session before the relevant exam application deadline.

If you defer an entry after the deadline for deferral, you will not be entered for a future examination session. To re-apply you must submit, by the relevant closing date, confirmation of the diet you wish to enter, your preferred examination centre and the relevant examination fee (£125 per subject). This can be done in writing or via the 'Exam Service' section of the [Student Services](#) website.

Absence

Absence from an examination is not considered an attempt at the subject. However, your examination fee will not normally be credited and you will be required to pay the current exam fee at the time of re-applying to attempt the subject. To re-apply you must submit,



by the relevant closing date, confirmation of the diet that you wish to enter, your preferred examination centre and the relevant examination fee (£125 per subject). This can be done in writing or via the 'Exam Service' section of the [Student Services](#) website.

Absence on medical grounds

If you are absent due to illness you must confirm this by sending a **certified true copy of your medical certificate to the University, within four weeks** of the end of the diet of examinations. If the University accepts that you were unable to attempt the examination due to illness, your examination fee will be credited and you will automatically be entered for the following major diet, *unless you specify an alternative diet*.

Results

Results for examinations taken in English will be initially posted on [Student Services](#) approximately eight weeks after the end of the diet of examinations. Results for other languages may take slightly longer due to the extra quality control processes that are required.

- December examination results will be despatched by the end of January
- March examination results will be despatched by the end of April
- June examination results will be despatched by the end of July
- August examination results will be despatched by the end of September

Your official examination results will be despatched directly to you, at the last mailing address notified. **Please do not contact the University about your results prior to the above dates.**

Edinburgh Business School will not advise examination results over the phone or by e-mail under any circumstances.

Re-sits

If you fail a course at the first attempt you will be permitted one further attempt in that subject. The Business School may require a student who fails an examination in a core course twice to withdraw from the programme. However, a third attempt may be granted if you have completed four other core courses. Under no circumstances will a third attempt be permitted at an elective course. An alternative elective must be chosen to obtain an award.

You can apply to re-sit through the 'Exam Service' section of the [Student Services](#) website.

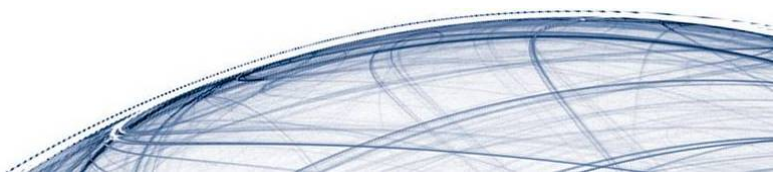
Appeals

You should notify the Head of School, as soon as possible after the examination, of any illness or other exceptional circumstances which may have adversely affected your performance and which you would like the examiners to take into account in making their decision.

You are not permitted to dispute the decisions or question the academic judgment of the Board of Examiners once the results are released.

If you have failed an examination you will receive a fail report and solutions to the relevant case studies/essays. This will provide you with an indication of the standard required to pass the course and help you to prepare for a possible re-sit.

If you have failed an exam and would like feedback on your performance you may request an analytical report on each case study and essay question. You will be required to indicate this by correspondence and to include a fee of £125 for each course for which the report is requested.



Under no circumstances will examination scripts be returned to you after the examination.

Compensatory Passes

If you have successfully completed seven or eight courses and have failed narrowly in the remainder you may be awarded a pass by compensation subject to the following conditions:

- Passes have been attained in at least seven courses
- The mark to be compensated is not less than 45%
- A pass by compensation will be awarded in a maximum of two courses
- The total shortfall of marks shall not exceed 5%
- All other requirements for Award have been satisfied

The relevant Committee awards compensatory passes when it meets to confirm the names of those eligible to graduate.

Transcripts and Certificates

You will receive a Certificate of Achievement for each course you pass. A transcript can be obtained from enquiries@ebs.hw.ac.uk for a charge of £10 Sterling. Transcripts contain the date and grade of each successful examination but not the mark obtained. Certificates and transcripts make no reference to the mode of delivery or language of instruction.

Graduation

When you have met the requirements for the MBA degree, you will be sent information regarding the appropriate congregation for the conferment of degrees ceremony. You are not considered to be a MBA graduate until the degree has been conferred at this ceremony.

Graduation is held every June in Edinburgh with additional ceremonies in various locations worldwide in November/December. Students have the option to graduate in person at the next available ceremony, defer their graduation until a later ceremony or graduate in absentia. Students who graduate in absentia will also have the option to attend the next available ceremony in person.

Data protection policy

Edinburgh Business School at Heriot-Watt University and its commercial partners work in partnership to deliver the Courses and Programmes. To ensure this Programme is managed efficiently and students supported effectively, some information recorded as you progress in your studies will be shared between Edinburgh Business School and its partners. Your Approved Support Centre will use this information for academic programme support, for administration and for the provision of information to students; Edinburgh Business School will use this information for academic programme management; commercial partners will use this information for operational and administration purposes only.

Change of contact details

You are responsible for notifying us of any changes to your contact details. You can do this directly through the [Student Services](#) site. Changes in name should be notified to us in writing together with a copy of the legal documentation that confirms this change (marriage certificate, deed poll certificate).

On-campus tuition

Some MSc courses are taught at the Heriot-Watt campus on the outskirts of Edinburgh.

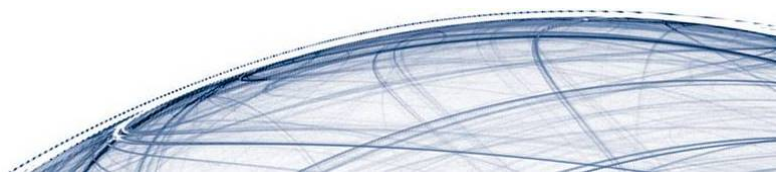


- Intensive 4 day tutorials are delivered at Edinburgh Business School. These seminars are based on the School's experience of teaching to corporations, and 10 years experience delivering value added seminars. The seminars assume prior study of the course materials, and provide practical applications and contextualisation.
- A schedule of 2 day revision seminars in selected subjects are also delivered on campus at Edinburgh Business School. These 2 day seminars are conducted by Edinburgh Business School and give advice on examination preparation.

See www.ebsglobal.net for information on how to apply to join these sessions.

Changes to Fees and Programme Structures

Edinburgh Business School reserves the right to make changes to its fees and the structure of the programme at any time. Students will be given advanced notice of any changes and steps will be taken to ensure that existing students are not disadvantaged.



ACADEMIC REGISTRY

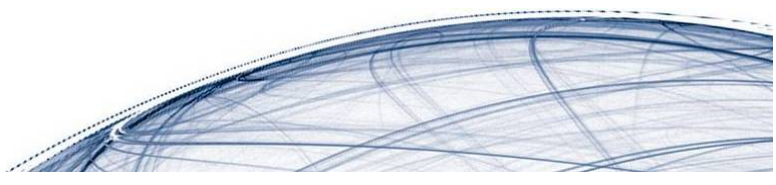
GUIDANCE ON CONDUCT

Regulation 9 (New) – Assessments and Examinations

Extracts taken from Paragraph 8 (Conduct)

PARAGRAPH 8 - CONDUCT

- 8.3 A candidate shall act in accordance with any instructions issued by an invigilator.
- 8.4 A candidate shall not be permitted to introduce printed or other material into the examination room except such as may be authorised by the examiners. Mobile telephones and other electronic equipment shall be switched off and shall be deposited with other personal items in an area designated by an invigilator. Random checks may be made of any material or equipment brought into the examination room. A candidate found to be in possession of a mobile telephone or other unauthorised electronic equipment may be liable to a fine
- 8.5 A candidate must provide their own standard calculator if required for the completion of the examination.
- 8.6 A candidate shall bring his or her matriculation card and or exam detail letter to an examination and shall display it on the desk for the duration of the examination
- 8.7 A candidate shall be admitted to the examination room not earlier than fifteen minutes before the start of the examination.
- 8.8 A candidate shall not normally bring food into the examination room but may be allowed to bring in a non alcoholic beverage.
- 8.9 A candidate shall not be admitted to the examination room later than half an hour after the start of the examination except with the permission of an invigilator.
- 8.10 A candidate shall not leave the examination room earlier than half an hour after the start of the examination except with the permission of the invigilator and shall not leave the examination room during the last fifteen minutes of an examination. A candidate shall remain in his or her seat at the end of an examination until the invigilator has collected all the examination scripts and, where appropriate, any equipment belonging to the University.
- 8.11 A candidate who has to leave the examination room temporarily shall be accompanied by an invigilator or an examination assistant.
- 8.12 A candidate shall normally remain in his or her place whilst in attendance at a written examination except in circumstances provided for in paragraphs 8.10 or 8.11.
- 8.13 All absences from the examination room during the examination or late arrivals at and early departures from the examination room shall be noted on a candidate's examination script by the invigilator.
- 8.14 A candidate may begin writing and shall stop writing on the instructions of an invigilator.
- 8.15 At the start of an examination a candidate shall receive an attendance card on which he or she shall immediately write his or her name, course and matriculation number, the subject of the examinations and the date then sign.
- 8.16 A candidate shall write answers in the answer-books or other examination stationery provided. At the end of an examination a candidate as instructed by an invigilator shall return all answer-books together with any other material with which he or she has been supplied, or on which he or she has written or drawn during the examination.
- 8.17 The answer books completed by a candidate during an examination shall thereafter become the property of the University and shall not be released except in accordance with the due process of law.



- 8.18 A candidate ready to leave the examination room shall remain in his or her place until the invigilator has collected his or her examination scripts and where appropriate, any equipment belonging to the University and has given any other relevant instructions. When he or she receives permission to leave the examination room a candidate shall do so expeditiously and quietly.
- 8.19 A candidate may not communicate with, receive assistance from or copy from the paper of another candidate or use any other unfair means during an examination.
- 8.20 A candidate may be required by an invigilator to withdraw from an examination for good cause. The invigilator shall as soon as possible report any such withdrawal to the appropriate Dean, the Head of the candidate's Department or his or her Director of Studies and the Head of the Department offering the module.
- 8.21 The answer-book of a candidate who is required to withdraw shall be sent by the invigilator to the Head of Department offering the module together with a note explaining the circumstances of the withdrawal.
- 8.22 A candidate whose examination scripts are judged to be so illegible that assessment is impossible may be required to dictate them to a typist under supervision and at his or her own expense. A request from the examiners for such action shall require the approval of the Head of the Department offering the module.
- 8.24 A candidate who disregards the procedures in this regulation concerning the introduction of electronic equipment, mobile telephones and calculators (other than those authorised by a head of department) into an examination room, may be liable to disciplinary action.

NOTES/SPECIAL ARRANGEMENTS:

1. Any legitimate concerns about the conduct of examinations organised off-campus should be addressed to the Academic Registrar, Heriot-Watt University, Edinburgh EH14 4AS, Scotland, UK. Minor problems which can be easily resolved at the time of the examination should be addressed to the Invigilator.
2. Invigilators are only permitted to make general announcements to all candidates in order to explain any typographical errors in, or omissions from, the examination paper, or to convey other instructions from the examiners. Invigilators cannot discuss an examination paper with a candidate individually.
3. Penalties for cheating. Past cases of cheating in examinations have been dealt with severely. The Heriot-Watt University Senate wishes to stress that cheating in examinations, including the introduction or use of unauthorised material, is a very serious offence and that the penalties which may be imposed if an allegation of cheating is admitted or proved included
 - Exclusion, suspension or disqualification from examinations
 - Suspension from attendance at the University for a stipulated period
 - Expulsion from the University.
4. A candidate whose examination scripts are judged to be so illegible that assessment is impossible may be required to dictate the contents to a typist under supervision at the candidate's expense. Such a request would require prior approval by writing to the Academic Registrar, Heriot-Watt University, Edinburgh EH14 4AS, UK
5. A candidate in any examination who, for medical or other reasons, requires special arrangements to be made must submit the request to the Academic Registrar, Heriot-Watt University, Edinburgh, Scotland, EH14 4AS.

