

University Regulations 2020/21

Undergraduate Taught Programmes

A: The Learning Framework	6
B: General regulations for admission	11
C: Regulations for taught programmes of study	14
D: Regulations for Assessment Boards	20
E: Assessment and progression regulations for taught programmes	28

Postgraduate Taught Programmes

A: The Learning Framework	38
B: General regulations for admission	42
C: Regulations for taught programmes of study	45
D: Regulations for Assessment Boards	51
E: Assessment and progression regulations for taught programmes	59

All Taught Programmes

F: Academic integrity and misconduct	67
G: Appeal regulations and procedures	72
H: Student responsibilities	80
J: Middlesex University Qualifications	84
K: Examination room rules for candidates	97
L: The invigilation of examinations	100
M: Code of Assessment Practice minimum requirements	102
Module level descriptors	105
Grade Criteria Guide	106
Student conduct and discipline rules	108
Student complaints and grievance procedures	122
University membership/Membership of the Students' Union	129
Computing rules and regulations	131
Provision for students with disabilities and learning difficulties	139
Data Protection Legislation	142

Statements and Policies

Academic Integrity and Misconduct	143
Admissions Policy	
Attendance Monitoring Policy	
CMA Policy: Making Changes to Published Programme Related Information	
Data Protection Policy	
Ethics Framework Statement	
Extenuating Circumstances Claims	
Intellectual Property Rights: Students	
Student Charter	
Financial Regulations	

Glossary

Academic Year

The academic year is divided into three main terms each of 12 learning weeks: the autumn term (October to December), the winter term (January to April) and the spring term (April to July). The remaining weeks from July to September comprise the summer term during which teaching and learning activities may be scheduled for some programmes. Students starting in

Mode of Study

University Regulations for
Undergraduate Taught
Programmes

A1.3 Subject

A collection of modules with a coherent academic focus.

A1.4 Module

A self-contained, credit-rated and assessed unit of study which is the responsibility of a single Faculty. Modules normally run for an academic year of 24 learning weeks, but some are different in

A1.6 Credit

Each module carries a credit rating, with most modules rated at 30 credits. Some modules are rated at

A2 Undergraduate qualifications

A full list of undergraduate qualifications is given in section J.

Honours degree programmes comprise:

At least 360 credits at FHEQ level 4 and above, which must include at least 210 credits at FHEQ level 5 and above of which at least 120 credits are at FHEQ level 6 or above.

Honours degree students first enrolled before September 2007 who have achieved 350 credits, including at least 110 at FHEQ level 6 and above, and 210 at FHEQ level 5 and above, will be considered for the award of an honours degree, provided that all programme learning outcomes have been met.

Table A2: Indicative Periods of Study and Distribution of Credits by Level for Benchmark Qualifications

Requirement	Foundation Certificate	Certificate	Diploma	Advanced Diploma/ Graduate Certificate	Foundation Degree	Cert HE	Dip HE	Ordinary Degree	Honours Degree	4YR S/ WICH Degree	Integrated Masters Degree	Higher Diploma	Graduate Diploma
Indicative length of registration: F/T	1 year	1 term	1 term	1 term	2 years	1 year	2 years	3 years	3 years	4 years	4 years	1 year	1 year
Indicative length of registration: P/T	2 years	1 year	1 year	1 year	4 years	2 years	4 years	6 years	6 years		8 years	2 years	2 years
Maximum length off					/								2 ½

A3 Mode of Study**Apprentice student**

Apprentices are employed throughout their entire apprenticeship and are required to spend the equivalent of a minimum of 20% of the overall hours of their programme of study allocated towards the development of new occupational knowledge, skills and behaviours (categorised as 'off-the-job training'). Employment hours are inclusive of University-based sessions and off-the-job training may take place both on-site and off-site. The Middlesex Regulations for Apprenticeship Provision are to be read in conjunction with these University Regulations for undergraduate and postgraduate taught provision.

Full-time student

A full-time student will normally take 120 credits during the academic year (24 learning weeks). Exceptionally, a student may take 150 credits in an academic year, with permission of the Deputy Dean or nominee.

Students may take additional credit of up to 30 credits during the summer term with payment of the appropriate fee.

Very exceptionally, a full-time student may take 90 credits during the academic year (24 weeks), with the approval of the relevant Deputy Dean.

No student may be enrolled simultaneously on more than one full-time taught programme of study at Middlesex University.

Part-time student

A part-time student will normally take up to 90 credits per academic year and may take additional credit of up to 30 credits during the summer term.

A4 Associate student

A student attending the University but not registered for a qualification. Modules taken may be assessed and if so may count toward a qualification for which the student subsequently registers. Associate students will, upon request, receive a credit statdul

GENERAL REGULATIONS FOR ADMISSION**B1 Overview**

Middlesex University Admissions Policy provides further context and outlines the principles in which the University operates a fair, transparent and equitable admissions service. The Admissions Policy is reviewed for each admissions cycle and is published annually available at <http://www.mdx.ac.uk/>

To be eligible for admission to a programme of study at certificate level or above a candidate must normally satisfy both the University's General Entrance Requirement and the requirement for entry to the particular programme of study. The requirement for entry is published at the start of each admissions cycle on the programme of study page on the University website.

B2 General entrance requirement for undergraduate study

The general entrance requirement is a statement of minimum acceptable levels and may be satisfied by means of B2.1 and B2.2 below:

B2.1 General Certificate of Secondary Education (GCSE)

Passes in three subjects at Grade C or for GCSE qualifications awarded from 2017 a score of 4, to include English Language and any other subjects deemed essential for the particular programme. A pass at Grade D in one of these subjects may be accepted at the discretion of the admissions tutor.

B2.1.1 General Certificate of Education (GCE) O level grades are equivalent to GCSE. Certificate of Secondary Education (CSE) Grade 1 Pass is equivalent to GCE. Key Skills Level 2 in Communications and/or Numeracy may be accepted as an alternative measure of competence in the absence of GCSE Grade C or D pass in English Language or Mathematics.

B2.2 Post-16 Qualifications

The term 'pass' denotes the minimum acceptable level of achievement and is qualified in conditional offers with specific levels required for individual programmes.

The University recognises many level 3 qualifications that are held on the Ofqual register as being equal in depth and size to a GCE A level award and are considered suitable to meet the general requirements for entry to undergraduate programmes. The University publishes the list of Level 3 qualifications that are and are not considered suitable for entry at www.mdx.ac.uk

B2.2.1 Admission to Degree/Dip HE/Cert HE programmes

General Certificate of Education, Advanced Level (AGCE) from either reformed or unreformed subjects; passes in two subjects: or

Passes in two 6-unit awards, one or both of which may be an Applied Technical or Applied General Qualification, Advanced Level from either reformed or unreformed subject (AVCE): or
Pass in one 12-unit Applied Technical or Applied General Qualification, Advanced Level (AVCE)

Note: General Certificate of Education, Advanced Supplementary Level; Passes in two subjects are acceptable as equivalent to one Advanced level GCE.

B2.2.2 Admission to HND/Foundation Degree and to Foundation year of extended degrees

- a) General Certificate of Education, Advanced Level (AGCE) Pass in one subject: or
- b) Pass in one 6-unit Applied Technical or Applied General Qualification, Advanced Level (AVCE)

B2.2.3 Admission to International Foundation Certificate

- a) High School Diploma from international school systems 12 years in length equivalent to unreformed AS levels.

B2.3 Overseas qualifications equivalent to UK GCSE and GCE Advanced Level will be considered. Guidance on equivalence will be taken from the National Academic Recognition Information Centre (NARIC) and from the University's own experience of international qualifications. The University will publish lists of acceptable international qualification equivalences for satisfying general entrance requirements for admission to undergraduate programmes of study.

B3 General entrance requirements for postgraduate study

Applies to Postgraduate only

B4 Mature entrants and prior learning

B4.1 Applicants who do not otherwise satisfy the General Entrance Requirement or who have had a significant break in their pre university studies are eligible for admission if they can provide satisfactory evidence of their ability to pursue successfully the programme of study for which they are applying.

B4.2 Applicants holding academic, vocational or professional qualifications at an appropriate level may be admitted with specific credit, which will count towards the target qualification, to an appropriate point on a programme.

B4.3 Recognition of prior accredited and experiential learning

- a) Responsibility rests with the applicant for making a claim to have acquired knowledge and skill and for supporting the claim with appropriate evidence. Assistance will normally be given in preparing an application for the accreditation of prior learning.
- b) The learning derived from experience must be able to be identified in order to be assessed.
- c) Prior learning is identified through systematic reflection on experience, the writing of clear statements about what was actually learned and the collection and collation of evidence to support those statements.
- d) Where it is proposed to allow entry with specific credit, the methods of assessment must be such that the judgement made can be overseen by Assessment Boards. Where the prior credit is sufficient to gain entry to Level 6 appropriate External Examiner oversight must be sought

REGULATIONS FOR TAUGHT PROGRAMMES OF STUDY**C1 Enrolment**

Every student 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 UniHub at <http://unihub.mdx.ac.uk>. This should normally take place at the beginning of each subsequent year the programme of study is pursued or at any other time determined by the University. 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.

C2 Attendance

C2.1 Every student should attend all timetabled learning sessions or events and undertake such assignments, as specified in the regulations governing the module, to be eligible for formal assessment and/or continuation on their programme of study.

C2.2 Where a student's attendance fails to meet the minimum required to meet the learning outcomes of the module as published in the module or programme handbook, the student may be excluded from the assessment and be graded X (ineligible for assessment due to unsatisfactory attendance/participation but may be retaken with permission) in the module. If an X grade is awarded, the student may have the opportunity of taking the whole module again with permission from the Director of Programmes, and paying the module registration fee, without grade penalty.

The formal minimum requirement may exceptionally be waived in individual cases where the Module Leader or Director of Programmes judges that the student has made adequate alternative arrangements to be prepared for assessment.

C2.3 It is the responsibility of the student to ensure that attendance fulfils the given requirements. Prior warning (written or oral) of the intention to award an X grade need not be given by the Director of Programmes/Module Leader. Where attendance is required registers must be kept.

C2.4 Where a student's attendance falls below the required minimum for the module as a result of personal extenuating circumstances, and these are supported by relevant documentation (e.g. medical certificates), a Director of Programmes/Module Leader/Assessment Board may decide to allow a student to be assessed.

C2.5

UNDERGRADUATE

Regulations

C10.3 Sandwich qualifications

- a) A 'sandwich' programme of study leads to a qualification 'in sandwich mode', and the words 'having followed an approved sandwich programme' will appear on the degree certificate. A student's valid programme of study leading to the degree or Honours degree in the sandwich mode must include not less than 36 weeks of supervised and assessed work experience in addition to the period required for the full-time qualification.
- b) Students must confirm their wish to include 120 credits of placement (as 'sandwich') in their programme by January of their Intermediate/Diploma Stage.
- c) Once approved, the period of supervised and assessed work experience will be regarded as a compulsory element; its objectives must be specified and related to the objectives of the whole programme; the performance of students must be assessed; and satisfactory completion of, and performance in, the period of supervised work experience must be a requirement for the qualification.
- d) Where students are, for valid reasons, unable to undertake or complete the sandwich element of the programme of study, but are successful in meeting requirements for the remainder of the qualification, a full-time qualification will be awarded. The words 'having followed an approved sandwich programme' will not appear on the degree certificate.
- e) Where programme specifications permit, students who undertake successfully the sandwich element of their programme of study may be awarded the Diploma in Industrial Studies, the Diploma in Employability Studies or the Advanced Diploma Professional Practice.

C10.4 Entry and exit qualifications**Entry Qualification**

This is a named qualification (e.g. BA (Hons) International Business) that is open to applicants to the University or one of its partners.

Named Exit Qualification

This is a named qualification (e.g. Dip HE International Business) that may be conferred upon a student who exits from an entry qualification before completion, and meets the requirements of the named exit qualification as defined in its programme specification (normally defined within the programme specification of the corresponding entry qualification).

Generic Exit Qualification

This is an unnamed qualification (e.g. Diploma in Higher Education) that may be conferred upon a student who exits from an entry qualification before completion, and who has accumulated sufficient credit at appropriate levels for the exit qualification. Generic exit qualifications are normally available for all in-house and franchised programmes, and also for other collaborative programmes where agreed by the Portfolio Development Committee.

C11 Accreditation of placement**C11.1** All periods of approved placement will:

- a) have clearly defined learning outcomes;
- b) be credit rated at a level determined by reference to the learning outcomes;
- c) be assessed, on a pass/fail or graded basis or a combination of pass/fail and graded. A minimum of 30 graded credits must be derived from the assessment on a one-year placement in the post-Intermediate stage.

C11.2 The successful completion of the placement assessment will lead to the following award of credit:

120 credits for a one-year sandwich placement

60 credits for a six-month sandwich placement.

Other periods of placement will be accredited according to the contribution of the placement to the programme of study.

C11.3 The credit point total for the qualification will include credit for a period of approved placement. Qualifications which include a longer period of approved placement will have a higher credit total (for example, an Honours degree in the sandwich mode – 36 weeks, will have an overall credit rating of 480

UNDERGRADUATE

Credit 'spent' on the conferment of an undergraduate award may not be used to meet the requirements of a postgraduate award.

Normally, credit towards a new qualification must have been gained no more than five years before the programme of study commences.

C15 Modern language degrees

In full-time undergraduate programmes in modern languages, a period of residence abroad is an integral part of the programme of study. Where two main languages are studied to the same level, a student must spend a minimum of six consecutive months in the country of each language. Where only one main language is studied, or where the two periods are consecutive, the period may be shortened to not less than 36 weeks.

C16 Recording of lectures

Audio recording, video recording or photography of lectures, or other forms of learning activity by students, is prohibited, except in the following circumstances, and where violation of law (e.g. Copyright, Human Rights, or Data Protection) does not take place:

- 1) It is explicitly permitted as part of the learning activity;
- 2) It is explicitly permitted for an individual student as a "reasonable adjustment", within the meaning of the Equalities Act;
- 3) The tutor has given permission for such activity to take place.

In all cases, violation of this regulation will be managed under the student disciplinary procedures. Further guidance is available within the document Recording Lectures, available on myUniHub and the staff intranet.

Permission for recording does not imply permission for publication (e.g. on Facebook, YouTube, or other Social Media), or distribution to others.

REGULATIONS FOR ASSESSMENT BOARDS & PROGRESSION BOARDS**D1 Structure of Assessment Boards and Progression Boards****A: PROGRAMME PROGRESSION BOARDS**

A Faculty will have several Programme Progression Boards, each of which considers the progression of all continuing students on a group of programmes that have been aligned to that board.

Membership

Chair - Deputy Dean or a nominee independent of the group of programmes;

Director of Programmes

Programme leaders

Overseas Campuses and Franchised Programmes. This contribution may be by previous communication between the Chair or nominee, and staff at the overseas campus, or attendance at the Board via audio or video conferencing.

Secretary - Assessment Officer (or nominee of the Chair).

Terms of reference

1)

Assessment Boards report annually to the University Assurance Committee.

D2 Authority of Assessment Boards and Programme Progression Boards**D2.1**

D7.3 Informal interpretation

Informal advice on the interpretation of Academic Board policy or assessment regulations by the Academic Registrar or other member of University staff shall have no formal authority and shall not commit the Assessment Board.

D8 Extenuating circumstances**D8.1 Definition**

Extenuating circumstances are personal circumstances which have affected a student's performance in an assessment and are brought to the attention of the Assessment Board when considering academic performance. An application for extenuating circumstances will only be considered if the circumstances meet the following criteria: The circumstances are exceptional; they are outside of the control of the student; and **original** supporting documentary evidence is provided. Extenuating Circumstances will be considered by Extenuating Circumstances Panels and may be taken into account by Faculty Assessment Boards and Programme Progression Bo

Boards*

D9.1 External Examiner Subject Board and External Examiner Faculty Board are appointed to Assessment Boards by the University following recommendation to the Director of Academic Quality Service by the appropriate Executive Dean (or nominee) or Deputy Vice-Chancellor Learning and Innovation. External Examiner Subject Board and External Examiner Faculty Board shall normally be appointed no later than the session prior to the one in which they take up their appointment. External Examiner Subject Board are not normally involved in the assessment of modules at Level 3 or FHEQ Level 4.

D9.2 The method of appointment, rights and responsibilities of External Examiner Subject Board and

assessment regulations, and to inform students

ASSESSMENT AND PROGRESSION REGULATIONS FOR UNDERGRADUATE TAUGHT PROGRAMMES

E1 Calendar of assessment

- E1.1** There are three main periods of assessment during the academic year:
on completion of the year's study in April/May (or July for January starters)

E2.2 The progress of all students will normally be reviewed at the end of each year and the result will be a decision on students' academic standing. In order to proceed from one stage to another, a student must either:

- i. Pass the required number/level of credits; or
- ii. Be permitted by the Programme Progression Board to proceed with a credit deficit. This will be made up by reassessment, and/or deferred assessment, and/or taking of up to 30 additional credits

Notes:

- a) The Programme Progression Board may require a student to complete reassessment or deferred assessment before allowing progression to the next stage of the programme.
- b) The Programme Progression Board will take into account the student's commitment to their programme of study as shown by the number of X (FAIL due to insufficient attendance) and P (FAIL due to plagiarism or academic misconduct) codes and 20 (FAIL) grades or where there is substantial doubt about the student's ability to complete the qualification.
- c) A Programme Progression Board may allow an undergraduate student to continue in the full-time mode of attendance in order to follow an Ordinary degree programme if the student can,

DISTRIBUTION OF GRADES	Class/Borderline	Class of Qualification			
		3 Pass	2.2 Pass	2.1 Merit	1st Distinction
	1st/Distinction (1-4)				50%
	2.1/Merit or better (5-8)				

Table B: The 20-point scale

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

Administrative codes

The following administrative codes are used for the purposes indicated:

- X** Fail - Incomplete without good reason: insufficient attendance or participation; may not be reassessed
- I** Incomplete with good reason (may be assessed at the next available opportunity without penalty)
- 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)
- S** Aegrotat (no numerical value for classification of qualifications)
- C** Compensated failure (added after grade attained)
- F** No Reassessment at next opportunity allowed – continuous assessment within module.
- H** Participated but not assessed (students not following Middlesex qualifications only)

E5 Failure to complete assessment

E5.1 Deadlines for assessed work

Students must submit each component of coursework for assessment not later than 6pm at the Hendon campus, and 4pm local time at other University Campuses. Failure to submit work by the deadline will result in failure in the component or the module concerned (grade 20), should the required learning

E5.2 Modules spanning more than one academic year or with multiple optional assessment points

In exceptional cases some modules may be designated as spanning more than one academic year or as having multiple optional assessment points following approval by the Academic Registrar. This must be recorded in the Programme Specification and module narrative. For such modules in order to ensure an accurate student record students will automatically have a 'deferral' recorded against the assessment for this module. This means that a student is not required to submit a request for a deferral and is not penalised when the assessment is not attempted or completed at the first assessment opportunity. In these circumstances the deferral can only occur at the first opportunity for assessment until the next available opportunity when the assessment is due to take place.

E5.3 Examinations

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 D.8).

E6 Reassessment in modules

E6.1 A student has the right to be reassessed once only in any module with an overall FAIL grade of 17.9 (a)7.2 (l)5.8 (l)5.8 (c)3.8 (8)thccacLLsment

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E6.7 The Subject Assessment Board must indicate at the time of initial module failure the reassessment requirements using the following codes:

RE Resit examination **RC** Resit coursework **RA** Resit all **RO** Resit other **RW** Rework examination

In addition, assessors must state the specific reassessment assignments at the time of failure.

E6.8 The Assessment Board has discretion, in exceptional cases, not to allow reassessment in supervised work experience where the Board judges that this would be against the interests of any person, including the student, affected by the reassessment.

E6.9 A student is not entitled to undertake an assessment if the qualification which contains the module has already been awarded.

E7 Repeating modules

E7.1 No student is permitted to repeat the assessment of a module which has already been passed except where permitted in programme regulations and only to satisfy the requirements of Professional, Statutory or Regulatory bodies.

E7.2 A student may normally repeat a module which has been failed, following a failed first sit and a failed resit, or on request following a failed first sit, on one occasion only, with payment of the fee. For such a repeated module, including a module repeated during the summer term, the grade will not be restricted to the maximum grade at reassessment unless it is applied as a penalty following a student being found guilty of academic misconduct. Where a student repeats a module, any remaining right of reassessment from the original attempt is cancelled but the repeated module may be reassessed by resit on one further occasion. An assessment board may withhold permission to repeat a module, where the past academic performance of the student is such that future success in the module is considered unlikely, or due to the requirements of a Professional, Statutory or Regulatory body.

E7.3 Where a student is given formal permission to repeat a stage due to significant extenuating circumstances, this may exceptionally include permission to repeat a module that has already been passed. In such cases, the credit achieved at the first attempt will not be counted towards the final qualification.

E8 Compensation

E8.1 Failure at grade 17 or 18 in modules may be compensated at the discretion of the Faculty/School Assessment Board. It is subject to satisfactory overall performance, and is permitted for maximum credits as in Table C.

Table C: Maximum Compensation Permitted

FHEQ Level	Normal maximum compensation	Exceptional maximum compensation
3 'foundation stage'	30 credits	30 credits
4 'certificate stage'	30 credits	60* credits
5 'diploma stage'	30 credits maximum from across the two stages, with compensation at the first available opportunity	An additional 30 credits maximum from across the two stages with compensation at the first available opportunity, totaling a maximum of 60 credits compensatable across level 5 and 6 with ECs**
6 'degree stage'		

* relevant learning outcomes have been met (E8.1.2)

** student has extenuating circumstances (E8.1.3 note (ii))

E8.1.1 Compensation at Level 3

At the foundation level, FAIL grades of 17 or 18 may be compensated subject to satisfactory overall performance. Compensation is limited to a maximum of 30 credits within a 120 credit foundation level programme. Compensation should be applied at the earliest available opportunity, i.e. before the re-assessment opportunity.

E8.1.2 Compensation at FHEQ level 4

At the certificate stage, FAIL grades of 17 or 18 may be compensated subject to satisfactory overall performance. Compensation is normally limited to a maximum of 30 credits at this stage. However the Programme Progression Board may allow compensation in an additional 30 credits out of the 120 credits total at FHEQ level 4 for a progressing student, where it is satisfied that the relevant learning outcomes have been met elsewhere. Compensation should be applied at the earliest available

UNDERGRADUATE

Assessment and progression regulations for taught programmes

Section E

E9.4 Students who have a tuition fee debt to the University will not have a qualification conferred, will not be notified of their final results, receive a Certificate or Diploma Supplement, nor be entitled to attend their Graduation Ceremony until the outstanding debt to the University has been paid.

E9.5 Where an Aegrotat award is offered, the student or representative shall be given 14 days from the date of notification to decide whether to accept the qualification.

E10 Certificates, transcripts/diploma supplements and credit statements

E10.1

- (a) A credit statement, transcript or Diploma Supplement will be issued to a student currently or formerly enrolled at Middlesex University who has:
- i. successfully completed a University qualification; or
 - ii. completed modules on a programme leading to a University qualification but terminated the programme of study prior to the award of the final qualification.
 - iii. successfully completed a programme of study which does not lead to a University qualification, eg Associate Student.

Students on collaborative programmes validated by the University will be issued with Diploma Supplements by their home in-7.1 (e)-2.8 ()76aTsityeE

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University regulations for **Postgraduate** Taught Programmes

Compulsory modules

Modules which must be passed to complete a qualification.

Optional modules

One or more modules which must be passed from a group of modules to complete a qualification.

Prerequisite module

A module which must be passed before entry to a future module is allowed in order to ensure a suitable grounding has been established before moving to a more demanding level of study. Entry to a module would normally be denied if the prerequisite has been failed.

1.5 Module codes and levels

Table A1 Credit Framework Levels

Level	Description	Ref	Tw	Q	CP	HEA	Eng	3A	f	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
-------	-------------	-----	----	---	----	-----	-----	----	---	---	---	---	---	---	---	---	---	---	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	-----

A1.9 Specific credit

The number of credits awarded to a student following an evaluation of both certificated and uncertificated (including work-based) learning, assigned to a particular qualification.

A1.10 Exemption

Following an evaluation of both certificated and uncertificated (including work-based) learning, exemption may be granted from part of the requirements of a qualification. This does not reduce the total number of credits required for the qualification.

A2 Postgraduate qualifications

A full list of postgraduate qualifications is given in section J.

Postgraduate Certificate at least 60 credits at FHEQ level 6 and above, including at least 40 credits at FHEQ level 7 and above.

Postgraduate Diploma at least 120 credits at FHEQ level 6 and above including at least 90 credits at FHEQ level 7.

Masters Degree at least 180 credits at FHEQ level 6 and above including at least 150 credits at FHEQ level 7 and above, including a dissertation normally weighted at 60 credits.

Masters students first enrolled before September 2007 who have achieved 170 credits, including at least 140 at FHEQ level 7 and above, will be considered for the award of a Masters degree, provided that all programme learning outcomes have been met.

Table A2: Indicative Periods of Study and Distribution of Credits by Level for Benchmark Qualifications

Requirement	PG Cert	PG Dip	Masters	Integrated Masters Degree	
Indicative length of registration: F/T	1 term	1 year	12-15 months	4 years	
Indicative length of registration: P/T	1 year	2 years	24-30 months	8 years	
Maximum length of registration: F/T	1 year	2 years	24-30 months	8 years	
Maximum length of registration: P/T	2 years	4 years	48-60 months	12 years	
Minimum total credits for qualification	60	120	180	480**	
Minimum number of credits by level	3+				
	4+			480	
	5+			330	
	6+	60	120	180	240
	7+	40	90	150	120
Minimum number of credits given above which must be acquired under the control of this University **	3+				
	4+				
	5+				
	6+	20	40	60	160
	7	15	20	30	120
Standard distribution of credits by level for each award	3				
	4			120	
	5			120	
	6	0-20*	0-30*	0-30*	120
	7	40-60	90-120	150-180**	120

Standard distribution

The minimum number of credits which must be under Middlesex control is normally 33.3% of the total required for the qualification.

* Some programmes may allow modules from FHEQ level 6 or below: validated conversion programmes may exceed the maximum specified here

** FHEQ level 7 credit points must include 40-60 awarded for the final project/dissertation

The University may waive regulations governing the length of registration for individual students at its discretion

B5.2 English Language qualifications must be obtained no earlier than two years before commencement of study at the University.

B5.3 Applicants are expected to demonstrate the levels of attainment as described in the English Language Requirements document <http://www.mdx.ac.uk/courses/english-language-requirements> unless a higher requirement, which has been agreed for a particular programme at validation, is stated in the University Prospectus.

B5.4 An applicant who does not meet the minimum standard through one of the above qualifications or other acceptable qualification or an equivalent may be required to undertake English Language instruction before admission.

B5.5 For any particular programme, students with attainment at a level below the minimum stated above may be admitted where formal language study is integrated into the curriculum. The lower minimum level of attainment for admission must be stated within programme specifications and students must successfully attain at least the higher minimum levels of language proficiency, listed above, during their programme of study.

B6 Admissions complaints procedure

B6.1 The University is committed to providing a fair and efficient admissions service and applicants will not be disadvantaged in any way because they have used this procedure. A complaint may express serious concern about any aspect of the admissions process.

B6.2 Applicants have no right of appeal against a decision not to offer them a place at the University. Complaints against a decision may only be submitted on grounds of procedural irregularity, or if there is new information which may have affected the decision (with reasons why it was not made available at the time of application), or if there is evidence of any action or decision which is not consistent with the University's Admissions Policy or Equal Opportunities Policy.

B6.3 A complaint must be made on an individual basis by the applicant. Complaints made by a third party will not normally be considered.

B6.4 This procedure and any decisions made under the procedure do not automatically give legal rights to the complainant, nor place obligations on the University to pay compensation either in respect of a decision made pursuant to the procedures or for a breach of the procedures.

B6.5 Procedure

a) Informal Stage

Most complaints can be resolved informally. Appthe ti toarc 9 0 Ourree -10.2 decision rtunit3 (e -10.2-7.1 7.3 k2

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 (more than one year), students must be aware of the maximum indicative length of a programme (see Table A2 in section A). Students who interrupt their study are no longer an enrolled student of the University.

C5 Withdrawal and return from withdrawal or transfer

C5.1 A student who wishes to permanently withdraw from the University before the completion of

failure of University systems, for a significant period of time leading up to the final time for submission, the submission deadline may be extended by at least 24 hours, at the discretion of the Academic Registrar or Deputy.

- g) Where electronic submission of coursework is not technically possible, due to a financial hold placed upon a student, the University must permit submission of coursework by different means.

C8.4 Presenting substantially the same coursework for assessment in different modules is forbidden and will be treated as academic misconduct (see section F).

C8.5 Any deviation from the specified word limit for coursework will be penalised in accordance with the published requirements of the module.

C8.6 Additional regulations for a Masters dissertation

- a) A candidate for a Masters degree must present a dissertation or other work in its place on a subject relevant to the programme of study, or such work as may be specified in the programme specification. The choice of subject shall be determined in a manner specified by the programme specification.
- b) Work submitted for another degree may not normally comprise part of the submission for a Masters degree.
- c) The Assessment Board or Assessment Officer may permit a candidate to submit their dissertation or other work after the specified date. The Assessment Board may defer the date of submission by not more than twelve months at any one time.
- d) Supervision of dissertations or other work is conditional on attendance at the University unless explicitly agreed otherwise.
- e)

- computer disks, etc) is the property of the University.
- c) The University will endeavour to return to students assessed work which has significant intrinsic value whenever possible.

C11.2 Programme specifications may also identify required placements which are not in themselves accredited, but which are a necessary part of the programme of study.

C11.3 Programme specifications will identify the consequences of failure to undertake or complete a required placement.

C11.4 Graded credits derived from placement are included in the classification of a qualification.

C12 Eligibility for placement

C12.1 The normal prerequisite for taking up placement is the successful completion of all modules taken in the previous stages.

C12.2 A Programme Progression Board has the discretion to allow a student to go on placement without the successful completion of all modules taken in previous stages. This discretion does not apply when those modules involve clinical placement.

C12.3 The programme specifications should, if relevant, specify that it is compulsory for certain modules to be passed prior to placement.

C12.4 Only students who are undertaking an approved placement will be entitled to supervision, and be eligible, on successful completion of the placement, to have the placement considered as part of the programme.

C13 Credit transfer

C13.1 A student may be permitted to transfer credit from another institution, (whether awarded on the basis of certificated or experiential learning), provided:

- a) that the levels of this study can be established;
- b) not more than two thirds of the total required for a qualification is transferred in this way (See Table A2 in Section A).

C13.2 Ungraded credit taken will contribute to the satisfaction of the criteria for a qualification, but will not contribute grades for the classification of qualifications.

C13.3 When a final qualification incorporates credit transfer, the total period of study shall be as indicated in Table A2.

C13.4 Normally only credit gained through ERASMUS exchange programmes will be graded, except where a bilateral agreement specifies a conversion scale agreed at institutional level (e.g. US grades). Agreed conversion scales can be found via <https://unihub.mdx.ac.uk/study/types/student-exchange>

C13.5 Credit transferred from one Middlesex University qualification to another must be transferred as graded credit where possible and be included in the profile considered to calculate the classification of the qualification awarded.

C14 Exhaustion of credit

For the Use and Re-use of Credit the following principles shall apply:

- a) Normally, credits utilised in attaining an initial qualification recognised by the FHEQ cannot be used to secure exemptions against parts of an award of Middlesex University of equivalent or lower status. Such credits are considered 'spent' as part of the certification of the initial award.
- b) Such credits, however, may contribute to a higher award in the context that the higher qualification subsumes the lower. Illustrations of this would be:

A student who achieves a Foundation degree can use relevant credit towards an Honours degree, but not towards another Foundation Degree/HND/ DipHE.

Credits obtained in attaining a sub-degree award or qualification can be used towards an Honours degree. Once an Honours degree has been awarded it cannot normally provide credit towards another Honours degree.

Although at the same level in the FHEQ, a student may utilise credit from a Postgraduate Certificate or Diploma to contribute to a Master's degree.

Credit 'spent' on the conferment of an undergraduate award may not be used to meet the requirements of a postgraduate award.

Normally, credit towards a new qualification must have been gained no more than five years before the programme of study commences.

C15 Recording of lectures

Audio recording, video recording or photography of lectures, or other forms of learning activity by students, is prohibited, except in the following circumstances, and where violation of law (e.g. Copyright, Human Rights, or Data Protection) does not take place:

- i It is explicitly permitted as part of the learning activity;
- ii It is explicitly permitted for an individual student as a "reasonable adjustment", within the meaning of the Equalities Act;
- iii

REGULATIONS FOR ASSESSMENT BOARDS & PROGRESSION BOARDS

D1 Structure of Assessment Boards and Progression Boards

POSTGRADUATE

D4 Delegation of functions

An Assessment Board or Progression Board may delegate any of its functions to the Chair or group of members. Any group operating with delegated powers shall report its proceedings to the parent Board at the next available opportunity. No recommendation for the award of a University qualification shall be made without the agreement of the appropriate external examiner (other than generic exit qualifications).

D5 Record of proceedings

D5.1 A record shall be made of the proceedings of the meetings of the Assessment Board and the decisions of the Programme Progression Board. It shall be circulated to the members of the Board. The confidentiality of individual students should be respected. This regulation shall not be so interpreted as to impede the work of an appeal panel.

D5.1.1 The record of the Assessment Board shall include the minutes of the meeting and as separate items:

- a) the agreed grades for each candidate;
- b) the recommendations made in respect of each candidate;
- c) the result of any vote; and
- d) a note that any claim for extenuating circumstances made by a candidate has been considered, whether or not the recommendation was affected.

D5.1.2 The record of the Programme Progression Board shall include the minutes of the meeting and as separate items:

- a) the agreed decision on academic standing for each candidate;
- b) the result of any vote;
- c) a note that any claim for extenuating circumstances made by a candidate has been considered, whether or not the recommendation was affected.

D5.2 Any student who has been considered by the Assessment Board is entitled to see a copy of any items listed in D5.1 as they may apply directly to the student, by request to the Chair, no

D8 Extenuating circumstances**D8.1 Definition**

Extenuating circumstances are personal circumstances which have affected a student's performance in an assessment and are brought to the attention of the Assessment Board when considering academic performance. An application for extenuating circumstances will only be considered if the circumstances

shall normally be appointed no later than the session prior to the one in which they take up their appointment. External Examiner Subject Board ar

D11 Rights and responsibilities of External Examiner Faculty Boards**D11.1 Responsibilities**

External Examiner Faculty Boards are appointed to Faculty Assessment Boards. The rights and responsibilities of External Examiner Faculty Boards include:

- a) To attend any meetings of the Faculty Assessment Board at which the results of a final stage assessment will be determined
- b) To advise on the appropriateness, effectiveness and consistency of the internal assessment processes at the award stage, the appropriateness and effectiveness of the relevant assessment regulations and procedures in respect of qualifications, and the appropriateness of the standards against which the qualifications have been awarded
- c) To assist in the development of a body of case law based on the discretion exercised by examiners under the approved assessment regulations of the University.
- d) To submit annual reports as required by Section 4 of the University's Learning Quality Enhancement Handbook relating to External Examiner Faculty Boards, and in the form at which the results

ASSESSMENT BOARDS	JUNE/JULY (End of Spring Term)	SEPTEMBER (Summer Term)	NOVEMBER/DECEMBER
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POSTGRADUATE

Assessment and progression regulations for taught programmes

E7.7 The Subject Assessment Board must indicate at the time of initial module failure the reassessment requirements using the following codes:

RE Resit examination **RC** Resit coursework **RA** Resit all **RO** Resit other **RW** Rework examination

POSTGRADUATE

Assessment and progression regulations for taught programmes

University Regulations for
All Taught Programmes

F1 Academic Integrity

- a) Middlesex University is committed to operating in an ethical way in every area to ensure the highest possible standards of decision-making and accountability (MU Ethics Framework Statement 2014).
- b) The University Strategy (2017-22) has been developed to ensure our students learn about and develop a professional and ethically-informed skillset based on fundamental values and principles such as trust, honesty and integrity. This is because being able to work in a professional and ethical way is a highly valued graduate attribute. As part of this development it is fundamental that our students know how to learn from and acknowledge others' work in the process of creating their own unique pieces of academic work – and to be truthful about their own contribution.
- c) The University recognises that academic integrity is a set of learned skills, with honesty, fairness and respect for others and their work at the core. The university will support and guide students to learn the necessary skills through education and reinforcement of learning, the promotion of core values, enabling policies and the appropriate use of technology
- d) In order to demonstrate academic integrity, students must produce their own work, acknowledging explicitly any material that has been included from other sources or legitimate collaboration. Students must also present their own findings, conclusions or data based on appropriate and ethical practice.
- e) Students must have ethical approval for their project/dissertation which cannot be gained retrospectively. Failure to do so may result in failure of the work. Refer to the programme and/or module handbook for details regarding requirements for ethical approval.
- f) Academic misconduct is a breach of the values of academic integrity, and can occur when a student cheats in an assessment, or attempts to deliberately mislead an examiner that the work presented is their own when it is not. It includes, but is not limited to, plagiarism, commissioning or buying work from a third party or copying the work of others.
- g) The University deals with breaches of academic integrity through instances of academic misconduct. It will take action against any student who contravenes these regulations through negligence, foolishness or deliberate intent in any form of assessment. A finding

other forms of academic misconduct where penalties will immediately apply. The academic induction period does not apply to any reassessment.

- d) Students will be required to accept a statement on myLearning confirmings that they will not plagiarise; self-plagiarise, copy material; embellish, fabricate or falsify any data; nor will they collude in producing any work nor submit commissioned or procured work for any assessments.
- e) If academic misconduct is suspected in relation to work submitted by a student, in the interest of helping students to avoid continued acts, cases should be investigated as soon as possible.
- f) Cases of suspected academic misconduct should be evidenced and documented before the appropriate procedure is instigated. Where appropriate a Viva should be conducted to demonstrate the student's understanding of the subject matter.
- g) In place of a provisional grade for the work submitted the students will receive notification from the marker that their work is under investigation for Academic Misconduct. A Holding Grade of U will be recorded in the student record.

F3 Professional Courses

- a) Where a professional body imposes its own standards in relation to professional conduct these will be considered in addition to the University Regulations. Students who fail to meet the requirements of the professional body may not be eligible to gain the professional qualification or recognition regardless of their academic achievement.
- b) Following the completion of the University's Academic Integrity and Misconduct procedures, a proven allegation of misconduct may be referred to the appropriate professional body or the University's Fitness to Practise procedures which may result in a further penalty being applied.
- c) Fitness to Practise is a separate and additional procedure. If a student is following a course which has employer links it may be necessary to inform the employer of the proven academic misconduct. Where this is applicable, students are advised to consult their programme handbook.

F5 Categories and Penalties

Category	Examples	Key Indicators	Action
CATEGORY A Minor Misconduct	Reproducing an existing concept or idea unintentionally Failure to adequately reference sources, including incomplete or incorrectly cited bibliographies, footnotes and/or quotations Several sentences of direct copying without acknowledging the source Several instances of inappropriate or unacknowledged paraphrasing Unacknowledged proof reading by another person Unacknowledged help with English language accuracy	The student has not yet learnt about the importance of referencing or has misunderstood the referencing or	

Category	Examples	Key Indicators	Action
CATEGORY C Serious Misconduct	Large sections of unacknowledged paraphrasing of another person's ideas or text Presentation of the work of other students without acknowledgement Presentation of the work of commercial or industry practitioners without acknowledgement Deliberate falsifying of data or using another person's work without permission Breach of Examination Room rules Conspiring or colluding with others to commit any of the above Repeated Moderate and/or Serious Misconduct, particularly if the student has been previously reprimanded		

F6

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G2.3 Except where (a) applies, there is a time limit of 28 calendar days from the date of the Assessment Board results being published for submission of a formal appeal to the Secretary to Academic Board.

- a) If an appeal arises following due process of the Informal Nursing Appeal procedure, Academic Misconduct procedure or Student Complaints and Grievance procedure, the time limit is 10 working days from the date the student receives the written result of this procedure. Regulations G2.1 & G2.2 shall not apply.

G3 How to make a formal appeal

G3.1 Complete the appeal form from UniHub:
<http://unihub.mdx.ac.uk/study/assess/appeals/index.aspx>

G3.2 Submit the completed form, including the statement and evidence, by email to the Appeals Officer within the time limit specified in G2.3. If it is received later than this, it is likely to be rejected unless a statement is attached of the circumstances which prevented the deadline from being met, and this is accepted as valid by the Secretary to Academic Board.

G3.3 An acknowledgement of receipt will be sent to the student within 5 working days. If this is not received, the student should contact the Appeals Officer without delay.

G3.4 In normal circumstances, the University shall aim to complete the appeal process within 90 calendar days from receipt of the full appeal. There will occasionally be circumstances when, for good reason, the University will need to extend the timeframe and affected students will be notified.

G4 Progression of a student while an appeal is being considered

G4.1 The decision of the Assessment Board remains in force until it is formally notified by the Secretary to Academic Board to have been rescinded. Therefore the student remains responsible for:

- a) Conforming to the requirements for a referral, resubmission of work to be assessed or re-sitting an examination pending the outcome of the appeal;
- b) The consequence of not complying with these requirements should the subsequent decision of the appeal process not be in the student's favour.

G4.2 While the appeal is being processed:

- a) Subject to regulation E2 and E3 concerning progression, the student shall normally be permitted by the Programme Progression Board to continue to the next stage of their

ALL STUDENTS

Appeal Regulation and Procedures
Section G

- iv. Dismiss the appeal as without grounds. A Letter of Outcome will be issued, normally within 50 calendar days from receipt of the full appeal, providing reasons for the appeal being dismissed.

A student whose appeal has been dismissed may request:

Either,

an internal review of that decision by an independent reviewer within the University under section G10. Following the outcome to this review, the student may request an independent review by the Office of the Independent Adjudicator (OIA) under section G13 of these regulations;

Or,

an independent review by the Office of the Independent Adjudicator (OIA) under section G13 of these regulations. Students who wish to approach the OIA for review and who are not seeking an internal review under section G10 of these regulations, will require a Completion of Procedures Letter to be issued by the University. A request for this letter must be made by email to the Appeals Officer within 28 calendar days of the date on the Appeal Letter of Outcome. A student may request a Completion of Procedures Letter after this deadline (see Regulation G13.1).

The Completion of Procedures letter will state that the student has not completed the University's internal processes. The student will be required to present exceptional reasons to the OIA for not requesting the University to review the appeal.

G7 The grounds for appeal are established

G7.1 Where the Secretary to Academic Board considers that there may be ground for appeal:

- a) They may offer the appellant an informal settlement of their appeal, normally within 50 calendar days from receipt of the full appeal.
 - i. An informal settlement means that the Chair of the Assessment Board has agreed, on the recommendation of the Secretary to Academic Board, that the Assessment Board will review its decision. This does not necessarily mean that the original decision of the Assessment Board is changed.
 - ii. Where appropriate the Chair of the Assessment Board may take Chair's Action in the student's favour, and this decision must be reported, in due course, to the Assessment Board.
 - iii. The Assessment Board review shall involve full consideration of the student's case and shall be attended by the Secretary to Academic Board or their nominee to ensure that the reconvened Assessment Board has taken due and proper account of the student's case.
 - iv. The Assessment Board shall make special arrangements (which must involve External Examiners if appropriate) for reviewing an assessment decision as soon as possible after the Chair's agreement to offer an informal settlement to the appeal and at latest during the next scheduled meeting.
 - v. The Secretary to Academic Board shall offer an informal settlement to the appeal and at latest during the next scheduled meeting.

G8 The Appeal Panel

G8.1 Following a decision under regulation G7.1(b), an Appeal Panel will normally be convened within 20 working days of notification of the outcome of initial scrutiny. It will normally consist of three members of staff drawn from the following groups: Senior managers of the University, Programme Leaders, Directors of Programmes, together with one Student Union representative.

G8.2 If the student chooses not to attend the Appeal Panel meeting, the Panel will normally proceed in their absence.

G8.3 The Appeal Officer shall send agenda papers including all the appeal documents, if relevant, to the student (together with a copy for their companion), members of the Appeal Panel, the Chair of the Assessment Board, those in attendance and witnesses.

G8.4 The Appeal Panel will consider the appeal and may:

- a) Uphold the appeal and refer the case back to the Assessment Board for reconsideration at a reconvened Board;
- b) Dismiss the appeal as without grounds. A Letter of Outcome will be issued, normally within 10 working days of the date of the Appeal Panel meeting, providing reasons for the appeal being dismissed.

A student whose appeal has been dismissed may request:

Either,

an internal review of that decision by an independent reviewer within the University under section G10. Following the outcome to this review, the student may request an independent review by the Office of the Independent Adjudicator (OIA) under section G13 of these regulations;

Or,

an independent review by the Office of the Independent Adjudicator (OIA) under section G13 of these regulations. Students who wish to approach the OIA for review and who are not seeking an internal review under section G10 of these regulations, will require a Completion of Procedures Letter to be issued by the University. A request for this letter must be made by email to the Appeals Officer within 28 calendar days of the date on the Appeal Letter of Outcome. A student may request a Completion of Procedures Letter after this deadline (see Regulation G13.1).

The Completion of Procedures letter will state that the student has **not** completed the University's internal processes. The student will be required to present exceptional reasons to the OIA for not requesting the University to review the appeal.

G8.5 The Appeal Panel has power to make any recommendations to the Dean of Faculty, the Assessment Board or Academic Board, but the Appeal Panel may not dispute the academic judgement of the Assessment Board.

G8.6 If the Chair of the Appeal Panel and the Secretary to Academic Board consider that the reconvened Assessment Board has not taken due and proper account of the recommendations of the Appeal Panel they will prepare a brief account of the circumstances for report to Academic Board.

G9.2 The decision of Academic Board is final and no further appeal is possible against it.

G9.3 The academic appeal procedures of the University are now complete. Should the student wish to take the matter further, they must follow the guidance in G10.

G10 Definition of a Review of the academic appeal process

G10.1 If the student is dissatisfied with the outcome of the appeal, they may, within 10 working

documents available to and considered by the University in reaching its decision on the appeal, and, where relevant, the appropriate module and programme handbooks and University regulations;

- b) Request and consider any further information considered necessary to reach a just decision.
- c) Make their decision known in writing to the student and to members of staff within 10 days. If further action is not required by the University, they shall also issue a Completion of Procedures Letter, normally within 20 working days of receipt of the Review request;
- d) Seek to resolve any injustice identified through appropriate action, which may include referring the case back to the formal appeal stage for reconsideration.
 - i. Any change to the formal appeal decision will be made with the agreement of the Assessment Board. The Assessment Board shall make special arrangements (which must involve the External Examiner Subject Board and External Examiner Faculty/School Board if appropriate) for reconsidering an assessment decision if required to do so as a consequence of the Review, as soon as possible and at latest during the next scheduled meeting.
 - ii. Following completion of the Reviewer's recommended course of action, the appellant will be informed in writing of the decision of the University and the Appeals Office shall issue a Completion of Procedures Letter.

G12.3 The decision of the Reviewer is final and no further appeal or request for review is possible against it.

G12.4 The academic appeal review procedures of the University are now complete. Should the student wish to take the matter further, they must follow the guidance in G13.

G13 Higher Education Independent Adjudicator (OIA)

G13.1 Should the student wish to take the matter further, they may, within twelve months of receiving the Academic Appeal Letter of Outcome or, following an Internal Review, the Completion of Procedures letter, write to the OIA, Second Floor, Abbey Wharf, 57-75 Kings Road, Reading RG1 3AB, United Kingdom, enclosing a copy of the Completion of Procedures letter requested from the University or issued by the University following an Internal Review, and stating reasons for seeking redress from the Higher Education Independent Adjudicator. Email enquiries may be sent to enquiries@oiahe.org.uk. The website address is www.oiahe.org.uk.

If the student requests the University to provide the Completion of Procedures letter beyond the 28 calendar day deadline specified in the Academic Appeal Letter of Outcome, the twelve month period of time for bringing the complaint to the OIA will run from the date of the Academic Appeal Letter of Outcome.

G14 General

G14.1 The Secretary to Academic Board may exceptionally modify any of the foregoing procedures to secure a just decision and shall inform Academic Board of such action in their annual report.

G14.2 Any change of decision by the Assessment Board due to the appeal process shall not be to the student's disadvantage.

G14.3 The Secretary to Academic Board has discretion not to consider an appeal from a student who has, without good reason, not complied with any given University requirement made of students in general.

G14.4 Students who knowingly submit false or forged evidence at any stage of the appeal process forfeit their right to consideration of the case and render themselves liable to disciplinary proceedings.

**STUDENT RESPONSIBILITIES
(SEE ALSO THE STATEMENT ON UNIVERSITY MEMBERSHIP)****H1 Enrolment and Registration**

- a) Students are entitled to enrol as members of the University at the time notified to them and register for the appropriate modules for their programme of study.
- b) It is the responsibility of students to confirm that they are continuing on their programme of study by enrolling at the beginning of each subsequent year their programme of study is pursued.
- c) It is the responsibility of students to ensure their programme of study falls within University Regulations and the Regulations for their intended qualifications. The University will offer such assistance and reminders as are reasonably practicable to prompt students to fulfil this responsibility, but shall not be under any liability for any loss of time, fees expended, for any study or assessment subsequently found to be invalid for the requirements of an intended qualification or any other loss or damage (whether direct or consequential) whether caused by negligence on the part of the University its agents and/or staff or otherwise.
- d) The qualifications of the University will only be conferred on students validly registered and enrolled.

H2 Contact address

It is the responsibility of students to notify the UniHelp desk:

- a) immediately of any change of address by updating their MyUniHub record;
- b) of a correspondence address immediately following the completion of a programme of study.

Students who fail to notify the UniHelp desk of an up-to-date address after completion of the programme of study will be expected to pay in full for the repl6.5 (a)f Td (j Tfc)5ootc (r)3.e e Td ()T6ysof of a co
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reassessment or deferred assessment) in modules to a value of 120 credits. Any modules taken in addition to this will be subject to further tuition fees.

No candidate shall have an automatic entitlement to be notified of their results or to receive a certificate or Diploma Supplement. The University reserves the right to withhold the conferment of qualifications unless or until all fees for tuition have been paid. Students with outstanding tuition fee debts will not be entitled to enrol to continue further with their programme of study.

Persistent failure by enrolled students to meet financial obligations to the University may lead to the suspension or exclusion of a student.

Such students will, exceptionally, have any work submitted for assessment assessed in the usual way but will not have their results formally confirmed by entry on the pass lists or results listings nor disclosed to them until they have paid their tuition fees in full.

Students who withdraw from the University before the completion of the programme of study will have outstanding fee debts deducted from any due refunds of tuition fees, and hall debts deducted from any due refund of accommodation charges.

H4 Materials and equipment

It is the responsibility of students to return all library materials, tool kits and other equipment loaned by the University by the agreed date, and under no circumstances later than the date of completion of the programme of study.

H5 Conduct

It is the responsibility of students to observe the University's Code of Student Conduct and Discipline. Students who fail to observe the Code of Conduct and Discipline will be penalised according to the severity of the offence.

H6 Attendance and withdrawal

It is the responsibility of students to:

- a)

Failure to submit legible work will lead to failure unless the student's work is transcribed into a legible form at the student's expense, which may delay the determination of the grade.

- h) To produce coursework which keeps within the specified word limit.

Any deviation from the specified word limit will be penalised as stated in the Module Handbook.

- i) Students whose academic or clinical work may involve personal details or case studies of individuals should ensure that no identifiers of these individuals are given in any part of their assessed work.

H8 Visas and Immigration

It is the responsibility of non UK/EEA students to ensure that they have, where applicable, a valid visa to reside in the UK and to study at Middlesex University. Students who do not have a valid visa, or who allow their immigration status to lapse, will be withdrawn from their programme and reported to the relevant authorities. In addition, students who hold a Tier 4 visa under the University's sponsorship must:

- a) Adhere to the conditions of their visa as stated by the Home Office within the "Tier 4 Policy Guidance"
- b) Inform the University immediately of any change in their immigration status by contacting the UniHelp desk.
- c) Supply the University with a copy of their passport and visa

Students who do not comply with these requirements may have their Tier 4 sponsorship cancelled and be withdrawn from their programme.

As per the immigration rules, the Home Office will be notified of any student who holds a Tier 4 visa under the sponsorship of Middlesex University and who withdraws/interrupts or is excluded/suspended from the University.

J1.3 FHEQ level 6 - Holders of qualifications at this level will have demonstrated:

a systematic understanding of key aspects of their field of study, including acquisition of coherent and detailed knowledge, at least some of which is at or informed by, the forefront of defined aspects of a discipline

an ability to deploy accurately established techniques of analysis and enquiry within a discipline

conceptual understanding that enables the student to devise and sustain arguments, and/or to solve problems, using ideas and techniques, some of which are at the forefront of a discipline; and to describe and comment upon particular aspects of current research, or equivalent advanced scholarship, in the discipline

an appreciation of the uncertainty, ambiguity and limits of knowledge

the ability to manage their own learning, and to make use of scholarly reviews and primary sources (eg refereed research articles and/or original materials appropriate to the discipline).

conceptual understanding that enables the student to evaluate critically current research and advanced scholarship in the discipline, and to evaluate methodologies and develop critiques of them and, where appropriate, to propose new hypotheses.

Taught Qualifications at this level are as follows:

Postgraduate Certificate (PGCert)
Postgraduate Certificate in Education (PGCE)
Postgraduate Certificate of Higher Education (PGCertHE)
Postgraduate Diploma (PGDip)
Diploma in Management Studies (DMS)
Master of Arts (MA)
Master of Business Administration (MBA)
Master of Design (MDes)
Master of Education (MEd)
Master of Fine Arts (MFA)
Master of Laws (LLM)
Master of Music (MMus)
Master of Science (MSc)
Master of Research (MRes)

Integrated Masters Qualifications at this level are as follows:

Master of Complementary Medicine (MCM)
Master of Computing (MComp)
Master of Engineering (MEng)
Master of Mathematics (MMath)
Master of Nursing (MNurs)
Master of Osteopathy (MOst)
Master in Science (MSci)

Research Qualifications at the level are as follows:

Master in Arts (ArtsM)
Master of Arts by Research (MA by Research)
Master of Laws by Research (LLM by Research)
Master of Philosophy (MPhil)
Master of Philosophy by Public Works (MPhil by Public Works)

Master of Science by Research (MSc by Research)

Master of Business Research (MBR)

Master of Theology (MTh)

Professional Qualifications at this level are as follows:

Master of Professional Studies (MProf)

J1.5 FHEQ level 8- Holders of qualifications at this level will have demonstrated:
the creation and interpretation of new knowledge, through original research or other advanced scholarship, of a quality to satisfy peer review, extend the forefront of the discipline, and merit publication
a systematic acquisition and understanding of a substantial body of knowledge which is at the forefront of an academic discipline or area of professional practice
the general ability to conceptualise, design and implement a project for the generation of new knowledge, applications or understanding at the forefront of the discipline, and to adjust the project design in the light of unforeseen problems
a detailed understanding of applicable techniques for research and advanced academic enquiry.

Doctoral ()-5.0 Tc 0 Twry.

J1.7 Non-Middlesex qualifications

Non-Middlesex qualifications such as Edexcel and professional body qualifications which are offered by the University do not have to conform to the learning framework although they must be credit rated and must demonstrate at validation that transfer points exist.

J2 Qualifications with merit or distinction

Where the regulations for the programmes of study allow, the above qualifications may be granted with merit or distinction.

J3 Bachelor's qualifications

Bachelor's degrees may be granted as the following:

Bachelor's Degree with First Class Honours

Bachelor's Degree with Second Class Honours (Upper Division)

Bachelor's Degree with Second Class Honours (Lower Division)

Bachelor's Degree with Third Class Honours

Bachelor's Degree (Ordinary degree)

J4 Aegrotat awards

All qualifications may be conferred as aegrotat awards, providing that an Assessment Board is satisfied, from the work that has been submitted, that the candidate would, had they been assessed, have achieved the level necessary for the qualification. A candidate is not obliged to accept an aegrotat award but may elect to be reassessed if such opportunities exist. Aegrotat awards do not carry any Classification. 'Aegrotat' is not indicated on certificates.

J5 Posthumous awards

Any qualification listed above may be conferred posthumously and accepted on the student's behalf by a parent, spouse or other appropriate individual. The level of the award will be determined by the Faculty/School Assessment Board in consultation with the Academic Registrar.

J6 Rescinding of qualifications

The Academic Board may, in exceptional circumstances, rescind a qualification which it has conferred.

J7 Qualification certificates

Each person who is awarded a qualification of the University shall be given a certificate. The qualification certificate will be issued in the full legal name of the student at the point of conferment. Certificates are dispatched within 2 months of the publication of results. A replacement certificate will normally be issued once only on receipt of a written request and on payment of the appropriate fee.

J8 Undergraduate qualifications**A FHEQ level 4**

Certificate The standard of the Certificate is that expected of a student with prior knowledge and skills equivalent to five GCSE passes, who has successfully completed a programme of study at higher education level assessed at 40 credits at FHEQ level 4 or above. The Certificate is not available as an exit or interim qualification for students registered on other University programmes.

Certificate of Higher Education (CertHE) The standard of the Certificate of Higher Education is that expected of a student with prior knowledge and skill equivalent to passes in two subjects at Advanced Level, supported by passes in three other subjects at GCSE; who has successfully completed a programme of study assessed at 120 credits at FHEQ level 4 or above.

B FHEQ level 5

Diploma The standard of the Diploma is that expected for a student with prior knowledge and skills equivalent to two passes at Advanced Level who has successfully completed a programme of study assessed at 40 credit points at FHEQ level 5 or above. The Diploma is not available as an exit or interim qualification for students registered on other University programmes.

Diploma in Employability Studies The standard .4 (t)4.15.9 (om a)6.9 (s)07 (a)4.6cfdstay1sd t2 ()1ssren 4ty-6

Bachelor's Degree with Honours The standard of the Bachelor's Degree with Honours is that expected of a student with prior knowledge and skill equivalent to passes in two subjects at Advanced Level, supported by passes in three other subjects at GCSE; who has successfully completed a programme of study assessed at not less than 360 credits at FHEQ level 4 or above including 210 at FHEQ level 5 or above and 120 at FHEQ level 6 or above.

Bachelor of Arts (BA) and Bachelor of Science (BSc) Honours degree programmes will lead either to the qualification of a BA or BSc or to a more closely defined qualification restric.2 (i)-2.33.6 (d1 (e)5.7 (

medicine. The programme is structured over 4 years full-time or 6 years part-time to achieve 480 credits which includes a 60 credit dissertation at level 7.

Master in Science (MSci) MSci is a generic integrated Masters qualification. It comprises an extended and enhanced undergraduate course, of four years of full-time study, or equivalent. The qualification requires 480 credits, including 240 credits at level 6 or above, with at least 120 credits at level 7. Thus study at Bachelor's level is integrated with study at Master's level and the programmes are designed to meet the level 6 and level 7 qualification descriptors in full.

Master of Mathematics (MMath) The title of MMath denotes an integrated Masters programme of study comprising an enhanced undergraduate course of four years full-time study in mathematics. The programme of study is founded upon and extends knowledge attained in the corresponding BSc Hons programme.

Master of Nursing (MNursing) The title MNursing is reserved for professional specialised programmes of study in Nursing as an Integrated Master's programme. The qualification requires 480 credits, including 240 credits at FHEQ level 6 and above, with at least 120 credits at Master's level/one full academic year at level 7.

Honours degree as exit award from the Integrated Masters programme

An integrated Masters programme may specify an 3 TD (p)7pfg TdoagraeISe(t)486sdoagraeIShrs i sud ffolloagr.9 c

substantial work experience who has successfully

management level qualification in the design professions and as an indicator that the holder has the skills to productively engage in strategic decision making and innovation processes.

It was chosen for the MDes Product Design, Innovation and Management as it accurately reflects the curriculum and distinguishes it from more general MA programmes that focus on the development of purely discipline related practice

Master of Education (MEd) The title MEd is reserved for programmes of study focused on education and professional practice in teaching. Entry requirements are a BEd Honours degree or equivalent qualification. Other qualifications which may be deemed acceptable include:

An Honours degree together with a PGCE or CertEd; or an appropriate DPSE; or a BEd Degree gained in circumstances where the award of Honours was not available; or the Licentiatehip of the College of Preceptors; or the achievement at a sufficiently high level of the Diploma in Advanced Studies in Education of the College of Preceptors in a field cognate with that of the programme of study to which admission is sought. All entrants should have appropriate professional experience either prior or concurrent.

Master of Fine Arts (MFA) The title MFA is reserved for a programme of study in the area of fine arts. The structure is that of an initial programme of 180 credits including a dissertation at FHEQ level 7 leading to the qualification of an MA followed by an additional 60 credits at FHEQ level 7. Up to 50 per cent of the MA/MFA programme may be taken at designated overseas partner institutions.

Master of Music (MMus) This title is reserved for specialised programmes of the study of Music at Master's level and is equivalent to a standard Master of Arts or Master of Science degree. The qualification requires 180 credits at FHEQ level 6 or above, including at least 150 at FHEQ level 7 or above, including a 60 credit dissertation/project.

Master of Laws (LLM) The title LLM is reserved for programmes of study at Masters level in law.

Master of Research (MRes) The title of MRes is reserved for programmes of study in all disciplines which focus on training in methods and practice of research. The dissertation carries 100 credits.

J12 Higher qualifications in Work Based Learning

FHEQ level 7

Master of Professional Studies (MProf) The standard of the MProf is that expected of a candidate who has undertaken a major project relating to organisational change and/or professional development. The candidate must have demonstrated, individually or collaboratively, advanced research capability and project management applicable to the professional area of study and to have produced and presented orally a report to the satisfaction of the assessors. The qualification requires 180 credits at FHEQ level 7 or above**. The minimum period of registration on a full-time basis is 18 months (where full accreditation has been awarded).

FHEQ level 8

Doctor of Professional Studies (DProf) (Doctoral level) The standard of the DProf is that expected of a candidate who has engaged in advanced learning from taught and project sources which achieves major organisational change and/or excellence in professional practice resulting in original work worthy of publication in complete and abridged form. The candidate must have shown evidence of ability to undertake self-managed and/ or collaborative research and project development and have produced and defended orally the product of the study to the satisfaction of the assessors. The qualification requires 540 credits at FHEQ level 7 and above of which a minimum of 360 credits must be at FHEQ level 8**. The minimum period of registration on a full-time basis is 24 months (where full accreditation has been awarded). The DProf may also be awarded on the basis of public works.

Doctor of Psychotherapy by Professional Studies (DPsych) including special validated

pathways (eg DPsych Existential Counselling and Psychotherapy) The standard of the DPsych is that expected of a candidate who has engaged in advanced learning from taught and

created and interpreted new knowledge in its field.

details of requirements for the qualification of higher doctorates are available from the Research and Business Office).

J15 Honorary awards

Honorary awards are made to those who have achieved regional or national eminence and who have a connection with the University. Honorary graduates may use the approved designatory letters after their names. Recipients of an honorary doctorate may not adopt the prefix "Dr."

Full details of the award of Honorary degrees are available from the Academic Registrar.

See also:

Research Degree regulations - available from the Academic Registry

MProf/DProf regulations - available from the Academic Registry.

K1 Preliminary information

K1.1 Candidates presenting themselves for examination must have fully complied with any University requirements made of students in general, including the payment of fees. Where a student who has been excluded from the University writes any part of an examination, their scripts will, exceptionally, be marked, but the results will not be formally confirmed nor disclosed to them until the next Assessment Board after they have paid their fees in full.

K1.2 In the event of an examination timetable clash, it is the responsibility of the candidate to make this clash known to the Examinations Office, via the UniHelp desk and to follow the instructions given to them 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.

K1.3 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.

K1.4 These general rules apply to all examinations. Some specific assessments, for example workshop or practical exercises, require exclusions or additions to the general rules. Candidates will be informed in advance by the programme of study staff of any special conditions.

K1.5 Where examinations are taken other than on University premises, the Link Tutor for the programme or other responsible officer shall satisfy themselves that they have been conducted in the spirit of the University regulations while making allowance for local circumstances. If the Link Tutor or responsible officer is not satisfied, they will report the matter to the Academic Registrar.

K1.6 Candidates who believe that they will require support when sitting examinations due to a disability, medical issue or injury should contact the Disability & Dyslexia Service at least eight weeks prior to the start of the examination period, where support needs in respect of examinations would be assessed.

K2 Before the examination

K2.1 Candidates will not be permitted to enter the examination room without their student identity card.

K2.2 Candidates shall not enter the examination room until instructed to do so by the invigilator(s).

K2.3 It is forbidden to occupy a desk other than that assigned to you except by permission of the invigilator.

K2.4 Candidates may, with prior approval, following recommendations from the University Disability & Dyslexia Service, bring into the examination room any necessary disability related assistive aids and equipment. Where possible and practicable such aids will be provided by the

- e) Wearing face or head coverings during the examination, unless done so for religious, or other acceptable, reasons. In such cases, students may be taken to a private room for purposes of identification and/or checking for possession of unauthorised items (see K2.6).

K3.12 Examination room rules apply to all exam format, including those under alternative arrangements.

K4 After the examination

K4.1 Candidates should stop writing when instructed to do so by the invigilator(s), and remain in their seats in silence whilst scripts, empty answer books, continuation sheets or other papers are collected.

K4.2 Candidates should not remove from the examination room any papers other than the question paper without the express permission of the invigilator(s). Where candidates are simultaneously undertaking an examination paper in more than one location, the question paper must not be removed from the examination room.

K4.3 When authorised to do so by the invigilator(s), candidates shall leave the examination room in an orderly manner.

L1 Appointment of invigilators

L1.1 The overall responsibility for the appointment of invigilators shall lie with the Academic Registrar.

L1.2 The Academic Registrar shall be responsible for ensuring that examinations are conducted in accordance with University regulations.

L1.3 Two invigilators at least should normally be appointed to serve in each examination room at any one time save, exceptionally, where it is judged that one is needed.

- a) Whenever more than one examination is held in one room at the same time a senior invigilator must be appointed responsible for ensuring that two invigilators are present throughout the examination.
- b) In addition, the ratio of candidates to invigilators shall normally not exceed twenty-five to one. The Academic Registrar shall delegate an appropriate member of staff to be responsible for deciding the number of invigilators to be appointed on any one occasion.

L1.4 The internal examiner(s) principally responsible for an examination paper shall hold themselves readily available for consultation during the first thirty minutes of the examination, or shall arrange for a substitute to do so.

L1.5 Although the responsibilities detailed in the guidelines below apply to all invigilators, the senior invigilator, where appointed, shall have overall responsibility to ensure that the regulations are adhered to. Where appropriate the senior invigilator may delegate certain responsibilities to another invigilator or invigilators.

L2 Guidelines to invigilators**L2.1 Before the examination**

- a) Copies of both the University examination room rules for candidates and regulations governing attempts to gain unfair advantage should be available in the examination room.
- b) It is recommended that to discourage unfair practice, rows of desks should be at least three feet apart, desk numbers/seating cards should be used and/or a seating plan made of the examination.
- c) Collect in good time from the appropriate office the sealed envelopes containing examination papers together with any additional material provided. The invigilator has responsibility for the examination from this time and the papers should not be left unguarded.
- d) Check that the examination room has adequate seating, lighting, ventilation and a clock visible to all candidates and that any special facilities required by disabled students have been provided. If there are any problems with the facilities before or during the examination contact the Exams office who will liaise with Estates and Facilities if necessary.
- e) Ensure that the examination papers to be set out are correct. Examination papers, stationery, seating cards, attendance slips, where used, etc. should be set out before students are allowed to enter the room, unless otherwise instructed. Students should be allowed to enter the room at least 10 minutes before the examination is scheduled to start.

L2.2 To start the examination

Candidates must not be permitted to enter the examination room without their student identity card.

Before starting the examination:

- a) Instruct candidates to bring 5987 0 Orruct 46 1a Tf -0.-6.2 1coaJ -s2h6.5 1 Tt 0.121 0.17-2(n)-1.1 (. .

examination, may not leave the room without permission and in any case may not leave during the first thirty minutes or last ten minutes of the examination. Candidates who leave without permission will not be allowed to re-enter the examination room.

- d) Ask candidates to check that they have received the correct examination paper and remind them to read carefully any instructions given on the answer book and at the top of the question paper.

ALL STUDENTS

Code of Assessment Practice minimum requirements

Section M

Programme shall adopt and implement the same policy. Where a module is part of more than one programme there will be a clear statement on which programme moderation process it is aligned to. Policy may vary at different levels within a Programme.

M2 Moderation – minimal requirements

M2.1 Normally, assessments shall be marked by one member of staff and moderated by a second member of staff. Larger cohorts, particularly where programmes are delivered on multiple campuses, may have more than one marker and in these cases moderation arrangements will reflect this and there will also be a process of ensuring parity in marking. At FHEQ level 5 and above assessments shall be subject to moderation. Arrangements for moderation by a second member of staff shall include sampling across all grade bands and all fails. A minimum square root of the total and at least 10 assessments (from pass grade bands) shall be moderated or all if the cohort is less than 10. Precise arrangements for moderation shall be published in the Programme Handbook. Each campus will be treated as a separate sample and all franchised/joint provision will also be sampled separately. Where assignments have been marked by more than one marker then any sample will need to be equally representative of each marker.

M2.2 Students shall be provided with feedback on all assessments. The nature of the feedback shall be helpful and informative, consistent with aiding the learning and development process. The nature of the feedback shall be determined at Subject/Programme level but will take the form of text or audio in an appropriate format for the discipline (subject area). Feedback to students will normally be provided within 15 working days of the published component submission date or after assessment results have been published for examinable components. Assessments shall be retained for a period of *six months* following the date of the Assessment Board. A suitable sample of marked work with feedback may be retained at the discretion of the subject/programme in preparation for a QAA review, or in response to the requirements of professional bodies.

M2.3 Students shall be expected to keep a copy of their submitted work so that they can relate any feedback comments they receive to their work. Where some work (e.g. design briefs etc.) is returned to a student this should be clearly indicated in Programme Handbooks along with deadlines after which it will be disposed of if not collected.

M2.4 All examinable components (e.g. paper based or electronically completed) shall be subject to scrutiny to ensure all student work has been marked and that marks are totalled correctly. This is an administrative process to ensure examinable components have had each section marked and scores calculated correctly, it does not review the marks given. Confirmation that scrutiny has taken place should be clearly recorded. Normally, scrutiny will be undertaken by the module tutor.

M2.5 Assessment marking of assessments that take place in a 'live' situation (e.g. oral

M4 Variations from this code of practice

M4.1 It is inevitable that a Code of Practice such as this cannot cover every eventuality related to the complexities of the assessment process. All assessment practice shall, however, conform to

STUDENT CONDUCT AND DISCIPLINE RULES**1 Statement of Student Conduct**

1.1 As a Middlesex student, you are expected to conduct yourself at all times in a manner which demonstrates respect for the University, your fellow students and its staff. You are an ambassador for the University, and you are expected to behave in a way that enhances the reputation of the University and all of its students and graduates, and that is sensitive to our culturally diverse environment. You are encouraged, with the support of the University, to engage actively in the learning process, to be fully committed to your studies and determined to succeed.

2 Rationale for the Rules

2.1 These Rules are intended to provide fair and orderly procedures for maintaining reasonable

3.3 The University uses a system of sanctions (warning points) ranging from 0-4 to quantify the level of consequence as a result of the misconduct. The final column in the below table gives an indication of the range of the number of warning points such a behaviour is likely to carry. The number of warning points indicated next to the behaviour is for guidance purposes only as an indication to the gravity of the misconduct. Section 10 provides further information on the warning system.

3.4 Table of types of misconduct and consequences

Misconduct against the University		
Type of Misconduct	Example of Misconduct	Level of Warning

As Sports 19/04/2014 Title 41 Article 43.3.4.2014/eth 5/11/2013 7 (4) 12260 (rp-2) JFB 0

ALL STUDENTS

**Abusive
Behaviour**

Misconduct against the Community		
Type of Misconduct	Example of Misconduct	Level of Warning
Antisocial behaviour on campus	Smoking/E-smoking on University premises, other than in designated smoking area	1
	Consumption of alcohol in a teaching/learning environment unless explicit permission has been granted (e.g. as part of a private viewing or show)	1
	Excessive printing or copying, or other unauthorised use of printing or copying facilities as outlined in the <i>Printing and photocopying policy and guidance for students</i> .	1
Antisocial behaviour within a Hall of Residence	Inconsiderate behaviour towards others within a hall of residence, which may include behaviour under the influence of alcohol or other substances e.g. nitrous oxide, which impacts negatively on other residence.	0-2
	Noise nuisance, such as playing loud music or slamming doors (within a hall of residence)	0-2
	Offensive or disruptive behaviour in Halls of Residence	0-2
	Repeated antisocial behaviour within Halls of Residence	2-4
Antisocial behaviour in any location	Environmental damage including littering, dumping of rubbish, inappropriate usage of bins, fly-tipping	0-2
	Inconsiderate or inappropriate use of vehicles, including inconsiderate parking, tailgating into the car park and vehicle noise	0-2
	Misuse of fireworks	2
	Repeated inconsiderate behaviour towards others including parking	2-4

3.5 Penalties are determined depending upon the gravity of the case and/or the ongoing nature of the misconduct. The greater the severity of the misconduct, the greater the number of warning points and the greater the severity of the penalty. The range of penalties available include: a formal warning, restrictions/conditions, a written apology, suspension or expulsion.

3.6 Where a student is enrolled on a programme leading directly to a professional qualification or to the right to practise a particular profession or calling, any conduct which renders that student a person not fit to be admitted to and practise that profession or calling is deemed to be misconduct.

Please note: for some professional programmes there are separate 'Fitness for Practice' panels which consider this issue and which work in conjunction with these regulations. Delegated authority is given to professional leads which are in a position to make professional standard judgements and undertake an appropriate risk assessment.

3.7 Students shall update on UniHub their term time and permanent addresses within seven days of any change to those addresses. They should also inform the UniHelp desk should they depart the University before the scheduled end of their programme.

4 Rationale and Scope of the Rules on Student Conduct and Discipline

4.1 In the exercise of the powers conferred upon it under Article 12.3 of the Articles of Government made on 29 March 1993 the Board of Governors makes the Rules in this document concerning the conduct and discipline of students. Action taken under these Rules shall supersede

- (c) 'Expulsion' involves the permanent withdrawal of the student from all activities concerned with the University.
- (d) 'Risk Assessment' an assessment carried out in accordance with section 4.13 below, to evaluate what if any risks there might be in allowing a former student to be readmitted to the University for any course offered by the University.
- (e) 'Reporting' student refers to the person who reports the alleged breach of the Student Conduct and Discipline rules.
- (f) 'Reported' student refers to the person who is alleged to have breached the Student Conduct and Discipline rules.

4.11 Evidence

Evidence is:

- (a) any statements and other supporting information received from the reporting student(s);
- (b) any statements and other supporting information received from the reported student(s);
- (c) any statements and other supporting information received from other witnesses.

Normally unless the reporting student objects their evidence will be shared with the reported student. If the reporting student does not wish to have their evidence shared, the University will respect that decision and it would be viewed as an anonymous report which may affect the investigation and the outcome.

We do not consider character references as evidence.

If the matter has been referred to the Police, the reporting student should provide their crime reference number or CAD number within 10 working days of reporting the incident to the University. The reporting student should keep the University updated on the Police investigation.

Failure to provide the requested information may result in the University being unable to investigate the alleged non-academic misconduct. It is the responsibility of the reporting student to co-operate fully with the University.

4.12 Timeliness

The university will normally conclude the alleged non-academic misconduct within 90 calendar days of the start of the investigation stage.

4.11

or a contractor normally within 10 working days of the date of the incident. For example, in relation to the running of the Halls of Residence, clauses 27 and 28 of the Terms and Conditions of Residence set out how such issues will be dealt with at a local level.

5.3

6.1 The Director of Student Affairs (or nominee) will commence the investigation stage which constitutes gathering information and collating evidence relating to the allegation of misconduct.

6.2 Evidence is likely to be, but not exclusively, in the form of a written statement from the reported party/parties; statements from other parties, for example, from a member of staff; reports from, for example, Halls of Residence or Security; other forms of evidence, such as CCTV footage, emails, text messages, messaging on social media, mobile phone screenshots. In addition, a student may be invited to attend an investigatory meeting where they will be asked questions relating to the alleged misconduct and provided the opportunity to present their version of events.

6.3 If an investigatory meeting is required, the student will be requested in writing to attend. The purpose of the investigatory meeting is for the student to answer questions pertaining to the alleged misconduct.

6.4 At an investigatory meeting, students are entitled to be accompanied by a student or staff

To take no further action;
 To issue a written warning including sanctions;
 To order the making good or restitution of damage or loss i.e. to impose a fine;
 To exclude or suspend the student;
 To expel the student.

A risk-based approach may be used to inform any of the above outcomes.

7.8 The student will normally be informed of the panel's decision as soon as possible after the disciplinary hearing.

7.9 Should the student choose not to attend the panel they have the right to provide representation in the form of a written statement.

7.10 Should the student choose not to attend, the disciplinary panel shall continue in the student's absence. The Director of Student Affairs (or nominee) will contact the student in writing thereafter regarding the panel's decision.

8 Stage 4: Appeal

8.1 The student shall have the right of appeal to the Vice-Chancellor (or nominee) by submitting their appeal in writing within 10 working days, giving the grounds for the appeal, if:

The student is aggrieved by the decision reached at the investigatory stage (see section 6.5);
 The student is aggrieved by the panel's decision from a disciplinary hearing (see section 7.7);
 The student is aggrieved by the decision to suspend or exclude (see section 5.11);
 The student considers that the procedures were not followed properly;
 The student has new material evidence that they were unable, for valid reasons, to provide earlier in the process;
 There is bias or reasonable perception of bias during the procedure.

8.2 If the Vice Chancellor (or nominee) considers for any reason that the panel's decision needs to be referred back for further consideration (for example, student provides new material evidence or there is evidence of bias)

3.2

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The OIA, OIA Second Floor, Abbey Wharf, 57-75 Kings Road, Reading, RG1 3AB, United Kingdom. Email enquiries may be sent to enquiries@oiahe.org.uk. The website address is www.oiahe.org.uk.

9 Flow Chart of the Disciplinary Process

Misconduct resolved at local level by member of staff (by sanctioning a pen 1 Tf 0 T92 re u3 7 (i)4.1 (o)y s
Director of Student Affairs, nominee, or Care & Concern.

Stage 2: Investigation

The Director of Student Affairs (or nominee) gathers evidence (e.g. written statements, reports, emails).

Student may attend investigatory meeting to answer questions and present their version of events.

The Director of Student Affairs (or nominee) considers the evidence and determines the following:

- to take no further action;
- to issue a written warning including sanctions;
- to order the making good or restitution of damage or loss in to impose a fine;
- to exclude or suspend, pending further investigation;
- to set up a disciplinary panel.



Stage 3: Disciplinary Panel

Student advised in writing to attend disciplinary hearing in front of a panel to: answer questions about the alleged misconduct and give an account of their version of events.

Student has the right to be accompanied by a student or staff member of the Students'

[REDACTED]

The panel considers all evidence presented before them to decide if:

- to take no further action;
- to issue a written warning including sanctions;
- order the making good or restitution of damage or loss;
- to exclude or suspend the student;
- to expel the student.
- Where 4 or more points have been exceeded, a verdict of suspension, exclusion or expulsion must be reached.



Stage 4: Appeal

Student has the right to appeal to Vice-Chancellor (or nominee) within 10 working days if aggrieved by the verdict made by the disciplinary panel; the decision to suspend or exclude pending further investigation or; by an order to make good of damages or loss.

The Vice-Chancellor (or nominee) will consider case.

The verdict of the Vice-Chancellor (or nominee) ends the University's internal procedures.

At this point, the student will be issued with a Completion of Procedures letter which allows recourse to the OIA.

10 Warning Points System

10.1 Where a student's behaviour is being considered by the Director of Student Affairs, either at Stage 2: Investigation or Stage 3: Disciplinary Hearing, then warning points may be used as a penalty (either alone or in combination with other penalties), if considered reasonable and proportionate in the circumstances. Warnings, where considered appropriate, are recorded according to the seriousness and nature of the behaviour. There is no requirement that the University apply warnings where a warning is considered inappropriate to the circumstances and an alternative penalty is applied.

10.2 Offences, for the purpose of warnings, fall into different levels of seriousness classified on a four point scale: minor — serious — grave — suspension/ expulsion.

10.3 A guide to the type of warning which might be issued is provided in paragraph 3.3 'Table of types of misconduct and consequences'. However this is only a guide and it is expected that the Director of Student Affairs will use their discretion and take into account the individual circumstances of each offence and vary the type of warning and/or penalty issued accordingly.

10.4 Warnings recorded remain on the student record for the duration of the student's enrolment at the University.

Accumulation of warnings

10.5 Each level of warning is scored on a 0 to 4 basis as follows:

Number of Warning Points:

- 0 Written
- 1 Minor
- 2 Serious
- 3 Grave
- 4 Suspension and/or Expulsion

10.6 Where the student has reached or exceeded 4 warning points on their student record, a decision about suspension, exclusion or expulsion must be made, and the student notified normally within two months after the most recent warning point is awarded.

Relationship with other penalties / warnings

10.7 The University, independent of these Rules, separately has financial and other penalties decided (at 9 (s) 0.7 (if a 2 of) e9i) -5.8 (9.8 () 88) 6.2) The mo (lyningsr acte made, and the sun((n.7 (t) 6...5 (e-27

Any adverse finding in the criminal process could result in the student having a criminal record and that subsequently could have a serious detrimental effect on the future of the individual concerned at the University.

11.3 The criminal process takes priority. If the matter is being dealt with under the criminal process, then save for taking any necessary precautionary action, the disciplinary process will be suspended until the criminal process is at an end. In that way, the disciplinary process does not duplicate the criminal process.

11.4 If the matter is not being dealt with under the criminal process or where the criminal process has concluded, then the University will consider whether a breach of discipline has occurred and, if so, will consider the matter through the University's Student Conduct and Discipline procedure.

12 Procedures for Misconduct which may constitute a criminal offence

Reporting Incidents

12.1 Anyone can make a report of criminal activity to the Police. Where the victim of a criminal offence is the reporting student the University will usually consider the decision to report a criminal offence is a matter for the reporting student.

Precautionary Measures

12.2 Where an offence under criminal law is reported to the University, action under this Code will be deferred pending any police investigation (the student will be required to provide the University with a written update of any police investigation) or prosecution save for taking any necessary precautionary measures:

to ensure that a full and proper investigation can be carried out (either by police or a university investigator); and/or
to protect the reporting student or others while the allegation is being dealt with as part of a criminal process or a disciplinary process.

12.3 Precautionary measures may be put in place if they are reasonable and proportionate and may include:

Imposing conditions on the accused student (for example, requiring the accused student not to contact the reporting student and/or certain witnesses and/or requiring the accused student to move accommodation)

Suspending the accused student from his/her studies on a full, qualified or partial basis

Excluding the accused student (for example, prohibiting the accused student from going to certain accommodation blocks or using the sports facilities or from attending a placement).

12.4 The university has the right to review a case if no information has been forthcoming from the student and/or the Police regarding the progress of the case. The University may come to a conclusion based on the evidence available.

12.7 Depending on the nature of the concern, the University will refer the misconduct which constitutes a criminal offence to the Police.

12.8 Sanctions for misconduct involving an illegal act include the following:

Consumption of and/or possession of illegal substances on University premises or within a Halls of Residence (0-2 Warning Points)

Dealing illegal substances on University premises or within a Halls of Residence (4 Warning Points)

Supporting Students

12.9 The University will make available appropriate assistance and relevant information and support to all students involved in disciplinary matters which may constitute a criminal offence, from the time when the incident is first reported to the University up until the time when the relevant criminal and/or disciplinary process has been concluded and in some cases, beyond that.

12.10 In cases involving allegations made by one student against another student, the University will afford the same duties and obligations to both students to ensure both are treated fairly. Due regard will be taken to, for example, exercise a duty of care, apply the principles of natural justice i.e. the right to a fair hearing before an impartial decision-maker, comply with equality law duties and uphold human rights.

12.11 It is the University's priority to ensure, where possible, that the disciplinary process does not impinge a student's academic studies. This may mean, for example, the implementation of no-go areas on the University campus, in place of suspending a student.

STUDENT COMPLAINTS AND GRIEVANCE PROCEDURES**1. Introduction**

1.1 The University is committed to providing a high quality experience for each student and encourages students to inform it where there is any cause for concern. The University's Student Complaints and Grievance Procedures therefore exist to enable students to make complaints about such matters.

1.2 These procedures seek to ensure that complaints made by students are treated seriously and, if found to be valid, are acted upon to ensure that the students' interests are protected as far as it is possible for the University to do so.

2. Definition and Scope**2.1. What is a complaint?**

It is an expression of dissatisfaction by one or more students about Middlesex University's action or lack of action, or about the standard of service provided by or on behalf of Middlesex University.

2.2. These Regulations cover all students registered on programmes at Middlesex University's London campus, including research students, members of staff registered on University programmes, and those on work placements, engaged in work-based learning field trips, approved student exchange visits or during periods of approved interruption of studies. Middlesex University overseas campuses follow the University regulations with the process administered by equivalent post holders. (website links to these overseas campuses are: Dubai - <https://www.mdx.ac.ae/> and Mauritius - <https://www.mdx.ac.mu/>)

2.9. Anonymous or vexatious allegations against the University or against a student or member of

- Stage 3 (University-Level Review) investigations are managed by the on behalf of the Vice Chancellor. The Director of Student Affairs normally nominates a Senior Manager from a Faculty/School or Professional Service that was not involved in the Stage 2 process to carry out the review as this is for the purposes of independence from the previous decision maker.

5. Complaints Procedure Stages

5.1 Stage 1: Early Resolution

It is expected that most complaints can be resolved at an early stage by discussing the matter informally at a local level. A student should therefore bring the matter to the attention of an appropriate member of staff, who will aim to resolve the matter by informal discussion.

i. Initially, a student should seek to deal with their complaint at the level at which the event leading to the complaint occurred. This could be either at programme level, Faculty/School-level or within the relevant service department.

ii. A student should, if at all possible, address their complaint (using the Stage 1 form) to the member of staff most directly involved in the event leading to the complaint, in order to give that person the opportunity to address their concerns. For example, if the complaint concerns academic matters, a student might wish to take this up with their Personal Tutor / Research Supervisor / Director of Studies, or with another member of academic staff. If the complaint is about a University service, then the student should talk to an appropriate member of staff from that service.

iii. If for any reason the student does not feel that this is possible, they should seek advice from the Faculty/School Leadership Executive Officer (or equivalent) or the Director/Head of the professional service department in order to identify an appropriate alternative mechanism of early resolution. If necessary the Faculty/School Leadership Executive Officer (or equivalent) will nominate an Investigating Officer to deal with the student's complaint.

iv. Every effort will be made by the Investigating Officer to enable the clear explanation of the issue and to resolve the complaint simply and quickly. The Investigating Officer may invite the student to a meeting to discuss the matter, face to face, by telephone or by video conference as in an attempt to reach a resolution. The summary of this meeting will be provided to the student in writing.

v. Stage 1 complaints will be dealt with in a timely fashion. Those involved in investigating the complaint will establish appropriate timescales based on its nature and complexity.

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student and the student kept informed of any changes. Where possible, complaints should normally take no more than 20 working days to investigate from the acknowledgement being sent.

vii. The Faculty/School Deputy Dean or their nominee or the Head of the relevant service department or their nominee will inform the complainant, the subject of the complaint and the Director of Student Affairs, in writing, of the outcome of the investigation.

viii. Following the outcome of Stage 2: Formal Complaint, the student may request, under certain circumstances (see 5.3.i) an internal review under section 5.3 of these regulations;

Or the student may wish to approach the Office of the Independent Adjudicator for Higher Education (OIA) for review, without having gone through an internal review under section 5.3 of these regulations.

If this is the case :

(a) The student can request a Completion of Procedures letter to be issued by the University.

(b) The request for the Completion of Procedures letter must be made in writing to the Student Casework Manager within 20 working days of the date of the Stage 2: Formal Complaint outcome.

(c) If the student requested the University to provide the Completion of Procedure letter beyond the 20 working days deadline specified in the Stage 2: Formal Complaint outcome, the twelve month period of time for bringing the complaint to the OIA will run from the date of the Stage 2: Formal Complaint outcome letter.

(d) The Completion of Procedures letter will state that the student has not completed

Appendix A – Handling of complaints for courses delivered by a Collaborative Partner

1. The Centre for Academic Partnerships is responsible for obtaining the internal complaints procedure/policy from the partner institution;
2. Complaints associated with one of the University's services should be pursued in accordance with the University's Complaints Regulations. If a student wishes to complain s/he should seek advice from the Director of Student Affairs at Middlesex University.

A. Types of Complaint**A1. Academic Standards and/or Quality Issues (referred to below as 'academic matters'):**

A complaint relating to academic matters may include concerns with matters such as academic standards, course and/or teaching issues, and learning resources.

A2. Service Issues:

A complaint that relates to **services issues** is a complaint that concerns any aspect of local management, facilities and other resource matters that you may be concerned about.

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UNIVERSITY MEMBERSHIP

All students following a programme of study leading towards a Middlesex University qualification, whether taught at Middlesex University, or at a collaborative partner on a joint, franchised or validated programme of study, are considered to be student members of the University.

Membership of the University gives rights and responsibilities. When you enrol on your programme of study, you become a student member of the University.

In the notes that follow, "home institution" refers to the home institution of study, whether this is Middlesex University, or, for students on validated and franchised programmes, the collaborative partner (or in the case of students on joint programmes, both).

When you enrol, you sign to give an undertaking to comply with these regulations in force for your programme of study. You should expect other student members of the University, and staff, to comply with these regulations.

- There are penalties for breaches of the regulations. In particular, plagiarism (the presentation of others' work as your own) will be severely dealt with.
- If you feel that anyone has breached the regulations you should raise the matter at the first opportunity.
- Your suggestions on improving the student experience are welcome.
- You have the right to complain and to have your complaint heard and dealt with in accordance with University procedures.

As a student member of Middlesex University, you are expected to:

- treat all, staff and students, with respect
- use the shared learning resources of your home institution thoughtfully and carefully
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ALL STUDENTS

University membership/Membership of the Students' Union

If you are a student at one of the University's London Campuses you will automatically become a full member of MDXSU on enrolment unless you deliberately opt out. You can collect your MDXSU membership card, which gives you a range of concessions and privileges, as soon as you have enrolled. If you want to opt out of membership, you should notify the Clerk to the Board of Governors within two months of enrolment.

If you are a distance learner, or a Work Based Learning student in the UK or in other parts of the

Computer Use Policy for Students and Alumni

This policy explains:

- how you as a student of the University ("Student") or alumnus ("Alumnus") (together, ("User(s)")) may use the University's computing facilities;
- how Users or the University may be liable in law for misuse of the University's computing facilities;
- how User's interests and the University's interests can be protected;
- the action which may be taken against Users if you fail to comply with the rules and regulations set out in this Policy; and
- details of the email and file storage services provided by Microsoft.

The University encourages all Users to use the University's computing facilities as tools to assist their studies and work; Users have no right to use the facilities for any other purpose. However, the University's computing facilities may only be used in accordance with this Policy. Any use of the University's computing facilities which use the electronic communications network used by the UK education and research community known as the Joint Academic Network ("JANET") is also subject to the JANET Acceptable Use rules. Users hereby agree to abide by these additional rules where applicable and to the extent relevant. These rules can be read by [clicking here](#)

Unauthorised Use of the Internet

Do not, other than for ethically cleared, properly approved and lawful research purposes (as set out below) visit, view, store, download, transmit, display, print or distribute any material relating to:

Sex or pornography;

Lewd or obscene material of any nature or other material which may be likely to cause offence to another person;

Terrorism or cults;

Hate sites (racial or other).

Users seeking authorisation should obtain prior written approval from the appropriate Module Leader or Project Supervisor, and also the Dean of Faculty (and this approval needs to be reconfirmed in writing every 6 months). In addition, Users should not intentionally do anything which enables others to visit, view, download transmit, display, or distribute any material relating to the items listed above.

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Email

The University encourages Users to use email as a prompt and effective method of communication.

Email services are provided to Users through the use of Microsoft's Facilities.

Users must act responsibly and appropriately when using the University's computing facilities to send email, whether internally or externally using the Internet.

No User should send any email that contains any material that the University considers or might reasonably be considered by the recipient as offensive, (including without limitation bullying, harassing, discriminatory, pornographic, homophobic, excessively violent, obscene, blasphemous, seditious, incite racial hatred) defamatory or in any way break any law relating to published material or which contains any malicious code; for example a virus. If you receive an email containing any such material, and you are concerned about this you should contact Unihelp.

Users must not send email which might bring the University into disrepute or purport to be the view(s) of the University unless the User is authorised in writing to express views on behalf of the University.

The University and the University on behalf of its externally hosted providers, including Microsoft, reserves the right to automatically delete emails which are found to contain viruses or constitute a data security breach (e.g. contain sensitive and or authentication cardholder data). The University endeavours to protect Users from offensive emails through the operation of 'Anti Spam filters' (as part of the Microsoft Facilities) PROVIDED THAT in addition, Users endeavour to reduce the amount of offensive material they receive by the configuration of their email setup to screen out and delete unwanted emails.

Users hereby agree that emails generated by, or stored on, the University's computers or the University's externally hosted computers (including Microsoft Facilities) may be subject to disclosure under the Freedom of Information Act and Data Protection Act as well as potentially dis-closable and admissible in evidence, in a dispute.

Legitimate Use

There may be circumstances where a User feels that the nature of their work or studies means they have a legitimate reason for accessing and/or using material prohibited under this Policy. In this circumstance the User must discuss this with the relevant Faculty/School Leadership Office in advance as to the precise reasons for such access and use and no such access and/or use may be undertaken without the express written approval of the Faculty/School Leadership Office. If the Faculty/ School Leadership Office is in doubt they must contact CCSS for advice.

Software*Unauthorised Software:*

The University will take disciplinary action against any User who acquires uses or distributes unauthorised copies of any software using the University's computing facilities.

Introducing Software:

Users are prohibited from using any software on the University's computing facilities which the User and/or the University is not licensed to use.

Educational Use Licences:

The University licenses computer software from a variety of outside sources and many software packages are licensed only for educational use. The University does not own this software or related

law relating to published material. Misuse of email or inappropriate use of the Internet by viewing, accessing, transmitting or downloading any such offensive information will amount to a serious offence and/or gross misconduct pursuant to the Regulations and may result in withdrawal of services, expulsion or any other penalties as set forth in the Regulations,.

Words and pictures produced on the Internet are capable of being defamatory if, for instance, they are untrue, ridicule a person and as a result damage that person's reputation. For these purposes, as well as any individuals, a "person" may include the University or another institution. You must not create or transmit any statement which may be offensive or defamatory in the course of using the Internet or the University's computing facilities whether in emails or otherwise. As well as you being personally exposed to potential legal action for defamation, the University and JANET as the 'Internet Service Provider' would also be held liable.

Obscenity

It is a criminal offence to publish or distribute obscene material or to display indecent material in public. The Internet or any computer 'message boards' qualify as a public place. The accessing or sending of obscene or indecent material using the University's computing facilities is strictly forbidden and in accordance with the Regulations may result in withdrawal of services or expulsion.

Discrimination and Harassment

The University does not tolerate discrimination or harassment in any form whatsoever. This principle extends to any information distributed on the University's computing facilities or via the Internet. Users should not view, use or distribute any material which discriminates or encourages discrimination or harassment on racial or ethnic grounds or on grounds of gender, sexual orientation, gender reassignment, marital status, age, ethnic origin, colour, nationality, race, religion, belief or disability.

Data Protection

Any work involving processing, storing or recording personal data (information on an identifiable living individual) is governed by the Data Protection Act 2018. It is the User's responsibility to ensure that personal data is collected and used in accordance with the Act. Further information can be obtained from the University's data protection policy (GPS4). If you believe that your work involves the processing, storing or recording of personal data Users must first obtain confirmation from the Data Protection Officer that consent to such processing, storage or recording has been obtained.

Monitoring

The University reserves the right without notice to monitor Users' use of the University's computing facilities and to access data held on the University's computing facilities for justifiable business purposes and in order to perform various legal obligations including:

- where it is suspected that a User is misusing the University's computing facilities;
- to investigate misuse of the University's computing facilities;
- where the University has received a request from an authorised external party to monitor a User's use of the University's computing facilities;
- to prevent or detect crime (including 'hacking');
- to prevent or detect data security breaches;
- to resolve system performance problems which may otherwise damage the computing services provided to other Universi

ALL STUDENTS

Computing Rules and Regulations

the **Regulation of Investigatory Powers Act 2016**, the **Privacy and Electronic Communications Regulations 2003**, the **Terrorism Act 2006**, the **Serious Organised Crime and Police Act 2005** and the **Counter-Terrorism and Security Act 2015**.

Misuse of the University's computing facilities (including failing to comply with this Policy) may expose both Users personally and/or the University to court proceedings attracting both criminal and civil liability. Users will be held responsible for any claims brought against the University for any legal action to which the University is, or might be, exposed as a result of User's misuse of the University's computing facilities including reimbursing the University for any financial liability which the University suffers as a result of Users actions or omissions.

The University considers failure or refusal to comply with this Policy to be a serious disciplinary offence which may, in accordance with the Regulations, lead to disciplinary action taken including withdrawal of services and/or expulsion with or without notice. Action (including certain penalties) may be taken under the 'Student Conduct and Discipline' section contained within the Regulations.

Users acknowledge that it is their own responsibility to create and maintain 'back-ups' of any data. The back-ups taken by the University are used for systems recovery purposes. Users hereby acknowledge and agree that it is not possible to recover any emails and files held on the Microsoft Facilities.

The University's Liability to Users:

The University does not exclude its liability under this Policy (if any) to Users:

- for personal injury or death resulting from the University's negligence;
- for any matter which it would be illegal for the University to exclude or to attempt to exclude its liability; or
- for fraudulent misrepresentation.

Except as provided above, the University will be under no liability to Users whatsoever (whether in contract, tort (including negligence), breach of statutory duty, restitution or otherwise) for any injury, death, damage or direct, indirect or consequential loss (all three of which terms include, without limitation, pure economic loss, loss of profits, loss of business, loss of data, loss of opportunity, depletion of goodwill and like loss) howsoever caused arising out of or in connection the use of the University's computing facilities.

ALL STUDENTS

ALL STUDENTS

Disabled Students' Allowances

The Disabled Students' Allowance (DSA) is a non-means tested grant which helps to fund the extra costs a student with a disability, long term medical condition, sensory impairment, physical difficulty, or specific learning difference (e.g. dyslexia) may have when attending their course.

There are a number of eligibility criteria which the Disability and Dyslexia Service can advise on.

If you wish to apply for funding through the Disabled Students' Allowances, you must contact your Funding Authority (e.g. Student Finance England). In the case of Social Work Diploma students this is the NHS Bursary Dept. Ask for forms relating to the Disabled Students' Allowance to be sent to you.

The Disability and Dyslexia Service can assist with completing DSA forms.

Additional Funding

The Student Support Fund is provided by Middlesex University to help students who are experiencing financial difficulties and particularly those students who need help to meet extra costs not met from other sources of support. The fund can also be used to help alleviate unexpected financial hardship.

The fund provides Grants (non-repayable awards/ money you do not have to pay back) of between £200 and £2,500, with applications asse

DATA PROTECTION LEGISLATION

Middlesex University is required by law to comply with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. The University is

