

[Academic Matters]

Absence from the University

See information on 'Attendance' in the 'Academic Matters' section.

Academic Calendar

The University's Academic Calendar lists the dates for teaching and assessment along with information on holidays. This calendar helps you plan your University schedule, studies and vacations. The University's Academic Calendars are provided at the beginning of this Campus Guide and online at www.mdx.ac/AcademicCalendar.asp

Academic Guidance

Programme Coordinators are available for programme planning and academic advice. Below are the Campus Programme Coordinators for Middlesex University Dubai, as of October 2010:

Programmes	Dubai Campus Programme Coordinator	Email		
International Foundation Programme	Racquel Warner	R.Warner@mdx.ac		
UNDERGRADUATE				
BA (Hons) Advertising, Public Relations and Media	Evelyn Stubbs	E.Stubbs@mdx.ac		
BA (Hons) Communication and Media Studies				
BA (Hons) Journalism and Communication Studies				
BA (Hons) Accounting and Finance	Dr. Lejla Vrazalic	L.Vrazalic@mdx.ac		
BA (Hons) Business Administration				
BA (Hons) Business Accounting				
BA (Hons) Business and HRM				
BA (Hons) Business Management				
BA (Hons) Business and Marketing				
BA (Hons) International Business				
BA (Hons) Marketing				
BA (Hons) Development and International Studies			Dr. Lois Smith	L.Smith@mdx.ac
BSc (Hons) Global Social Science				
BA (Hons) International Tourism Management with Business	Dr. Marcus Stephenson	M.Stephenson@mdx.ac		
BA (Hons) International Tourism Management with HRM				
BA (Hons) International Tourism Management with Marketing				
BA (Hons) Hospitality Management (Top-Up)				
BA (Hons) Hospitality Management and Tourism (Top-Up)				
BSc (Hons) Psychology with Counselling	Dr. Annie Crookes	A.Crookes@mdx.ac		
BSc (Hons) Psychology with HRM				
BSc (Hons) Business Information Systems	Dr. Lejla Vrazalic	L.Vrazalic@mdx.ac		
BSc (Hons) Information Technology				
BSc (Hons) Business Information Systems & Management				
BSc (Hons) Info. Technology & Business Information Systems				

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COURSEWORK

Types of coursework include:

- Written coursework: essays, exercises, laboratory logbooks, projects, dissertations, portfolios of written work etc.
- Other coursework: performances, presentations, exhibitions etc.

HANDING IN COURSEWORK

Module tutors will publish deadlines for submission of coursework within the Module Handbook. The University's policy requires students to submit all coursework to the Student Office, except where the coursework is completed online (via OASISPLUS for example). Coursework will not be accepted when submitted via e-mail or in person to the module tutor. Written assessed coursework submitted to the Student Office will be dated and receipted. You should keep your receipt - it is for your own protection.

BEFORE submitting coursework to the Student Office it must be securely fastened (stapled or in a folder) and the following information must be clearly marked on the front:

- your name
- your student number
- the module code
- the module tutor's name

Stationery will not be provided at the Student Office counter. A 'Cover Sheet for Coursework Feedback' form must be filled at the Student Office when submitting coursework. The Student Office will not allow any amendments (additional pages) to the coursework once it has been submitted.

You must take a copy of all your work (photocopy, on SkyDrive – see IT Resources, personal data storage devices, etc) prior to submission. Once submitted, the Student Office will not return coursework to the student to be copied or changed or amended in any form under any circumstances. The coursework must be complete and final at the time of submission.

DEADLINES

It is important to meet deadlines for submitting written coursework. These will be laid down by module tutors no later than at the time the work is set. Sometimes deadlines from different modules will come at the same time, and it is important to plan your workload to meet these deadlines.

Written coursework must be submitted at the Student Office no later than 4:30pm for all undergraduate modules. Written coursework must be submitted at the Student Office no later than 6:00pm for all postgraduate modules.

The module handbook may offer guidelines in the case of late submissions – usually missing the deadline results in coursework not being accepted for grading and failure of that assessment component.

Deferral of assessment of coursework is possible but you should ensure that you are aware of the possible consequences of doing this.

EXAMINATIONS

There are 2 main periods of examinations during the academic year.

- On completion of the year's study in April/May (or July for January starters)
- A reassessment/deferred assessment period in August

Where assessment or reassessment is deferred, this will normally be to the next assessment opportunity, either in late August or in April/May of the following year. The assessment period at the end of the Spring term (July) is normally for first assessment of January start students only.

Final timetables for the main examinations will be posted outside the Student Office and is expected to be available online at www.mdx.ac/StudentPortal.asp about one month before the examination period. Check for updates! The timetables are based

POSTGRADUATE		
MBA	Dr. Cedwyn Fernandes	C.Fernandes@mdx.ac
MA Education (Leadership, Management & Change)	Dr. Lois Smith	L.Smith@mdx.ac
MA Marketing Communications	Dr. Alun Epps	A.Epps@mdx.ac
MA Human Resource Management	Neelofer Mashood	N.Mashood@mdx.ac
MSc Applied Psychology	Dr. Annie Crookes	A.Crookes@mdx.ac
MSc Computer Network Management	Dr. Lejla Vrazalic	L.Vrazalic@mdx.ac
Teaching and Learning Coordinator	Dr. Lois Smith	L.Smith@mdx.ac

Academic Staff Offices

Academic staff offices are located in Block 16 on the third floor in Rooms 304 – 306 and in Block 17 on the ground floor. Academic staff will inform students of their consultation hours for each module. For appointments outside of the consultation hours, students should email staff in advance. Staff email addresses follow a standard format. If the staff name is Dr John Smith, the email address will usually be J.Smith@mdx.ac. Individual telephone extensions are listed outside each room. All relevant contact information is provided in your Module Handbooks.

Academic Year

Under the Learning Framework, Middlesex students study for 24 weeks over two terms followed by a revision period and final examinations, where applicable. You can find the latest version of the academic calendar on our website www.mdx.ac/AcademicCalendar.asp.

Appointments for Parents and Guardians

If your parents or guardians would like to meet with your Lecturers or your Programme Coordinator to discuss any aspect of your academic studies or progress, you must make a prior appointment. This is done through the Student Office by completing the Appointment Form. Please allow sufficient advance notice for such appointments especially if your parents or guardians are travelling from overseas; academic staff may not be able to meet them on-the-spot or at very short notice. Student must be present at such meeting as per University policy on information and data protection. Information regarding grades, academic performance, attendance, tuition fee balances, etc will not be disclosed to any person(s) without the student's explicit authorization.

Assessment

Full details are available online via the 24/7 Student Portal at www.24-7.mdx.ac.uk/assess/index.htm.

You will be assessed by various methods throughout your programme of study. Some modules are assessed by coursework only, some by examination and some by a mixture of both. Details of assessment tasks along with the grading scheme and requirements for submission of work are given in your Module Handbook and/or the Programme Handbook.

Many modules require all assessment components to be passed. At the beginning of each module you should ensure that you have a written statement of the assessment requirements from the module tutor, in the module handbook. Some modules have specific attendance requirements, which may be 100 percent in some cases, and are necessary to complete the module (see information on 'Attendance' below).

Final examination periods are held at the end of the academic year, one or two weeks after the end of the teaching period. You can find this information in the academic calendar. The final exam timetable will be published on University notice-boards and electronically on the Student Portal section of the Middlesex Dubai website at www.mdx.ac/StudentPortal.asp.

You will get feedback on your performance in your assessed work. You may see your tutor about feedback on your coursework, and the Student Office will announce a day when all students can view their examination scripts.

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on your current module registrations: keep your registration record up to date otherwise the University may construct a timetable which gives you an examination clash.

Students who need Disability Support and special facilities to take examinations should contact the Student Office immediately to make them aware of this as early as possible.

Previous examination papers for many students are available from online from 24-7 Student Portal and via the Library.

You will not be admitted into the examination room without your Student ID Card.

In the event of an examination timetable clash, it is the responsibility of the candidate to make this clash known to their School Assessment Officer and to follow the instructions given to them by the Assessment Officer in relation to the clash (including supervision in the period between examinations). Failure to comply with these instructions may be regarded as a contravention of examination room rules.

Candidates are warned that any breach of examination room rules will result in severe penalties, including the risk of expulsion from the University, and/or that the Assessment Board may deem the candidate to have failed an assessment or series of assessments. For details, see university regulations; Section K: Examination room rules for candidates www.web.mdx.ac.uk/regulations/allprogs/sectionk.htm.

Students who fail to attend an examination without good cause will be failed in the module with a grade 20, should the required learning outcomes not be met, subject to any other regulations covering deferral of assessment in the module (see Deferral of Assessment).

Attendance

The University lays down formal regulations about attendance. The main points are:

You should attend all scheduled classes and prescribed activities. For each module, the attendance requirements will be listed in your Module Handbooks. On-line support material on OASISPlus is provided as a guide to the content of the class but is no substitute for interaction with your tutor and classmates.

As a matter of courtesy, if you cannot attend a scheduled class for any reason you should email your tutor to explain your absence. If you are unable to attend classes for more than 28 days you should inform the Student Office. Prolonged absence may result in interruption of study and may put your degree programme and, where applicable, your student visa at risk if you do not contact us.

You should arrive at your class on time. Please remember that your late arrival diminishes your own learning experience and disturbs your fellow classmates. Students arriving late may not be allowed to mark attendance.

Where your attendance fails to meet the minimum required to meet the learning outcomes of the module (as published in the module/programme handbook) you may be excluded from the assessment. You may have the opportunity of taking the whole module again with permission from the Programme Leader, without grade penalty, though you will have to pay the relevant tuition fee for the module.

The 'X' assessment grade is applied to your module if you fail to participate in the learning processes of a module (as specified in the module/programme handbook) for which you are registered. It is not a 'punishment' for poor attendance but a recognition that you have not been able to prepare yourself for assessment in the content of the module. It is also given when you drop a module without formally removing it from your registered programme of study.

If you are absent due to illness you should notify the Student Office. If you are having difficulties attending classes because of personal, financial or academic problems please talk at an early stage to relevant professional staff – the student counsellor, your programme coordinator, the Finance Office, your Module tutors, etc.

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You must make yourself available to attend all formal assessments at the time given, including viva voce examinations. Failure to attend an assessment or submit coursework by the deadline without having obtained a deferral will result in failure in the module with a grade 20. Any resubmission or resit opportunities must be met at the next available opportunity. Administrative fees are applicable for each instance of resubmission or resit. You need to renew a deferral at every point.

Unsatisfactory attendance may affect your eligibility for scholarships and tuition fee payment plans. Interrupting or withdrawing may affect your fees or financial entitlements. Speak to the Finance Office for advice.

The University Regulations on attendance are detailed at: www.24-7.mdx.ac.uk/admin/attend.htm.

Becoming a Student Council Member

See 'Student Feedback' under 'Academic Matters' section.

Becoming a Student Representative

See 'Student Feedback' under 'Academic Matters' section.

Boards of Study

See 'Student Feedback' under 'Academic Matters' section.

Campus Forum

See 'Student Feedback' under 'Academic Matters' section.

Change of Student Name, Address and Contact Information

Students must notify the Student Office immediately of any name and/or address changes by filling out the 'Change of Name' or 'Change of Address' form respectively. Current students can also update their address online via MISIS.

A formal change request must include:

- Full Name
- MISIS Number
- New Address (for an address change)
- New Name (for a name change)
- Copies of legal documentation such as a valid passport copy, court papers or marriage license must accompany all name changes

Students must provide a valid local phone number in order for the university to be able to contact them as required.

Changing your Modules

Modules can be added/dropped only till the end of the second week of the academic year.

Students may change their optional modules of study by completing the 'Add/Drop of Modules Form' at the Student Office. When requesting module changes, the year and campus must be specified for each module. Any proposed changes must stay within the bounds of legality of the current programme and must be in agreement with the relevant Programme Coordinator.

Changing your Programme

Programme of study may be changed till the end of the second week of the academic year.

A student may transfer from one programme of study to another within the University on condition that a satisfactory level of academic performance has been achieved, the conditions of entry have been met (including module prerequisites) and approval for the new programme of study has been obtained from the Programme Coordinator.

To change a program the student must collect a 'Transfer/Change of Mode Form' from the Student Office and obtain a signature

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from the new Programme Coordinator concerned, after discussing the proposed change. This form must be then submitted to the Student Office for updating the student record. Remember that this may have an impact on your Tuition Fees and Payment Plans.

Communicating with your Tutors

Your module tutors and programme coordinators will communicate with you via University email and you must check your University email xxnnn@live.mdx.ac.uk regularly (see 'Middlesex Email'). Changes to class schedules or specific information about your programme of study will be sent to you using your University email account.

The Dubai campus has a dedicated section on its website for current students titled 'Student Portal' (www.mdx.ac/StudentPortal.asp) where important information is posted.

Each academic staff member has consultation hours in the teaching week when you can discuss your programme and your studies, without an appointment. These times are shown on a schedule outside the respective faculty office. If you need an appointment outside these times, please email your tutor with sufficient advance notice to try and arrange an appointment. Bear in mind that your tutors have a number of teaching and research commitments so if you want to make an appointment suggest a list of times when you are available. The tutor can then email you back with an agreed time that suits you both.

You can also take advantage of the time in seminars, and after the end of the lectures, to ask any specific module-related questions.

Confirmation for Graduating Students

All final-year students are e-mailed towards the end of the academic year to confirm all information which will appear on degree certificates. If a final-year student has changed their name (this can only be accepted with documentary evidence), certificate title or address, the Student Office must be informed immediately about the change.

Coursework

See section on 'Assessment'.

Credit Statements

See 'Official Letter Requests'.

Deferral of Assessment

Deferral in assessment in a module can occur by permission or by automatic deferral. All students wishing to defer a module should refer to www.24-7.mdx.ac.uk/assess/defer.htm for further information on how to defer and cut-off dates for the year.

DEFERRAL BY PERMISSION

You must seek permission to defer part of the assessment in a module or the whole module to the next available opportunity, as shown on your MISIS record. This can only be granted in exceptional circumstances, usually medical, and only when a reassessment opportunity will be available at a future point.

To obtain deferral by permission you must apply to the Assessment Manager, Ms. Sheeba Trisal (S.Trisal@mdx.ac) on your base campus in writing, completing the deferral form and submitting the relevant supporting documentation, e.g. medical certificates.

Deferral by permission is required:

- for modules where automatic deferral is not possible.
- to defer a reassessment or to obtain a second deferral in a module.

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A deferral by permission is denoted by a grade 'I', followed by a code to show which part of the assessment is deferred:

- DE - Deferred examination
- DA - Deferred all
- DC - Deferred coursework
- DO - Deferred other

Students must take care in deciding to defer modules: if you are on an Honours degree programme you may be moved to an Ordinary degree track until you catch up. You will not be permitted to progress as a full-time student, if you fall more than 60 credit points behind the normal rate of progress.

Deferred examinations must be taken at the next available assessment opportunity and deferred coursework must be completed and handed in on or before the next final coursework deadline. Failure to do so will result in failure in that assessment.

For more details refer to 'Section E' of the University Regulations on Deferred Assessment at: <http://www.web.mdx.ac.uk/regulations/>

Degree Certificate and Attestation

Once a student has graduated, it takes 5 months for the degree certificate to be issued by Academic Registry in London. These are sent to the Dubai Campus Student Office for collection by students. Middlesex University Dubai offers an optional attestation service for those students who require it. As the degree is issued from London, degrees can be attested by the following government agencies in the United Kingdom:

- Notary Public
- Foreign and Commonwealth Office
- National Embassy of Degree Holder (list of possible embassies available with the Student Office)

Additional charges are applicable for attestation of documents and these rates are available at the Student Office.

International students / non-UAE residents can request for the degree to be forwarded to their home address overseas. For more information on the procedure and how to apply for attestation of your degree, please contact the Student Office.

Enrolment

All new students have to enrol prior to attending classes. Just go online to MISIS (at <https://misis.mdx.ac.uk>) and follow the simple instructions. Returning students can also enrol for their new academic year if they are not in debt to the University and have no outstanding progression problems. If you have queries regarding the enrolment process, contact the Student Office.

All new and continuing students must enrol at the start of the programme of study and shall undertake to comply with the regulations of the University. Students must confirm that they are continuing on their programme of study by enrolling on MISIS at <https://misis.mdx.ac.uk>. Online enrolment must take place by the second week of the academic year.

The programme of study of a student who fails to enrol is deemed to have lapsed. No student shall be entitled to enrol unless the prescribed fees have been paid or satisfactory arrangements made to ensure that they would be paid. No student may be enrolled simultaneously on more than one full-time taught programme of study at Middlesex University.

For any queries regarding the enrolment process, contact the Student Office. Students who do not enrol at the beginning of term can face significant issues with their student records, including de-registration from their modules or from their programme entirely.

Examinations

See section on 'Assessment'.

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Examination Script Viewing

The Student Office schedules 'viewing days' where students can register to review their exam scripts once the Dubai campus has received them from the UK. Application forms are available at the Student Office.

It is the student's responsibility to regularly check the website for viewing dates around two months after the end of the examination period. Contact the Student Office for more information.

Extenuating Circumstances

A candidate whose assessment performance has been or is likely to be impaired because of ill health or other extenuating circumstances must inform the Student Office Supervisor by completing an 'Extenuating Circumstances' form before the specified deadline and provide, where appropriate, an original medical certificate or other supporting evidence.

The Programme Progression Committee or School Assessment Board shall consider the information provided by the candidate and may take it into account when making a recommendation.

For details see: www.mdx.ac.uk/24-7/assess/extenu.htm

See also, section on '**Special Consideration**'.

Grades

See 'Module Results' and 'Grading System' under section: Academic Matters.

Grading System

The University uses a 1-20 grading scale with 1 being the highest mark. Full details are available at www.mdx.ac.uk/regulations with further information on assessment and grading at www.24-7.mdx.ac.uk/assess/results.htm

For level 1 modules (which do not contribute to determine the class of honours degree) the grade Y (ungraded pass) is widely used. The numerical grades are detailed on the table below.

THE 20-POINT SCALE

Grade	Class of Honours Degree	Other Qualification
1	FIRST CLASS	DISTINCTION
2		
3		
4		
5	UPPER SECOND	MERIT
6		
7		
8		
9	LOWER SECOND	PASS
10		
11		
12		
13	THIRD	PASS
14		
15		
16		
17	FAIL – MARGINAL Compensation allowed	FAIL - MARGINAL Compensation allowed

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18	FAIL – Compensation allowed	FAIL – Compensation allowed
19	FAIL – Compensation not allowed	FAIL – Compensation not allowed
20	FAIL – Incorporating failure to participate in assessment necessary to achieve all learning outcomes. Compensation not allowed	FAIL - Incorporating failure to participate in assessment necessary to achieve all learning outcomes. Compensation not allowed

In addition, the following administrative grades are used:

- ‘X’ Ineligible for assessment due to inadequate participation in the learning process but may be retaken with permission.
This grade is applied if you fail to participate in the learning processes of a module (as specified in the module guidance/programme handbook) for which you are registered. It is not a punishment for poor attendance but a recognition that you have not been able to prepare yourself for assessment in the content of the module. It is also given when you drop a module without formally removing it from your registered programme of study.

The module may be taken again without penalty, provided re-registration is permitted. Additional tuition fees will be charged.
- ‘I’ Incomplete with good reason. (May be assessed without penalty at the next available opportunity)
This grade is used for students who have had some or all of their assessment deferred due to illness or other circumstances outside their control. Also used for modules designated as permitting automatic deferral.
- ‘U’ Academic misconduct allegation being investigated.
- ‘P’ Fail - Academic misconduct proven
(May be reassessed on conditions laid down by the assessment board with penalty).
- ‘Y’ Ungraded pass (No numerical value for classification of qualifications)
Used particularly for modules at level 0 and 1 which can be graded on a pass/fail basis.
- ‘S Aegrotat’ An ungraded pass when a student has been ill or subject to special circumstances here, in the opinion of the examiners, the student would have been expected to pass the module. Students are permitted, if they wish, to be assessed in the module if it is at level 2 or above at the next available opportunity as it can contribute to degree classification.
- ‘H’ Not assessed
(Students not following Middlesex qualifications only).

Two administrative grades may be added to a numerical grade:

- ‘C’ Compensated failure
For the purposes of degree classification a compensated grade counts as a 16.

Handing in Coursework

See ‘Assessment’ under the section ‘Academic Matters’.

Interruption of Studies

If, for any reason, you need to interrupt your studies, you will need to receive permission from your Programme Coordinator to suspend your studies and complete the Interruption of Studies form available from the Student Office. This will record your period of absence and a place will be reserved for you when you are able to return.

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Students who interrupt their studies should be aware that their current academic programme cannot be guaranteed to resume following re-admission as if no interruption had occurred and that it is their responsibility to make themselves familiar with any changes in assessment policy or practice in the programme of study syllabus that may have taken place during their absence.

Where the length of interruption of study is extensive, students must be aware of the maximum indicative length of a programme and the limit of time within which deferred assessment or reassessment is available.

For details, see university regulations for interruption of study at www.mdx.ac.uk/regulations/undergraduate/sectionc.htm

Middlesex Email

See 'Student Email' under the 'Academic Matters' section.

Module Feedback Survey

See 'Student Feedback' under 'Academic Matters' section.

Module Registration

It is your responsibility as a student to make sure you are registered for the correct modules. You can check your current module registrations on MISIS (see: '**MISIS**' under the section: Learning Resources).

For returning students, compulsory modules are registered before the start of every academic year. Optional modules would have been selected during the previous year through programme planning (see: Programme Planning).

For new students, this process is completed at Induction.

Module Results

Module results are determined at Subject Assessment Boards by teaching staff in conjunction with external examination assessors. These module results are then considered by Programme Progression Committees (to determine whether you may progress to the next stage of your programme) or by School Assessment Boards (to determine final classifications).

Module results will be published on MISIS. Final qualification results will be published on MISIS on the dates published in the academic calendar. They will be subsequently sent at the end of the academic year to your permanent home address.

If a student experiences any problems with accessing results, they can contact the Student Office. **Note that the Student Office is not able to provide results over the telephone or assist students with 'Financial Holds' on their MISIS account until financial dues are cleared at the Finance Office.**

Official Letter Requests

The following letters can be requested by students through the Student Office.

STATUS LETTERS

Eligible students may request for a status letter which confirms their enrolment status for the purpose of visit visa applications, banks, driving institutes, etc. A valid passport copy must be provided with the Status Letter form, available at the Student Office.

CREDIT STATEMENTS

All non-finalist students receive a credit statement at the end of the academic year showing grades and the progress decision made by the Programme Progression Committee. If required, students may apply for additional credit statements at the Student Office.

For status letters and credit statements, the following charges apply:

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If the student has submitted an urgent request before 12 noon, AED 100 must be paid to the Finance Office and the document may be collected at 3:30pm on the same day.

If the student has submitted an urgent request after 12 noon, AED 100 must be paid to the Finance Office and the document may be collected the next morning.

If the student has submitted a non-urgent request, AED 50 must be paid to the Finance Office and the document may be collected after three (3) working days.

RECOMMENDATION LETTERS

Students may apply for recommendation letters (academic reference) directly to academic faculty.

Students must have active enrolment and must not be in debt to the University to be eligible for all of the abovementioned documents.

See also, '**Transcript of Grades Achieved**' in this section.

Plagiarism and Referencing Source Materials

Plagiarism means using the work of another person and claiming it as your own. Copying other students work, or basing your assignments on materials where you do not acknowledge the source (i.e. the book, journal article or internet site), is treated as a severe offence.

Often it's an innocent mistake; a misunderstanding about what constitutes plagiarism or incorrect referencing. Sometimes, however, students are caught just plain cheating. Whether you deliberately cheated or accidentally failed to properly acknowledge the work of another, the penalty is the same.

To avoid plagiarism, you must acknowledge the source of all words, research, theories, ideas and insights that inform your work by using quotation marks and accurate citations.

The Harvard referencing style is used by all programmes on Campus; for help with referencing please see the guidance material in the Library and consult your tutor. Interactive tutorials are also available online via OASISPlus at <http://oasisplus.mdx.ac.uk/>

You should always date, print out and keep drafts of your work (even rough work on the back of envelopes) to prove that it was created by you. If you do not keep a paper trail somebody could copy your work, submit it, and then claim that you stole it from them!

Never resort to paying somebody to proof-read or correct your written work. This is cheating and you can get better help for free through the University's Learning Support Service – contact Ms. Racquel Warner, phone 04 3693966, R.Warner@mdx.ac.

If caught for plagiarism it is likely that you will have to repeat the module with a maximum grade of 16. You might also be dismissed from your programme altogether.

Middlesex takes plagiarism very seriously.

Further details are available in your Programme Handbook and the university regulations. See www.24-7.mdx.ac.uk/assess/plagiarism.htm.

Programme Feedback Survey

See 'Student Feedback' under 'Academic Matters' section.

Programme Planning

During week 21 of the academic year, you will have the opportunity to seek advice from your Programme Coordinators on your programme path and select optional modules for their next year of study.

Quality Assurance

To ensure the high standards and quality of Middlesex University provision, all Programmes are subject to the University's academic quality assurance procedures (which include those procedures related to programme approval, monitoring and review). A key feature of these processes is the input from external subject experts who ensure that awards of Middlesex are comparable to those of other UK universities, and that the programme curriculum, teaching, assessment and resources are appropriate. The University's policies and approaches to quality assurance and a range of related documents are available at www.mdx.ac.uk/aboutus/Strategy/quality-standards/index.aspx.

Middlesex University's quality credentials are outstanding. Middlesex University is audited by the UK's Quality Assurance Agency (QAA) for Higher Education and the Dubai campus is an integral part of this audit process. Our Dubai campus is subject to the same rigorous quality assurance procedures that have earned Middlesex University the highest possible endorsement from the QAA.

Middlesex University Dubai is also licensed by the Dubai government's Knowledge and Human Development Authority (KHDA). Furthermore, the University Quality Assurance International Board at KHDA reviews all programmes on offer in Dubai to ensure that the quality of programmes taught in Dubai are equivalent to those at the home campuses in London.

Academic programmes in Dubai have the same validation and monitoring system as in London, with the same examinations taken simultaneously in both cities. The Honours Bachelors and Masters degrees awarded to Dubai campus students are therefore identical to those achieved by students at the London campuses, and students can transfer between campuses if they wish.

INSTITUTIONAL AUDIT BY THE UK'S QUALITY ASSURANCE AGENCY (QAA) FOR HIGHER EDUCATION

www.qaa.ac.uk

The UK's Quality Assurance Agency for Higher Education (QAA) which audits universities to provide public information about the maintenance of academic standards, has given its top-most rating to Middlesex University following a review in 2009. The QAA's audit process, respected globally for its robustness, found that confidence can be placed in the soundness of the University's management of its academic standards and on the quality of the learning opportunities available to students.

As part of a five-year cycle, a team of auditors from QAA visited Middlesex University from 30 March - 3 April 2009 to carry out an institutional audit. The Dubai campus formed an integral part of the review procedure. QAA audits provide the wider public an independent assessment of how higher education institutions in the UK maintain their academic standards and are regarded as among the key indicators of quality for British universities.

The audit identified as 'good practice' the meticulous attention given to the establishment, development and integration of the University's Dubai campus. The panel praised Middlesex Dubai for the meticulous methods and detailed attention to quality matters, and (perhaps more importantly) for assuring learning opportunities in Dubai are comparable to those available to students in London. Middlesex University's Dubai campus is the first and only UAE campus of a London university that has participated in the QAA's institutional audit so far.

The QAA is an independent body that provides an integrated quality assurance service for UK higher education institutions. The Agency promotes public confidence that quality of provision and standards of awards in higher education are being safeguarded and enhanced. The Agency's reviews cover public and private higher education in universities and colleges, including arrangements for collaboration with overseas partners; and by assessing the quality and standards of teaching and learning at subject level. These activities result in reports that are available to the public, as printed publications and on their website. For more information see: www.qaa.ac.uk.

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DUBAI GOVERNMENT'S KNOWLEDGE AND HUMAN DEVELOPMENT AUTHORITY

(www.khda.gov.ae)

Middlesex University Dubai is licensed by the Government of Dubai's Knowledge and Human Development Authority (KHDA). Established in 2006 by royal decree, the KHDA is responsible for licensure and quality assurance across the entire education and human development continuum covering schools and higher education institutions in the Emirate of Dubai.

In addition to annual licensure, all programmes at Middlesex University Dubai are reviewed by the KHDA's University Quality Assurance International Board or UQAIB, which is a Board of influential academics and quality assurance experts from all over the world that has been assigned the responsibility for setting standards across international higher education on offer in the Emirate. The review conducted by UQAIB for academic year 2008-09 was based on the Equivalency Validation Model which essentially required that the University demonstrate the quality of programmes taught in Dubai are equivalent to those at the home campus in London. Subsequently the Board placed 'high level of confidence in the quality of programmes offered' at Middlesex University Dubai. For more information see: www.khda.gov.ae/en/search/Details.aspx?InsID=182.

Students have a very important role in enhancing Programmes, feeding back on a regular basis via feedback forms, Boards of Study, and other mechanisms. Student feedback also plays a major role in Programme monitoring and review. For more information on how you can get involved, see 'Student Feedback' in the 'Academic Matters' section.

Re-assessment

If you do not pass the module at the first attempt, you are eligible for re-assessment once. You will find the following grades on MISIS:

- RE** - Resit examination
- DE** - Deferred examination
- RC** - Resit coursework
- DC** - Deferred coursework
- RA** - Resit all components
- DA** - Deferred all components
- RO** - Resit other
- DO** - Deferred other
- RW** - Rework examination

A date will also be added alongside these codes showing when the assessment should take place.

If the reassessment or deferred assessment cannot, for good reason, be taken at the next available opportunity, it may be further deferred until the next available opportunity. This must be requested in writing to the School Assessment Officer.

The deadlines for re-assessment coursework will be given to you by the module tutor and will normally be on or before the deadlines mentioned in the academic calendar. You may have to resubmit your coursework or complete a new assignment. Contact your module tutor for information about this. Details are also provided on OASISPlus.

The timetable for re-assessment exams is announced on the University website at www.mdx.ac/StudentPortal.asp.

If you do not pass the re-assessment, you will need to repeat the module. Modules can only be repeated once.

For more information please see the relevant University Regulations at <http://www.24-7.mdx.ac.uk/assess/regs.htm>

For modules at levels 0/1 the overall grade following reassessment will be the grade achieved at the second attempt. For example:

- 1st attempt - grade 17
- 2nd attempt - grade 12
- Overall module grade 12

This will be shown on the transcript as 12(17/12).

For modules at level 2 and above, a maximum grade of 16 will be applied to the reassessed component. For example:

	Component A (50%)	Component B (50%)	Overall Module Grade
1st attempt	8	17	17 RC
2nd attempt	8 (as before)	10 (capped at 16)	12 (17/12)

Reassessment must take place at the next available opportunity for assessment.

Reassessment of deferred assessment will normally be undertaken either in late August or April/May. Unless deferral of reassessment is approved by the School Assessment Officer, you will be failed with a grade 20 if you fail to submit coursework or fail to attend an examination at the next available opportunity for reassessment.

Recommendation Letters

See 'Official Letter Requests' under the section 'Academic Matters'.

Regulations

Your membership of the University gives you certain rights and as well as responsibilities which are listed in the Middlesex University Regulations at www.mdx.ac.uk/regulations/. A copy of the current regulations is provided under the 'Rules and Regulations' section of this Guide.

Additional regulations in some areas are applicable exclusively to students at the Dubai campus. These are available on the Student Portal at www.mdx.ac/StudentPortal.asp. Some key regulations are provided towards the end of this Campus Guide under 'Rules and Regulations'. Copies of the latest version of all regulations can be obtained from the Student Office.

Replacement of Transcripts

See 'Transcript of Grades Achieved' under the section 'Academic Matters'.

Scholarships

We have an extensive range of scholarships and grants to recognise your outstanding academic achievements and support you in your studies - we support new and returning students at every stage.

Scholarships and grants available at Middlesex University Dubai include:

- Academic Excellence Scholarships
- Rise Up Grants
- Middlesex United Sports Scholarships
- Global Excellence Scholarships
- Middlesex Graduate Awards
- Middlesex Progress Scholarship (IFP Students)
- Middlesex Elite Scholarships (Current Students)
- School Outreach Programme
- Loyal to Middlesex Grants
- Distinguished APTECH-Nigeria Graduate Scholarship
- Distinguished EDEXCEL Graduate Grants

Current and returning students can contact the Marketing Office if they believe they are eligible for a scholarship. For detailed information on Scholarships, see: www.mdx.ac/Scholarships.asp.

Special Consideration

Please see 'Support for Students with Disabilities and Learning Difficulties' under 'Student Support'.

[Academic Matters]

Status Letters

See Official Letter Requests' under the section 'Academic Matters'.

Student Email

(Your account for life!)

As an enrolled student, you have your own university email address. This is in the form xxnnn@live.mdx.ac.uk, where xx are your initials, and nnn is a number generated by the system. This code will be found on the reverse of your student card. Your initial password is: Student Number + mmm, where mmm is the month (in lower case) of your date of birth. At first login you will be invited to complete a simple registration process.

Any students experiencing difficulties accessing their account should contact the web helpdesk at <http://webhelpdesk.mdx.ac.uk>

Your Middlesex University e-mail is an e-mail address that is available to you for life and will be the principle tool the university will use to communicate with you. Your tutors, the student support team, the Learning Resource Centre and other areas of administration will use this e-mail address to contact you so it is critical that you check your account regularly (at least twice a week). We'll also use this account to tell you about events and activities that will help enhance your time at university and enable you to make new friends. The university adheres to the usual data protection policies and will not share your address within any external companies and organisations, except those working with the university to gather your feedback.

The University student email system is provided through Middlesex Live Services, an implementation of a Microsoft programme which provides educational institutions with hosted communications and collaboration services for students. This includes email and online data storage and offers:

- 10 GB of email storage
- "SkyDrive" - 25GB online password protected storage
- 20MB message size support
- Lifelong email account

To access your email account, go to: <http://www.outlook.com> or click on the Email link on the 24-7 website. Your local computer centre will help you gain access to your account during your Learning Resource Centre induction after enrolment.

For quick guides on user accounts and using the network, go to: www.lr.mdx.ac.uk/document.htm and click on Computing Network and Software. If you are having continuing difficulty in its use, consult the Web Helpdesk at <http://webhelpdesk.mdx.ac.uk>.

Important note on privacy

To ensure security, continuity and privacy, the University discourages the use of private accounts for University business. You should ensure that the MISIS database of personal information about you is accurate and up to date, but you are not required to publicise this private information to other students or individual members of staff.

Student Feedback

At Middlesex we are always working to improve the student experience. We aim to ensure that you have a fantastic journey with us starting from the day you apply to come to Middlesex, all the way through your course and even after you graduate.

The best way for you to make the most of your time at University is to get involved, an important element of which is to communicate with us. Whether it is a compliment or a complaint, we are equally keen to hear from you. We will make every effort to act on your feedback, which will not only help improve things for you but also for other current and future Middlesex students.

There are a number of ways in which you can communicate with us and give us your feedback:

- Boards of Study
- Campus Forum
- Becoming a Student Representative
- Becoming a Student Council Member
- Module Feedback Surveys
- Programme Feedback Surveys
- Other Surveys

BOARDS OF STUDY

The purpose of the Board of Study is to provide a forum for discussion between you and staff involved in all aspects of your Programme. Each Programme holds regular Boards of Study (generally twice a year, during weeks 6-8 and again in weeks 18-20). The membership includes:

- Student representatives
- Programme Coordinator
- Academic staff aligned to the delivery of the Programme or modules
- Support services representatives

Your student representative represents the Programme or year group and is responsible for notifying the Board of issues which have been brought to them by you. You should be aware of the function of the Boards of Study, and should ensure that representatives are alerted in good time to matters of concern, or to suggest initiatives.

Formal minutes are kept of the discussion and decisions of each Board meeting. The minutes are included with the Programme Quality/Annual Monitoring Report for consideration by the University. The points raised at the meeting are carefully recorded for issues arising, and the action taken upon them, and are available at www.mdx.ac.uk/24-7. Actions are also published on dedicated notice boards near the faculty offices on the third floor and near the Student Lounge on the first floor.

Student representatives for the Board of Study are appointed at the start of each academic year to ensure that all the various interests on the Programme are adequately represented. For advice and training contact your Programme Coordinator or the Quality Manager (M.Meraj@mdx.ac).

CAMPUS FORUMS

The purpose of Campus Forums is to optimise the student experience by asking students to raise campus-specific issues relating to the operation of academic, administrative and service support for students, but not to deal with programme-specific curriculum issues which are dealt with at the Boards of Study. For clarification, please check with the Quality Manager (M.Meraj@mdx.ac).

Campus Forums are usually held once per term. All students are welcome. The membership includes:

- Student representatives (contact the Student Office or the Quality Manager if you wish to attend – even if you are not a formal representative)
- Representatives of all support services (such as Learning Resources, IT Resources, Student Office, Halls of Residence, Careers and Employability Services, Finance Office and the Admissions Office)
- Representatives of the Student Council
- Director of Middlesex University Dubai (Chair)

Your student representatives represent your Programme or year group and are responsible for notifying the Forum of issues which have been brought to them by you. You may also represent your Halls of Residence on Campus Forums; for more information and training contact the Quality Manager (M.Meraj@mdx.ac).

[Academic Matters]

BECOMING A STUDENT REPRESENTATIVE

As a student representative your role will be to gather the views and opinions of the students you represent and to represent the views and opinions to either the Board of Study or the relevant Campus Forum and to feed back the results and information to other students following the meeting.

Student representatives will be selected by the end of week 2 each year. You can nominate yourself as a Student Rep for your programme and level of study. Training and support throughout the year is provided for student representatives.

As a representative you can receive a certificate that recognises your representational achievement. For the certificate you will have to attend the training sessions and be present at the Board of Study each term. This is a great opportunity to add value to your CV.

BECOMING A STUDENT COUNCIL MEMBER

See 'Student Council' under the section: Student Life

MODULE FEEDBACK SURVEYS

Module feedback forms are distributed towards the end of the academic year. The forms are completely anonymous. The aim of this feedback process is to elicit your views on the quality of modules taken. Module forms examine each module in some detail and invite comment on your module in general. You can expect to receive a report on any issues that have been identified. The report would also describe the measures taken to resolve any problems. All reports will be an item for discussion during Boards of Study and will, where necessary, be reported upon during the quality/annual monitoring process. The whole feedback process will also be reviewed on a regular basis, to ensure that that it is effective in helping provide a good quality experience for students.

PROGRAMME FEEDBACK SURVEY

Similar to the survey conducted at module level, the Programme Feedback Survey is conducted towards the end of the academic year and is completely anonymous. This survey seeks your views on your programme experience during the year including comments on the organisation and management of the programme, academic support, learning resources and your personal development. You can expect to receive a report on any issues that have been identified. The report would also describe the measures taken to resolve any problems. All reports will be an item for discussion during Boards of Study and will, where necessary, be reported upon during the quality/annual monitoring process. The whole feedback process will also be reviewed on a regular basis, to ensure that that it is effective in helping provide a good quality experience for students.

OTHER SURVEYS

From time to time the University will distribute surveys to elicit your views on the quality of the services offered by the University and your student experience on areas other than your programme of study. These surveys will be completely anonymous. Further information will be available from time to time on MISIS and the Student Portal website at www.mdx.ac/StudentPortal.asp.

Timetable

You will get information on the timetable, receive your schedule of classes and enrol for modules as part of the Induction process at the beginning of the academic year. You can view your class timetable electronically on Middlesex University Dubai's website through the 'Student Portal' at www.mdx.ac/StudentPortal.asp.

Most modules consist of a two-hour lecture and a one-hour seminar per week (i.e. total of three hours of class), although this may vary according to your programme. Lectures are given to large groups of students; seminars are in smaller groups and an opportunity for group discussion. You will choose your seminar session on Induction day or within your first week at University.

If you are facing clashes or have queries relating to your timetable, talk to our staff in the Student Office.

TIMETABLE DURING RAMADAN

The normal teaching day will be reduced during the holy month of Ramadan. Details are published on the University website prior to the start of Ramadan.

Transcript of Grades Achieved

All students will be eligible to receive a 'Transcripts of Grades Achieved' on completion of their studies which can be used to verify module results and final qualification. A transcript is an official document that is generally accepted as formal proof of qualifications gained at Middlesex University. The initial transcript is provided free of charge.

ADDITIONAL TRANSCRIPTS

A graduate student may apply for additional transcripts by completing the Official Transcript Request form at the Student Office. A fee of AED 50 is charged for each additional transcript requested and it takes minimum 3 working days to issue these.

See also: 'Official Letter Requests' under the 'Academic Matters' section.

University Rules

See 'Regulations' under the Academic Matters section.

Withdrawal from the University

The University lays down formal regulations about withdrawal. The main points are:

- If you are withdrawing from the University please inform the Student Office in writing or by completing a 'Withdrawal form', without delay.
- It is for you to decide whether it is more helpful for you to withdraw from the University temporarily or permanently. We strongly advise that you discuss this decision with your Programme Coordinator or a member of the Student Office as there may be other options available to you such as interrupting your studies for a period. Also, there will be financial implications to withdrawing and it is important that you fully understand what these are before making the final decision to withdraw.
- It is important that you specify the date on which you are withdrawing, as this will impact on any financial liability that you may incur.

Working in Groups and Teamwork

The ability to work in a team is an important skill for your future careers. And yet, even some of the brightest students dread assessment work which has to be completed in teams. Students feel that it is difficult to find a time when everyone is available to meet or that not all team-members put in the same amount of effort.

However when managed successfully, groupwork can be, in fact, a highly effective, enjoyable and irreplaceable way of learning new ideas, testing your knowledge and producing high quality assignments. During the course of your studies at Middlesex you will invariably have some assessment tasks which you will need to complete in groups and the following guidelines should be useful:

- Choose your group carefully and develop an understanding of the different learning styles and personality of your colleagues in the team. Working with people who share your views, like your friends, may not be the best way to gain a variety of perspectives and ideas.
- Assign specific roles to each team member such as team-leader, time-keeper, notes-taker and so on.
- Consider a formalised structure for team meetings where a member of the team takes minutes and documents the outcomes of each meeting – including tasks to be completed and a specified timescale.
- Develop an understanding and appreciation of cultural differences. You have been provided with an opportunity to work with students from over 60 countries in a rich diverse environment – use this opportunity to enhance your learning.

Further advice and support is available from the Learning Support Service.