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## 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 September/October study over 24 learning weeks in the autumn and winter terms, followed by end of year exams where appropriate. Students starting in January study their first year over 24 learning weeks in the winter and spring terms followed by end of year exams where appropriate. January start students who successfully complete the first year, progress to year 2 in October and then follow the October start pattern.

Re-assessment and deferred assessment normally takes place either in July or in late August for September/October starters, and in late August for January starters.

### 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 statement covering the modules successfully completed.

### Compensation

Failure at FAIL grade 17 or 18 in compensatable modules may be compensated at the discretion of the Programme Progression Board or Faculty Assessment Board. It is subject to satisfactory overall performance. A compensated module will be considered a PASS at Grade 16 for the purpose of classification.

### Credit

Each module carries a credit rating, with most modules rated at 30 credits. Some modules are rated at 15, 20, 40, or 60 credits. Some modules are available only as part of continuous professional development (CPD) provision, and have appropriate credit weighting. Exceptionally, zero credit modules are available, but only as a specifically approved additional requirement of a programme of study.

- **General credit** - The number of credits awarded to a student following an evaluation of both certificated and uncertificated (including work based) prior learning which does not count towards a University qualification.
- **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.

**Credit transfer** - Credit for prior learning (certificated or uncertificated) which can be counted, within certain rules, towards a qualification.

### 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.

### Extenuating Circumstances

Extenuating circumstances are personal circumstances which have affected a student's performance in an assessment and may be 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.

### FHEQ

Framework for Higher Education Qualifications

### 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.

### 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 length. A 30 credit module is normally equivalent to 300 study hours. Within a programme, modules are designated as compulsory or optional.

- **Compensatable module** - A module that if failed with a 17 or 18 may be compensated subject to the criteria in E8 (undergraduate) or E9 (postgraduate)
- **Compulsory modules** - Modules which must be passed to complete a qualification.
- **Non Compensatable module** - A module that must be passed before progressing to the next stage of the programme.
- **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 (normally at FHEQ level 6 or above) 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.

### Module codes and levels

Each module is given a code by which it can be identified. The first three letters indicate the Subject within which the module is located;

- **Level 3: Foundation** - eg BIS0010 Introduction to Computers in Business - Foundation or pre-degree level modules are numbered between 0001 and 0999
- **FHEQ Level 4: Certificate** - eg HRM1200 The Business Environment - Certificate level modules are numbered between 1000 and 1999
- **FHEQ Level 5: Intermediate** - eg FNA2230 Art Practice and the Community -Intermediate level modules are numbered between 2000 and 2999
- **FHEQ Level 6: Honours** - eg CRM3315 Violent Crime - Honours level modules are numbered between 3000 and 3999
- **FHEQ Level 7: Masters** - eg HRM4370 Globalisation and Work - Masters level modules are numbered between 4000 and 4999
- **FHEQ Level 8: Doctoral** eg DPS5200 Project - Doctoral level research modules are numbered between 5000 and 5999

The level of a module need not coincide with a full-time study year. For example, some FHEQ level 6 modules are available in either the intermediate/ second year stage or honours/third year stage.

### myUnihub

myUnihub is a password protected area used by students for important administrative tasks such as enrolment, paying fees, and updating contact details.

**Programme of study**

A valid combination of modules normally taken over several years to obtain a qualification. Qualifications will specify the credit requirement at each level (see table A2). Programmes will specify particular compulsory modules which have to be passed and optional modules which may be taken.

**Progression**

A student's progression upon a programme will be reviewed at the end of each year (see section E2) resulting in a decision of academic standing.

**Qualification**

The academic title conferred upon a student who has successfully completed a valid programme of study, for example, BA Criminology. Qualifications are awarded at various levels requiring different amounts and levels of credit, for example, Degree with Honours: 360 credits at FHEQ level 4 or above (including at least 210 at FHEQ level 5 or above and 120 at FHEQ level 6 or above). A full table of qualifications is shown in Table A2.

**Subject**

A collection of modules with a coherent academic focus.

**UniHelp Desk**

This is a central point of assistance for students at the Hendon campus, and is referred to throughout these regulations. At other campuses, other terminology may be used to describe this central student facility.

**UniHub**

This is the student website that has the latest news and announcements from around the University, alongside a lot of other information about academic and support services.

**Working Day**

A day the University is open for business.

University Regulations for  
**Undergraduate** Taught  
Programmes

## THE LEARNING FRAMEWORK

### University Regulations for Undergraduate students

#### A1 Overview

The University regulations defined herein are those in force for all students following a Middlesex University programme of study in the current academic year. Changes to University regulations are implemented at the start of an academic year, and normally become effective for all students of the University from that point onwards.

These University regulations shall normally apply for all programmes. Any deviation from these University regulations must be identified at, and approved by, Portfolio Development Committee. Where deviations are agreed, these must be identified and published within the Student Programme Handbook. Where there may be ambiguity in the interpretation of regulations where these are considered in conjunction with the Student Programme Handbook, these regulations have greater authority.

The academic work of the University is delivered by academic Schools, Departments and Institutes, organized into three Faculties. Each Faculty is in the overall charge of an Executive Dean. Each Faculty is responsible for the provision of learning, teaching and assessment in a number of programmes which lead to University qualifications and will ensure appropriate decision-making structures are in place, including delegation to sub-committees where appropriate. There are overseas campuses in Dubai (since January 2005), Mauritius (since January 2010) and Malta (since September 2013). The academic provision of the overseas campuses comes under the remit of the appropriate Executive Dean.

Where a University qualification is delivered by a University Service, the validation documentation and programme handbook will set out clearly the staff who will undertake various roles normally associated with a Faculty.

The academic provision of the University is based on credit accumulation. This means that students gain credits by passing modules in order to achieve the qualifications of the University (for example, 360 credits for an Honours degree). Students take a programme of study leading to a University qualification. Intermediate level modules are numbered between 2000 and 2999.

**UniHelp Desk** This is a central point of assistance for students at the Hendon campus, and is referred to throughout these regulations. At other campuses, other terminology may be used to describe this central student facility.

In the context of these regulations, the term "undergraduate" includes provision at foundation level of study.

These regulations use some common terminology to describe the learning framework

#### A1.1 Qualification

The academic title conferred upon a student who has successfully completed a valid programme of study, for example, BA Criminology. Qualifications are awarded at various levels requiring different amounts and levels of credit, for example, Degree with Honours: 360 credits at FHEQ level 4 or above (including at least 210 at FHEQ level 5 or above and 120 at FHEQ level 6 or above). A full table of qualifications is shown in Table A2.

#### A1.2 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 September/October study over 24 learning weeks in the autumn and winter terms, followed by end of year exams where appropriate. January start students who successfully complete the first year, progress to year 2 in October and then follow the October start pattern.

Re-assessment and deferred assessment normally takes place either in July or in late August for September/October starters, and in late August for January starters.

**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 length. A 30 credit module is normally equivalent to 300 study hours. Within a programme, modules are designated as compulsory or optional.

**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 (normally at FHEQ level 6 or above) 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.

**A1.5 Module codes and levels**

Each module is given a code by which it can be identified. The first three letters indicate the Subject within which the module is located;

**Level 3, Foundation eg BIS0010 Introduction to Computers in Business**

Foundation or pre-degree level modules are numbered between 0001 and 0999

**FHEQ Level 4, Certificate eg HRM1200 The Business Environment**

Certificate level modules are numbered between 1000 and 1999

**FHEQ Level 5, Intermediate eg FNA2230 Art Practice and the Community**

Intermediate level modules are numbered between 2000 and 2999

**FHEQ Level 6, Honours eg CRM3315 Violent Crime**

Honours level modules are numbered between 3000 and 3999

The level of a module need not coincide with a full-time study year. For example, some FHEQ level 6 modules are available in either the intermediate/ second year stage or honours/third year stage.

**Table A1: Credit Framework Levels**

Level	Description	FQ-EHEA
<b>Level 3</b>	Foundation Level	
<b>FHEQ Level 4</b>	Certificate Level (e.g. CertHE)	Short cycle (within or linked to the first cycle) qualifications
<b>FHEQ Level 5</b>	Intermediate Level (e.g. FdA/FdSc, DipHE)	
<b>FHEQ Level 6</b>	Honours Level (e.g. BA/BSc Hons, BA/BSc)	First cycle (end of cycle) qualifications
<b>FHEQ Level 7</b>	Masters Level (e.g. Postgrad. Certificates/Diplomas, Integrated Master's and MA/MSc)	Second cycle (end of cycle) qualifications
<b>FHEQ Level 8</b>	Doctoral Level (e.g. PhD/DPhil/DBA)	Third cycle (end of cycle) qualifications

**A1.6 Credit**

Each module carries a credit rating, with most modules rated at 30 credits. Some modules are rated at 15, 20, 40, or 60 credits. Some modules are available only as part of continuous professional development (CPD) provision, and have appropriate credit weighting. Exceptionally, zero credit modules are available, but only as a specifically approved additional requirement of a programme of study.

**A1.7 Credit transfer**

Credit for prior learning (certificated or uncertificated) which can be counted, within certain rules, towards a qualification.

**A1.8 General credit**

The number of credits awarded to a student following an evaluation of both certificated and uncertificated (including work based) prior learning which does not count towards a University qualification.

**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 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 of registration: F/T	2 years	1 year	1 year	1 year	4 years	2 years	4 years	6 years	6 years	8 years	8 years	2 years	2 years
Maximum length of registration: P/T	4 years	2 years	2 years	2 years	8 years	4 years	8 years	12 years	12 years		12 years	4 years	4 years
Minimum total credits for	120	40	40	60	240	120	240	300	360	480**	480***	120	120
Minimum number of credits by level	3+	120											
	4+		40			240	120	240	300	360	480	120	
	5+			40	20	90		90	150	210	330	90	120
	6+				40				60	120	240		90
	7+										120		
Minimum number of credits given above which must be acquired under the control of this University**	3+	40											
	4+		20			80	40	80					
	5+			20		40		40	90	120	120	40	
	6+				20				60	80*	80	160	40
	7										120		
Standard distribution of credits by level for each award	3	120											
	4		40			120	120	120	120	120	120		
	5			40		120		120	120	120	120	120	
	6				60				60	120	120		120
	7										120		

**Standard distribution for Table A2**

The minimum number of credits which must be under Middlesex control is normally 33.3% of the total required for the qualification, with the exception of a recognised suite of programmes within the Professional Nursing and/or Midwifery field where up to 300 credits from other Nursing and Midwifery Council or QAA recognised programmes may be transferred and also in the case of Ordinary Degrees awarded to year 3 direct entry students.

\* Students on approved student exchanges should note that normally at least 80 credits of study at level 6 must be under the control of this university.

\*\* Includes an additional 120 credits (at FHEQ level 4, 5, or 6) in respect of the sandwich placement

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

Ungraded credit gained as a result of placement or a compulsory period spent abroad will not count towards the credit requirement for an Ordinary Degree, Diploma or Higher Education or Certificate of Higher Education, nor will it count towards the requirements for an Honours Degree not in sandwich mode. The University may waive regulations governing the length of registration for individual students at its discretion.

**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 statement covering the modules successfully completed.

**A5 Programme of study**

A valid combination of modules normally taken over several years to obtain a qualification. Qualifications will specify the credit requirement at each level (see table A2). Programmes will specify particular compulsory modules which have to be passed and optional modules which may be taken.

**A6 Progression**

A student's progression upon a programme will be reviewed at the end of each year (see section E2) resulting in a decision of academic standing.

**A7 Collaborative Partnerships and University Regulations****A7.1 Franchised programmes**

The University regulations shall apply for all franchised programmes run with collaborative partners.

**A7.2 Joint programmes**

The University regulations shall normally apply for all joint programmes run with collaborative partners. Any deviation from University regulations must be identified at, and approved by, Portfolio Development Committee.

**A7.3 Validated programmes**

The University Regulations shall normally apply to all validated programmes delivered by collaborative partners. Where programmes do not adopt Middlesex regulations in full, they must be submitted to Academic Registry for consideration and approval prior to validation.

**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](http://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 either through the awarding organisations Assessment Boards or through the University approval process.

**B5 English language**

**B5.1** An applicant whose first language is not English or who has not been educated wholly or mainly in the medium of English will be expected to reach, before commencing a programme of study, a suitable minimum level of competence in the English language. It is essential that a student is able to understand and to communicate in both written and spoken English at a sufficient standard to follow the chosen programme of study.

**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** 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. Applicants should normally raise the matter within 10 working days of the action causing concern and in any case within 2 months or by the start date of the programme or course applied for, whichever is sooner.

In the first instance, the matter should be raised in writing or by e-mail with the appropriate Admissions Manager who will respond in writing within 20 working days.

b) Formal Stage

If the complaint is not resolved to the satisfaction of the applicant through this informal means, the complainant should then write formally to:

Head of Admissions  
Middlesex University  
The Burroughs  
Hendon  
London NW4 4BT

The letter should enclose copies of all previous correspondence; explain why the applicant remains dissatisfied and what they hoped the outcome would be.

The Head of Admissions shall investigate the complaint fully with relevant staff and/or a third party if it is deemed necessary, and reply in writing within 30 working days.

The decision of the Head of Admissions shall be considered final.

**B7** **Fraudulent information used to gain admission**

**B7.1** The discovery of any form of fraudulent information used to gain entry to the University will normally result in the immediate withdrawal of any offer of a place. Fraudulent information in this context includes the use of fraudulent documentation, or any untrue or misleading statement or one which omits pertinent facts (e.g. an unspent criminal conviction) on an application or enrolment form or made at interview or made over the telephone in the Clearing process.

**B7.2** Where the applicant has already enrolled as a student of the University, the Academic Registrar may declare the enrolment void, in which case the student shall be withdrawn from the University. There will be no refund of fees. Any credit already passed, or qualification granted, may or may not be retained by the former student, in accordance with the seriousness of the deception and the view of any Professional Body involved.

**B7.3** The applicant may invoke the admission complaints procedures (section B6 above) or if enrolled, the student complaints and grievance procedures, within 10 days of the date of notification, if new evidence can be brought to show that the decision of the University was unfounded.

**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** Students must make themselves available at all times to attend all formal assessments of the programme of study at the times given, including viva voce examinations. Failure to do so without good reason will result in a grade of 20 in that module (Fail with no opportunity for compensation) should the required learning outcomes not satisfactorily be met.

**C2.6** Students with 3 weeks consecutive non-attendance may be withdrawn. A student with consistent poor attendance may also be withdrawn at the discretion of the Programme Leader (or delegate) in line with guidelines defined in the Student Attendance Policy.

**C3 Transfer between programmes of study**

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

**C4 Interruption of Study**

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

Where the length of interruption of study is extensive (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 the programme of study shall give notice in writing to the UniHelp desk/UniHub. The student may request any qualification for which they are eligible.

**C5.2** Should a student wish to return to the University within two years of their permanent withdrawal or transfer, they must have written confirmation from the relevant Programme Leader that they have been permitted to return.

**C5.3** If a student's return is more than two years after their permanent withdrawal or transfer, they must apply to re-start the programme as a new applicant via the relevant Admissions Office.

## **C6 Oral examination (Viva voce)**

The Assessment Board may require any candidate to be orally examined (viva voce) in addition to taking those assessments prescribed in the programme specifications. See the Academic Registry Guidance note (ASS60).

## **C7 Ill health and other extenuating circumstances which may adversely affect performance**

A candidate whose assessment performance has been or is likely to be impaired because of ill health or other extenuating circumstances must inform the Assessment Officers, before the specified deadline and provide, where appropriate, a medical certificate or other supporting evidence.

## **C8 Written coursework, dissertations, projects submitted for assessment**

### **C8.1 References to the work of others**

A candidate must indicate by means of explicit references the citation of the work of others or other work by the candidate which is not part of their submission for the qualification. (See section F, Academic Integrity and Misconduct).

### **C8.2 Joint authorship of assessed work**

When two or more candidates conduct an approved joint or group piece of assessed work, they may be required to satisfy the assessors that the individual's share of the work is sufficient to justify the grade. In such cases the work must normally contain an introductory note stating the candidates' own claims to their contributions. A copy of such a note must be countersigned by all the co-workers.

### **C8.3 Submission of coursework**

- a) As directed within the module handbook, all coursework must be either submitted electronically by a specified deadline, or submitted in printed or other form to a nominated submission point, normally on the campus where the module was taken, and be receipted. Submission must be not later than 6pm at the Hendon campus, and 4pm local time at other University Campuses. In exceptional circumstances, coursework may be submitted by 'recorded delivery' post to the nominated submission point on campus, and the Post Office receipt retained. The submission date will be taken as the date of posting as shown by the recorded delivery receipt.
- b) The deadline date for each component of assessment must be laid down in writing by the Module Leader at the commencement of the module.
- c) Coursework must not normally be submitted direct to a tutor.
- d) The University reserves the right to submit any item of assessed work through specialist software for the detection of academic misconduct.
- e) Failure to submit assessment by the published deadline will result in consequences as specified in E6. The University does not operate a penalty tariff based on the lateness of submitted work.
- f) Where electronic submission of coursework on the day of the deadline is not possible, due to 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.

## **C9 Ownership and return of students' assessed work**

### **C9.1 Regulations**

- a) A student shall hold the intellectual property inherent in their own work produced for any form of assessment except in those conditions set out in the Middlesex University Policy Statement "Intellectual Property Rights: Students".
- b) The material produced by students for formal assessment (projects, scripts, essays, artworks, 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 a student explicitly requests this.

### **C9.2 Procedures**

- a) The University will retain assessed work pending possible appeals for not more than six months.
- b) Faculties will return only the work identified above in C9.1 (c), direct to the student.
- c) The University will retain any assessed work that has not been returned to the student not more than six months after the Assessment Board has taken place, except in cases of partial completion of the assessment in a module due to failure or deferral, whereby items should be held until six months after the remainder of the assessment has been completed.

## **C10 Titling of qualifications**

The undergraduate qualifications of the University are set out in section J of the regulations. The individual titles of qualifications are determined by the nature of the studies undertaken.

### **C10.1 Qualification titles**

The following principles will apply to the titling of qualifications:

- the specific title of an award is normally solely an expression of the content of the programme curriculum and reflects the subject matter of the award.
- specific titles that reflect the subject focus of programmes of study in two disciplines (e.g. a joint Honours award) should consider nomenclatures based on:
  - 'A and B', where there is an approximately equal balance between two components;
  - 'A with B' for a major/minor combination where the minor subject accounts for at least a quarter of the programme.
- qualification titles should not normally reflect more than three subject components. Where there are more than three significant components, the title 'Combined Studies' would be appropriate.
- Items in brackets in the title will indicate:
  - specific subject pathways,
  - negotiated titles (where allowed by the programme regulations),
  - or Professional Statutory or Regulatory Bodies (PSRBs) reserved titles

The title will not include items that are external to the programme and its curriculum, for example: whether the award is recognised by PSRBs- primarily because this is a construct external to the award itself; abbreviations of the whole title; or the location of the teaching. However, all of the above can be included in the diploma supplement.

### **C10.2 Combined Studies**

Where sufficient credit at appropriate levels has been passed to achieve a degree, but the combination of modules does not correspond to any validated title, the title "Combined Studies" may be awarded.

Examples: BA Combined Studies; BSc Combined Studies



**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 credits). Ungraded credit gained as a result of placement or as a result of compulsory period spent abroad will not count towards the credit requirement for an Ordinary degree, Diploma of Higher Education or Certificate of Higher Education, nor will it count towards the requirements for an Honours degree which is not in sandwich mode.

**C11.4** Programme specifications may specify that 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. In no circumstances should a student be considered for formal placement if the previous year's study had resulted in the failure of modules amounting to more than 30 credit credits.

**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, for credit or for a sandwich qualification, Diploma in Industrial Studies, Diploma in Employability Studies or Advanced Diploma Professional Practice.

## **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 except that a sandwich programme of study may specify a minimum requirement of 120 credits (ie one quarter) when a placement has already been completed. (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:

- i. 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.
- ii. 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 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) To receive all module grades determined by Subject Assessment Boards for those students on programmes aligned to this board who are not being considered for an exit qualification, and to decide on the academic standing of those students.
- 2) To make recommendations to the Academic Registrar on changes to the regulations and procedures governing the academic standing of students.

**Meetings**

The Programme Progression Boards will convene at the end of each year, and at other times as necessary.

**B: ASSESSMENT BOARDS**

The University has two types of assessment boards, based on two tiers:

**1 FIRST TIER ASSESSMENT BOARDS****SUBJECT ASSESSMENT BOARDS****Membership**

Chair - A member of the Faculty with sufficient knowledge and independence who is not the Director of Programmes responsible for that subject;

External Examiner Subject Board - All external examiners with responsibility for modules which comprise the Subject;

Internal examiners - All module leaders designated responsible for modules which comprise the Subject and Director of Programmes or nominee;

Overseas Campuses and Franchised Programmes - One or more representatives from academic staff delivering modules at overseas campuses, where appropriate, should contribute to the outcomes of the Board. 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 - to be determined by Chair.

**Terms of reference**

- 1) To recommend to the Deputy Dean, within the approved University regulations, the form and nature of assessment and reassessment for all modules which comprise the Subject.
- 2) To determine the grade awarded to each student in respect of all modules which comprise the Subject.

**2 SECOND TIER ASSESSMENT BOARDS****FACULTY ASSESSMENT BOARDS (note – may be named 'School' Assessment Boards)**

Each taught programme of study leading to a qualification of the University is the responsibility of a Faculty Assessment Board having delegated powers from the Academic Board to award qualifications.

**Membership**

Chair - Deputy Dean, or nominee;

External Examiner Faculty/School Boards - Normally two, nominated by the Dean of Faculty/School and appointed by the University;

Internal examiners - Directors of Programmes, Programme leaders;

Overseas Campuses and Franchised Programmes - One or more representatives from academic staff responsible for programmes at overseas campuses, where appropriate. 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 - to be determined by the Chair.

**Terms of reference**

- 1) To award, qualifications in respect of programmes aligned to the Faculty Assessment Board on behalf of Academic Board.
- 2) To consider the implementation of University assessment policy and related matters of principle at Faculty (or department or other academic unit) level and to make any recommendations arising to Academic Board through the Assurance Board.

**C: ASSESSMENT BOARDS AT COLLABORATIVE INSTITUTIONS****1 Progression**

The University will be informed by the Partner Institution of the progression decisions each year. The Progression Boards will normally be chaired by the Partner Institution.

**2 Finalists**

- a) The composition of the Programme Assessment Board is as set out in the Programme Handbook (as agreed at Validation).
- b) The Chair of the finalist Assessment Board shall be the appropriate Deputy Dean, (or nominee). The approved nominee may include the University Link Tutor, senior staff of the University, or, after three years of operation, senior staff of the Institution.
- c) The Conferment List confirmed by the institution's Assessment Board must be signed by the Chair of the Programme Assessment Board and by the External Examiner appointed to the Programme (wherever possible at the Board or within 7 days).
- d) The Middlesex University Link Tutor is responsible for passing the decisions of the Programme Assessment Board (in the form of a Pass/Conferment List) direct to The Centre for Academic Partnerships for the issuing of certificates. Certificates will be issued within 2 months from receipt of accurate and complete conferment lists. The Link Tutor should keep a copy in case of subsequent queries. All Conferment Lists should be completed clearly and in accordance with the published Conferment of Finalists Guidelines (available from the Centre for Academic Partnerships).
- e) Students who are subject to the regulations of the institution, must abide by the University regulations on Academic Misconduct and on Student Appeals, unless the institution's own regulations have been approved by the Academic Registrar.

**D: EXCHANGE GRADES PANEL****Membership**

Chair - Erasmus and Exchange Institutional Coordinator.

Assistant Academic Registrar (Assessment) or nominee.

FacultyExchange Coordinators.

External Examiner

Secretary

**Terms of reference**

- 1) To receive all module grades determined by Exchange Partner Universities for those students taking part in approved student exchanges.
- 2) To agree and convert received grades from local grades to Middlesex University grades, using agreed conversion scales for European, Australian and USA partners, and to award ungraded credit where appropriate, and where no agreed conversion scale exists.
- 3) To make recommendations to the Director of Learning, Teaching and Student Experience on issues arising from assessments undertaken at partner universities and to suggest any changes to regulations and procedures governing the assessment of students while on exchange visits to an approved partner.

Assessment Boards report annually to the University Assurance Committee.

## **D2 Authority of Assessment Boards and Programme Progression Boards**

**D2.1** Assessment Boards and Programme Progression Boards derive their authority from Academic Board and are responsible for the assessment of students

**D2.2** For each candidate the grades for each examination paper or other form of assessment shall be considered and determined by a Subject Assessment Board which will not have the authority to compensate failures.

**D2.3** Second Tier Assessment Boards have the power to decide to whom the qualification in question should be awarded and with what class, if any.

**D2.4** Voting - At a meeting of an Assessment Board every effort shall be made to reach a decision by consensus, taking into account the views of External Examiner Subject Board and External Examiner Faculty/School Board. If it proves necessary to vote on any matter it shall be determined by a simple majority; each member present shall have one vote and in the case of equality the Chair shall have an additional casting vote.

**D2.5** No recommendation for the conferment of a qualification at any level, (other than generic exit qualifications), may be awarded without the written consent of the approved External Examiner(s). On any matter which the External Examiner(s) have declared a matter of principle, the decision of the External Examiner(s) shall either be accepted as final by the Assessment Board or shall be referred to the Academic Board. Any unresolved disagreement between External Examiners shall be referred to the Academic Board.

**D2.6** All second tier Assessment Boards have the authority to: compensate failure at grade 17 or 18 in modules in accordance with the limits in regulation E8.1, subject to satisfactory overall performance.

**D2.7** All Programme Progression Boards have the authority to:

- a) compensate failure at grade 17 or 18 in modules in accordance with the limits in regulation E8.
- b) require a student to transfer to a different programme of study, and/or permit a student to attempt additional credits as a condition of progression.

## **D3 Quoracy**

**D3.1** All members of the Board are required to give attendance at meetings of that Board priority over all other commitments. If for some exceptional reason a member of the Board is unable to attend a meeting, the Chair shall normally appoint a substitute.

**D3.2** A meeting of the Board, which may be held virtually or asynchronously, at which decisions to ratify grades and/or award qualifications are made, shall not normally be quorate unless every external examiner or their properly appointed substitute is present. In exceptional circumstances this requirement may be waived, but only if an absent external examiner has:

- a) provided all the information, reports and other written matter normally expected to be available at the meeting, and
- b) given an explanation for absence which the Chair has accepted as being unavoidable.

(Note: references to external examiners do not include undergraduate generic exit qualifications.)

The quorum for University Assessment Boards and Programme Progression Boards, for taught programmes at every level should be one third of the membership or four persons whichever is the larger. Attendance by substitutes who have not been involved in the relevant assessment process is not permitted in order to achieve quoracy. The Chair of the Board may declare a meeting of that Board inquorate should the Chair decide that the attendance is such as to jeopardise the soundness of the Board's decisions.

**D3.3** All members of Assessment Boards and Programme Progression Boards at Middlesex University should make known to the Boards to which they belong any personal relationships, or other potential conflicts of interest they have with any candidates whom the Board is assessing, other than those arising from their roles as tutors or administrators. Boards in receipt of this information should formally consider the question whether the member with the personal interest should absent themselves from all

or part of the proceedings of the Board and the person concerned should abide by any decision on this matter taken by a properly constituted Assessment Board.

#### **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 later than three years after the date of the Assessment Board.

#### **D6 General discretion**

**D6.1** An Assessment Board may exceptionally exercise discretion in a student's favour, where it appears to the Board that strict interpretation of a particular assessment regulation would cause serious injustice to the student. In such cases the Assessment Board must also consult with the Academic Registrar or nominee before exercising such discretion.

**D6.2** Whenever the Board uses this discretionary power to modify the interpretation of an assessment regulation an appropriate entry must be made in the Board's minutes.

#### **D7 Interpretation of assessment regulations for programmes of study**

##### **D7.1 Formal interpretation**

- a) Formal interpretation of assessment regulations may only be made by the Academic Registrar or nominee. Such formal interpretation shall be submitted to Academic Board for approval. The findings of Academic Board are binding.
- b) Such formal interpretation by the Academic Registrar shall not be concerned with academic judgement, and shall be without prejudice to the authority of an Assessment Board, external examiners or any external awarding body.

##### **D7.2 Academic judgement**

Where academic judgement is concerned, interpretation of Academic Board policy or regulations shall only be made by the Assessment Board acting collectively or, in exceptional cases where the Board delegates its authority, by the Chair of the Board.

**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 Boards in determining classification of degrees and the progression of students.

**D8.2 General principles**

- a) All students should have a fair opportunity to show they can meet the standards, and be assessed on equal terms.
- b) All work submitted by students for assessment shall be graded on its merits without consideration of any extenuating circumstances known to the marker. Extenuating circumstances will not be used by Subject Assessment Boards to alter the grades of students.
- c) Students must submit extenuating circumstances with documentary evidence, by the specified deadline as per the published guidance. Extenuating circumstances submitted after the deadline specified should normally be considered only if the student was unable or, for valid reasons, unwilling, to disclose them before the deadline and submits documentary evidence to support this.
- d) Extenuating circumstances will be considered by Panels (or their delegated nominees) convened on behalf of Programme Progression Boards and Faculty/School Assessment Boards, who may make a decision based on the published guidance.
- e) The outcomes of the extenuating circumstances panel (or their delegated nominees, which may include an agreed extension to a coursework deadline or deferral of assessment to the next opportunity, will be provided to Programme Progression Boards and Faculty/School Assessment Boards, to support their decision making:
  - i. in considering whether a student may progress to the next stage of the programme
  - ii. in determining the classification for a qualification where the student is borderline or there are conflicting classifications in the profiles of grades
  - iii. consideration for an aegrotat award.
- f) Normally extenuating circumstances shall not be taken into account where the circumstances have already been allowed for (for example, by special assessment arrangements, see Regulation H7 (e)). Special assessment arrangements should be agreed at enrolment in cases of known disability and in any case agreed with the student before an examination period begins.

**D8.3 Procedures**

- a) The Extenuating Circumstances Policy sets out further guidance on the principles and procedures for consideration of extenuating circumstances. The Policy includes the processes for submission and consideration of extenuating circumstances, including who assesses the evidence provided in support of extenuating circumstances, and which decisions may be delegated to Assessment Officers on behalf of the Extenuating Circumstances Panels. The Policy also includes the permitted outcomes of extenuating circumstances applications which may include an agreed extension to a coursework deadline or deferral of assessment to the next opportunity.
- b) Only extenuating circumstances submitted directly by the student to the Assessment Officer will be recorded and considered by the Assessment Officer and Extenuating Circumstances Panel. All information relating to the nature of extenuating circumstances will be kept confidential.

**D9 Appointment of External Examiner Subject Board and External Examiner Faculty**



**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 External Examiner Faculty Board are set out in Section 4 of the University's Learning Quality Enhancement Handbook available via the University's internet and intranet.

**D10 Rights and responsibilities of External Examiner Subject Board**

External Examiner Subject Board are appointed to Subject Assessment Boards. The rights and responsibilities of External Examiner Subject Board are as follows:

**D10.1 Responsibilities**

- a) To attend any meeting of an Assessment Board of which they are a member.
- b) To comment, when consulted, on the content and form of all assessments.
- c) To scrutinise a representative sample of work placed by the internal examiners in each classification (where applicable), drawn, normally, from all campuses on which the module is delivered.
- d) To advise on the appropriateness and effectiveness of the internal assessment processes, the appropriateness and effectiveness of the relevant assessment regulations and procedures in respect of module assessments, the desirability of any recalibration or (exceptionally) remarking of assessed work, and the appropriateness of the standards against which the assessment process has taken place.
- e) To adjudicate in cases referred to them because of disagreement between internal examiners
- f) 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.
- g) To submit annual reports as required by Section 4 of the University's Learning and Teaching Enhancement Handbook relating to External Examiner Subject Board, and in the form prescribed by the University.
- h) To inform the Director of Academic Quality separately from the normal annual report of any matter which, in their view, militates against the maintenance of appropriate academic standards and quality.

**D10.2 Rights**

- a) To make recommendations for amendments to draft examination papers, or set additional examination questions in consultation with the appropriate internal examiner(s).
- b) To see any assessment material relating to the modules concerned; particularly, but not exclusively, to see any scripts, coursework, project reports, design, artefact or similar material relating to the assessment with which they are specifically associated, and, where appropriate, industrial training, school experience or similar reports. To meet the students being assessed only where appropriate.
- c) Where assessment by coursework or continuous assessment forms part of the approved examination arrangements, to choose their own sample of scripts for assessment at final or key intermediate stages.
- d) To approve a student's choice of project, individual study or dissertation included in the final stage of study.
- e) To require and be involved in the oral (viva voce) examination of any student, including specially arranged oral examinations where these are not required by the regulations as part of the standard assessment procedures.
- f) To be fully involved in decisions:
  - i. reached by the assessment board following a request for review by a student, where it has been agreed to settle the request informally
  - ii. made by the assessment board following the upholding of requests for review via the appeals process (see section G)
  - iii. reached by the assessment board following the recommendation of the Secretary to the Academic Board.

**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 prescribed by the University.
- e) To inform the Director of Academic Quality separately from the normal annual report of any matter which, in their view, militates against the maintenance of appropriate academic standards and quality.

**D11.2 Rights**

To be fully involved in decisions reached by the assessment board following a request for review by a student, where it has been agreed to settle the request informally, and decisions made by the assessment board following the upholding of requests for review by an appeal panel.

**D12 Procedures for when External Examiner Subject Board or External Examiner Faculty Boards refuse to consent to the decisions of an Assessment Board**

Where an External Examiner Subject Board or External Examiner Faculty Board refuses to sign the confirmation form to agree the grades or the award of qualifications of the Board, the Chair of the Assessment Board must report every case, including a full explanation of the circumstances, as soon as practicable to the Academic Registrar and the Director of Academic Quality. Such reports will be placed before the next meeting of the Assurance Committee of the University. The Chairs of Assessment Boards must, at the same time as they make any such report, complete a form specified for the purpose indicating the reason why the External Examiner Subject Board/ External Examiner Faculty Board declined to sign the confirmation form, and naming the student or students whose disputed assessment outcome resulted in such refusal. The outcomes of students not named in a report must not be prejudiced or delayed.

**D13 Responsibilities of internal examiners**

- a) To attend all meetings of the Assessment Board or Programme Progression Boards of which they are a member and to give attendance at such meetings priority over all other commitments. If for some exceptional reason an internal examiner is unable to attend a meeting, they shall normally propose a substitute for appointment by the Chair of the Board.
- b) To submit assessment material, including scripts, coursework or project reports to the External Examiner Subject Board as required.
- c) To ensure that the mark sheet for the module(s) of assessed work for which they are responsible, as moderated (where applicable) by the external examiner and, where appropriate, the assessed work itself, is available to the Subject Assessment Board by an agreed date.
- d) To hold themselves readily available for consultation during the first thirty minutes of the examination(s) for which they are responsible, or to arrange for a substitute to do so.

**D14 Assessment responsibilities**

It is the responsibility of Faculties (through the Assessment Officer, Deputy Dean, Heads of Department, Directors of Programmes, Module Leaders and other staff):

- i. To ensure that internal examiners are aware of the implications of assessment regulations for the modules of assessed work for which they are immediately responsible, and that these regulations are fairly applied;
- ii. To ensure that adequate notice of the details of assessment arrangements is given to each student;
- iii. To advise students who find themselves in difficulties about their rights or obligations under the

- assessment regulations, and to inform students, when necessary, about the range of options open to the Board in a particular case where the regulations allow discretion to the Board;
- iv. To investigate any cases of alleged injustice in the assessment of students, and to ensure that such cases are dealt with fairly by internal examiners (excluding matters of academic judgement);
  - v. To ensure that students notifying adverse academic personal or medical circumstances are not unfairly disadvantaged and that the Faculty Assessment Board and Programme Progression Boards are fully informed of any known circumstances which might affect the Board's decisions on assessment;
  - vi. To ensure that any special arrangements for the assessment of students with disabilities are provided as agreed;
  - vii. To decide, subject to confirmation by the Assessment Board, what calculators or other aids may be brought into the examination room;
  - viii. To ensure that a report is made to the Assessment Board of any incident of academic misconduct;
  - ix. To ensure that deadlines for the submission of projects, essays and other written work are fairly applied;
  - x. To keep receipts of assessed work submitted and to make these available to the Assessment Board as required;
  - xi. To ensure that papers set for students being reassessed are appropriate for the programme of study as taught to them and that they have access to appropriate facilities to prepare themselves for the paper set for them;
  - xii. To arrange oral (viva voce) examinations as required by the Assessment Board;
  - xiii. To ensure that students are given adequate advice and guidance on the full range of choices available to them under the assessment regulations;
  - xiv. To be responsible for the investigation of claims of eligibility for aegrotat awards and to ensure that such claims, together with supporting evidence, are brought to the attention of the Faculty Assessment Board;
  - xv. To ensure for any given assessment, in any given module that composite grades for each student are generated from the component grades/marks in a consistent and transparent way.

\* References within the Regulations to External Examiners apply to both External Examiner Subject Board and External Examiner Faculty Board

**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)
- a reassessment / deferred assessment period in July or in late August/early September
- In addition there is an assessment period for summer term modules in July/August.

A period of assessment normally includes a formal examination period and a latest date for coursework deadlines to be set.

During the formal examination period, the assessment (eg, written examinations, recitals/performances, workshops etc) of each module, as specified in the Module/Programme handbook, is concluded.

Where assessment or reassessment is deferred, this will normally be to the next available assessment opportunity, either in July or in late August or in April/May.

**E1.2** Following each period of assessment, the University's Programme Progression Boards and Assessment Boards will meet to consider and agree student progression, the results of each module and confer the award of final qualifications. Table E1.5 shows the chronology of the assessment year.

**E1.3** Some programmes (including those with specific professional requirements) may not follow the normal calendar of assessment and qualifications may be awarded at times throughout the year.

**E1.4** Graduation ceremonies take place twice a year, in July and December, after Assessment Boards have met. In addition, some ceremonies may be held abroad.

**E1.5 Chronology of the assessment year**

ASSESSMENT BOARDS	JUNE/JULY (End of Spring Term)	SEPTEMBER (Summer Term)
Subject Assessment Boards	End of year module grades confirmed	Confirmation of grades for Summer Assessment period
Programme Progression Boards	Progression Stage for all non-finalists	Determine progression of students taking Summer assessment
Second Tier (Faculty) Assessment Boards	Final qualifications awarded to finalists	Final qualifications awarded, for finalists completing requirements through Summer Assessment period

**E2 Progression of undergraduate students**

**E2.1 Table of progression stages:**

Stage	NORMAL REQUIREMENT
Foundation Certificate	120 credit points at Level 3 or above
Certificate of Higher Education	120 credit points at FHEQ level 4 or above
Diploma of Higher Education	240 credit points at FHEQ level 4 or above including at least 90 at FHEQ level 5 or above

**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, by the end of the normal length of their programme of study, achieve 300 credits at the appropriate levels.
- d) A student may be permitted to proceed to the next stage with a requirement to change their modules or their target qualification.
- e) Modules which have been compensated (see E8) shall be treated as passes.

**E2.3** Where a student is not permitted to progress to the next stage of a programme the Programme Progression Board will require a student to either:

- i. Transfer to part-time study in order to make good their failure to complete sufficient credit, such as by repeating failed modules, subject to the provisions of E7;
- ii. If due to extenuating circumstances, to repeat the year of the programme by full-time/sandwich study;
- iii. Interrupt their studies until further assessment opportunities are available to gain sufficient credit;
- iv. Terminate their studies and withdraw from the University. A Programme Progression Board will normally require a student to withdraw from the University and terminate their studies if a student fails, after reassessment, more than one-third of the total credit requirements of their proposed final qualification.

### **E3 Qualifications and classification**

The regulations for classification below apply to programmes which are within the Learning Framework regulations.

#### **E3.1 Certificates and Diplomas**

These are not classified unless specified in programme specifications. If classification is permitted then Table A, using only graded credit, will be used for the basis of the award of merit and distinction.

#### **E3.2 Ordinary Degrees**

An Ordinary degree, which is without Honours, may be awarded where a student achieves 300 credits at FHEQ level 4 or above, including 150 credits at FHEQ level 5 or above and 60 credits at FHEQ level 6 and above. This is not classified.

#### **E3.3 Foundation Degrees**

The Foundation degree will be classified as a pass, merit and distinction, based on graded credit at FHEQ level 5 and above.

A minimum of 90 graded credits is required for classification.

- a) Requirements for Distinction  
50 percent of the graded credit at FHEQ level 5 or above must be at grade 4 or better, with no more than 25 percent of the total graded credit at FHEQ level 5 or above at grade 13 or worse.
- b) Requirements for Merit  
50 percent of the graded credit at FHEQ level 5 or above must be at grade 8 or better, with no more than 25 percent of the total graded credit at FHEQ level 5 or above at grade 13 or worse.

**E3.4 Honours Degrees**

**E3.4.1 Profile of Grades**

Classification will be derived from consideration of profile(s) giving the proportion of grades distributed into each class. Using **Table A**, the Assessment Board will consider profiles of **ALL** graded credits awarded at:

- i. FHEQ Level 5 and above
- ii. FHEQ Level 6 and above

**E3.4.2 Awarding Classifications**

- i. Where both profiles give the same level of Honours classification, that classification will be awarded.
- ii. Where the better profile is at FHEQ level 6 and above and that profile is clear, and no more than one class above the profile at FHEQ level 5 and above, that classification will be awarded.
- iii. Where the better profile is at FHEQ level 5 and above and that profile is clear, and the profile at FHEQ level 6 and above is on an adjacent lower borderline, the clear classification will be awarded.
- iv. Honours classification can only be awarded where there is a minimum of 120 graded credits.
- v. For the purposes of classification, compensated modules shall be treated as a grade of 16.

**E3.4.3 Exercising Discretion**

Subject to regulation D6.1, the Assessment Board will only exercise discretion on the class of Honours in cases not covered by E3.4.2 where:

- There is only one profile and this is borderline; or
- There are two profiles and both are borderline; or
- The two profiles do not fall into any combination specified under E3.4.2.

In doing so, the Board should bear in mind the following:

- a) FHEQ Level 6 work or work completed in the final stage of the programme
- b) The grade achieved for the final dissertation/ project module(s). Where there is no final dissertation/project module, the grade(s) achieved in core module(s), (as identified by the Board) at level 6.
- c) The need to consider any extenuating circumstances (see section D8).
- d) The need to be consistent in its policy in the interpretation of classification for all students in a cohort.

**Table A: Classification by distribution of grades**

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)				50%	
2.2/Pass or better (9-12)			50%		
3/Pass or better (13-16)	100%			25% MAX	25% MAX

**E3.4.4 Methods of Determining Classifications**

For a profile (either level FHEQ 5 and above, or FHEQ level 6 and above), 50 per cent or above of graded credit must lie in the class. In addition there must be no more than the maximum amount of credit at low grades indicated by the bold line in table A above.

Note that the achievement of an honours class for a single profile does not guarantee the award of that class. Both profiles are considered in determination of the overall classification, as described under E3.4.2 above.

A profile will be considered as borderline where the profile shows that the percentage of low grades below the bold line exceeds the permitted maximum.

**E3.4.5 Integrated Masters Degrees**

The classification of Integrated Masters Degrees will be derived from a single profile of grades at FHEQ level 6 and above based on E3.4 Table A.

**E3.5 Graduation**

- a) Unless a student specifically requests the postponement of their graduation and the Assessment Board judges it to be reasonable to allow this, a student shall receive the University qualification for which they are registered and qualify for by virtue of completing the requisite number of credit points at the end of the year during which that total is achieved.
- b) Should a student wish to return to the University within two years following the award of an exit qualification, this must have the written agreement of the relevant Faculty/School Assessment Board Chair.
- c) If a student's return is more than two years following the award of an exit qualification, they must apply as a new student via the relevant Admissions Office.

**E4 Grading scheme**

Grades awarded prior to September 2008, when the current grading scheme came into force, will be interpreted as in Table B, for continuing students, for the purpose of awarding classifications.

**E4.1** A student's performance in a module will be given an overall grade and/or code using:

- i. pass grades (1 to 16) on the 20-point grading scale; or
- ii. pass (grade Y) – this method of grading to be used particularly for Level 3 and FHEQ level 4 modules; or
- iii. the fail grades (17\*, 18\*, 19\*, 20\*, X)

\* **Please note:** Following failure of a module at the first attempt, one reassessment attempt is permitted at the next available opportunity.

**E4.2** For any given assessment, in any given module, Faculties should ensure that composite grades for each student are generated from the component grades/marks in a consistent and transparent way.

**E4.3** Where it is a requirement for components to be passed for an overall pass in the module and/or sections of components to be passed for an overall pass in the component, this must be stated in the written information about the module assessment provided to students and the programme handbook.

**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 outcomes not be met, unless permission has been granted under the Extenuating Circumstances Policy for an approved extension or an approved deferral of assessment to the next available opportunity (see D8).

The University does not operate a penalty tariff based on the lateness of submitted work.



**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, 18, 19 or 20. Reassessment will be taken at the next available opportunity unless that reassessment is deferred as a result of Extenuating Circumstances or the FAIL grade of 17 or 18 has been compensated (see E8). Re-assessment takes the form of a Resit of the failed assessment component. This Resit opportunity does not attract additional scheduled teaching or fees and for Levels 5, 6 and 7 the Resit grade is capped (see E6.6). Where compensation is not normally permitted by a Professional, Statutory or Regulatory Body, a Subject Assessment Board may exercise discretion to allow an exceptional second reassessment attempt.

- i. Modules with multiple opportunities to complete the assessment during the course of teaching do not have the right of resit at the next available assessment opportunity

**E6.2** Failure without good reason to undertake reassessment at the next available opportunity will result in failure with the award of a FAIL grade of 20 should the required learning outcomes not be met. No second reassessment is permitted.

**E6.3** Failure without good reason to undertake deferred assessment will result in the award of a FAIL grade of 20 should the required learning outcomes not be met. The student will be permitted to undertake reassessment in that module at the next available opportunity with the normal penalty.

**E6.4** Where it is not practical to resit a component of assessment the Assessment Board may specify an alternative form of assessment, provided that the alternative appears to be fair given the facilities available to the candidate.

**E6.5** The Assessment Board may impose any reasonable conditions on the student undertaking reassessment. Supervision for a student being reassessed in supervised work experience will be provided by the University but otherwise the student will not be entitled to tuition.

**E6.6** At Level 3 and FHEQ level 4, the overall module grade gained following reassessment is the better of the two module grades attained at first assessment and reassessment. No mark/grade capping will be applied following re-assessment.

At FHEQ level 5 and above, the best mark/ grade which may be gained for each reassessed component is a bare pass mark/grade. The re- assessed grade for the module is computed by combining these capped re-assessed component marks/grades, with original marks/grades gained for the non-re-assessed components. The final overall module grade gained is the better of the two module grades gained at first assessment and re-assessment.

At level 5 and above, following reassessment, where capping the reassessed component(s) results in an overall module fail grade, whereas with no capping, the overall module grade is a pass, a minimum pass grade (16) shall be awarded for the module.

**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 opportunity, i.e. before the re-assessment opportunity.

**E8.1.3 Compensation at FHEQ level 5 and above**

Failure at FAIL grade 17 or 18 in modules at FHEQ level 5 and above may be compensated at the discretion of the Programme progression Board or Faculty Assessment Board. It is subject to satisfactory overall performance, and is normally permitted for a maximum of 30 credits out of the 240 credits total at FHEQ levels 5 and 6. Compensation may be permitted in an additional 30 credits out of the 240 credits at FHEQ level 5 and level 6 where it is satisfied that the relevant learning outcomes have been met elsewhere.

**NOTES:**

- i. Compensation should not normally be granted by a Programme Progression Board for any module where opportunities for reassessment are available at levels 5 and 6, unless the student's progression would be delayed in undertaking such reassessment.
- ii. Any compensation should be granted in the context of a student's extenuating circumstances; without extenuating circumstances compensation should not normally exceed 30 credits beyond FHEQ level 4.
- iii. Compensation should not be agreed for project or dissertation modules.
- iv. Where compensation is granted for a compulsory or pre-requisite module, the student may continue with their proposed qualification unless prohibited from doing so by the requirements of a professional body.
- v. Compensation will not be granted in modules which have been deemed "non-compensatable" in the programme specification, due to their special contribution to the achievement of programme learning outcomes. However compensation should be considered where a student is unable to progress on a qualification, but who may, with compensation, be granted an alternative generic exit qualification (e.g. to be awarded the Certificate of Higher Education, Diploma of Higher Education or, subject to regulation C10.2, the BA/BSc Combined Studies). However, this should not be considered a "compensated pass" towards the original qualification.
- vi. For the exit qualifications of Cert HE, Dip HE and Ordinary degree, the maximum total credit that may be compensated is 30, 60 and 90 credits respectively.
- vii. Compensation is not normally permitted in programmes of less than 120 credits.
- viii. Compensation should be considered at each stage of a student's progression eg from Certificate to Diploma Stage and Diploma Stage to Degree Stage.
- ix. Work submitted by a student for a module with a compensated pass will not be accepted.

**E8.2** Compensated failure will count towards the total credit required for a qualification but will be indicated as such on a student's academic record by the addition of a 'C' (e.g. 17C).

**E8.3** A compensated failure will be treated as a PASS grade of 16 for the purposes of classification profiling.

**E9 Publication of results**

**E9.1** Formal notification of results will include grades or administrative codes for each module and any decision by an Assessment Board or Progression Board. This formal notification will be made via UniHub at the end of each assessment period.

**E9.2** A student shall not normally be permitted to query the absence of a grade, or the validity of grades, more than six months after the assessment has been completed.

**E9.3** Formal notification of qualification results will be published via UniHub. This will include those students considered for the award of a qualification but who have deferred or not completed. The pass list, signed by the Chair of the Assessment Board, must be sent to Academic Registry within 10 days of the date of the meeting of the Assessment Board.

## 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 institution at which they are enrolled.

- (b) A transcript or Diploma Supplement will list the student's programme and level of the qualification, the name of the institution responsible for delivering the programme, each module the student has taken stating the academic year in which the module was taken, the module credit rating and grade, and the language of instruction and assessment. Where appropriate, it will also state the qualification awarded and, where appropriate, the overall classification and subject.

**E10.2** A Statement of General Credit may be awarded by the University to anyone whose prior learning or experience has been awarded credit by the University.

**E10.3** A Certificate of Achievement may be awarded to a student who has successfully completed an assessed credit-bearing or non-credit bearing course which does not fulfil the requirements of a University qualification. The design and wording of such Certificates must be approved by the Academic Registry.

**E10.4** A Certificate of Recognition may be awarded for confirmation of attendance, participation or completion of approved activities.

**E10.5** Certificates will normally be sent within 2 months of the publication of results, and to the student's registered home address, unless it has been agreed for specific batches of certificates, usually for overseas franchised programmes, to be sent in bulk to a collaborative partner or regional office. The certificate will state the qualification and date it was awarded (which will normally be the date of the meeting of the Assessment Board), the name and location of the partner institution, where relevant, and, where appropriate, the classification and subject. Qualifications validated on behalf of other institutions will state the name and the location of the institution where the qualification was taken and be sent to the home institution for distribution. All qualifications are subject to the approval of the Academic Registrar on behalf of Academic Board.

## University regulations for **Postgraduate** Taught Programmes

**THE LEARNING FRAMEWORK****A1 Overview**

The University regulations defined herein are those in force for all students following a Middlesex University programme of study in the current academic year. Changes to University regulations are implemented at the start of an academic year, and normally become effective for all students of the University from that point onwards.

These University regulations shall normally apply for all programmes. Any deviation from these University regulations must be identified at, and approved by, Portfolio Development Committee. Where deviations are agreed, these must be identified and published within the Student Programme Handbook. Where there may be ambiguity in the interpretation of regulations where these are considered in conjunction with the Student Programme Handbook, these regulations have greater authority.

The academic work of the University is delivered by academic Schools, Departments and Institutes, organized into three Faculties. Each Faculty is in the overall charge of an Executive Dean. Each Faculty is responsible for the provision of learning, teaching and assessment in a number of programmes which lead to University qualifications and will ensure appropriate decision-making structures are in place, including delegation to sub-committees where appropriate. There are overseas campuses in Dubai (since January 2005), Mauritius (since January 2010) and Malta (since September 2013). The academic provision of the overseas campuses comes under the remit of the appropriate Executive Dean.

Where a University qualification is delivered by a University Service, the validation documentation and programme handbook will set out clearly the staff who will undertake various roles normally associated with a Faculty.

The academic provision of the University is based on credit accumulation. This means that students gain credits by passing modules in order to achieve the qualifications of the University (for example, 180 credits for a Masters degree). Students take a programme of study leading to a University qualification.

These regulations use some common terminology to describe the learning framework.

**A1.1 Qualification**

The academic title conferred upon a student who has successfully completed a valid programme of study, for example, MA Human Resource Management. Qualifications are awarded at various levels requiring different amounts and levels of credit, for example, Masters Degree: 180 credits at FHEQ level 6 or above (including at least 150 at FHEQ level 7 or above). A full table of qualifications is shown in Table A2.

**A1.2 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 September/October study over 24 learning weeks in the autumn and winter terms, followed by end of year exams where appropriate. Students starting in January study their first year over 24 learning weeks in the winter and spring terms followed by end of year exams where appropriate. January start students who successfully complete the first year, progress to year 2 in October and then follow the October start pattern.

Re-assessment and deferred assessment normally takes place either in July or in late August for September/October starters, and in late August for January starters.

**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 length. A 30 credit module is normally equivalent to 300 study hours. Within a programme, modules are designated as compulsory or optional.

**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.

**A1.5 Module codes and levels****Table A1 Credit Framework Levels**

Level	Description	FQ-EHEA
Level 3	Foundation Level	
FHEQ Level 4	Certificate Level (e.g. CertHE)	Short cycle (within or linked to the first cycle) qualifications
FHEQ Level 5	Intermediate Level (e.g. FdA/FdSc, DipHE)	
FHEQ Level 6	Honours Level (e.g. BA/BSc Hons, BA/BSc)	First cycle (end of cycle) qualifications
FHEQ Level 7	Masters Level (e.g. Postgrad. Certificates/Diplomas, Integrated Master's and MA/MSc)	Second cycle (end of cycle) qualifications
FHEQ Level 8	Doctoral Level (e.g. PhD/DPhil/DBA)	Third cycle (end of cycle) qualifications

Education Area - <http://www.qaa.ac.uk/en>

Each module is given a code by which it can be identified. The first three letters indicate the Subject within which the module is located;

**FHEQ Level 6, Honours eg CRM3315 Violent Crime**

Honours level modules are numbered between 3000 and 3999

**FHEQ Level 7: Masters eg HRM4370 Globalisation and Work**

Masters level modules are numbered between 4000 and 4999

**FHEQ Level 8: Doctoral eg DPS5200 Project**

Doctoral level research modules are numbered between 5000 and 5999

**A1.6 Credit**

Each module carries a credit rating, with most modules rated at 30 credits. Some modules are rated at 15, 20, 40 or 60 credits. Some modules are available only as part of continuous professional development (CPD) provision, and have appropriate credit weighting. Exceptionally, zero credit modules are available, but only as a specifically approved additional requirement of a programme of study.

**A1.7 Credit transfer**

Credit for prior learning (certificated or uncertificated) which can be counted, within certain rules, towards a qualification.

**A1.8 General credit**

The number of credits awarded to a student following an evaluation of both certificated and uncertificated (including work based) prior learning which does not count towards a University qualification.

**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



**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 credit during the academic year (24 learning weeks), followed by a 60 credit dissertation.

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 statement covering the modules successfully completed.

**A5 Programme of study**

A valid combination of modules normally taken over several years to obtain a qualification. Qualifications will specify the credit requirement at each level (see table A2). Programmes will specify particular compulsory modules which have to be passed and optional modules which may be taken.

**A6 Progression**

A student's progression upon a programme will be reviewed at the end of each year (see section E2) resulting in a decision of academic standing.

**A7 Collaborative Partnerships and University Regulations****A7.1 Franchised programmes**

The University regulations shall apply for all franchised programmes run with collaborative partners.

**A7.2 Joint programmes**

The University regulations shall normally apply for all joint programmes run with collaborative partners. Any deviation from University regulations must be identified at, and approved by, Portfolio Development Committee.

**A7.3 Validated programmes**

The University Regulations shall normally apply to all validated programmes delivered by collaborative partners. Where programmes do not adopt Middlesex regulations in full, they must be submitted to Academic Registry for consideration and approval prior to validation.

**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 [www.mdx.ac.uk](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**

Applies to UG only

**B3 General entrance requirements for postgraduate study**

**B3.1** A UK Honours degree classified at 2:2 or above will satisfy the general entrance requirement for admission to a programme of study leading to a Masters qualification, including Master of Arts, Master of Business Administration, Master of Education Master of Fine Arts or Master of Science, or to a programme of study leading to postgraduate diploma or postgraduate certificate. Where a higher classification is required this will be published for the specific programme of study.

**B3.2** Overseas qualifications equivalent to a UK Honours degree classified at a lower second class or above 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 postgraduate programmes of study.

**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 either through the awarding organisations Assessment Boards or through the University approval process.

**B5 English language**

**B5.1** An applicant whose first language is not English or who has not been educated wholly or mainly in the medium of English will be expected to reach, before commencing a programme of study, a suitable minimum level of competence in the English language. It is essential that a student is able to understand and to communicate in both written and spoken English at a sufficient standard to follow the chosen programme of study.

**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. Applicants should normally raise the matter within 10 working days of the action causing concern and in any case within 2 months or by the start date of the programme or course applied for, whichever is sooner. In the first instance, the matter should be raised in writing or by e-mail with the appropriate Admissions Manager who will respond in writing within 20 working days.

#### **b) Formal Stage**

If the complaint is not resolved to the satisfaction of the applicant through this informal means, the complainant should then write formally to:

Head of Admissions  
Middlesex University  
The Burroughs  
Hendon  
London NW4 4BT

The letter should enclose copies of all previous correspondence; explain why the applicant remains dissatisfied and what they hoped the outcome would be.

The Head of Admissions shall investigate the complaint fully with relevant staff and/or a third party if it is deemed necessary, and reply in writing within 30 working days.

The decision of the Head of Admissions shall be considered final.

## **B7 Fraudulent information used to gain admission**

**B7.1** The discovery of any form of fraudulent information used to gain entry to the University will normally result in the immediate withdrawal of any offer of a place. Fraudulent information in this

context includes the use of fraudulent documentation, or any untrue or misleading statement or one which omits pertinent facts (e.g. an unspent criminal conviction) on an application or enrolment form or made at interview or made over the telephone in the Clearing process.

**B7.2** Where the applicant has already enrolled as a student of the University, the Academic Registrar may declare the enrolment void, in which case the student shall be withdrawn from the University. There will be no refund of fees. Any credit already passed, or qualification granted, may or may not be retained by the former student, in accordance with the seriousness of the deception and the view of any Professional Body involved.

**B7.3** The applicant may invoke the admission complaints procedures (section B6 above) or if enrolled, the student complaints and grievance procedures, within 10 days of the date of notification, if new evidence can be brought to show that the decision of the University was unfounded.

**REGULATIONS FOR POSTGRADUATE 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 must attend those teaching sessions (ie lectures, seminars, tutorials, workshops etc.) 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** Students must make themselves available at all times to attend all formal assessments of the programme of study at the times given, including viva voce examinations. Failure to do so without good reason will result in a grade of 20 in that module (Fail with no opportunity for compensation) should the required learning outcomes not satisfactorily be met.

**C2.6** Where a student fails to attend all sessions required for the modules within a programme for which they are enrolled for a consecutive period of 4 weeks or longer, without good reason (as in C2.4), the University may deem the student to be withdrawn from study on that programme, and cease to be an enrolled student of the University. The University may attempt to contact the student at any point following non-attendance at required teaching sessions or assessments to discuss the reasons for non-attendance and any support the student may require. Continued non-attendance as defined in the Attendance Policy may result in the student being withdrawn from the programme, and which could also lead to withdrawal of sponsorship for Tier 4 sponsored students.

**C3 Transfer between programmes of study**

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

**C4 Interruption of Study**

A student who wishes to interrupt the programme of study before completion must give notice in writing to UniHelpDesk/UniHub. Students who interrupt their studies should be aware that their

current academic programme cannot be guaranteed to resume following re-admission as if no interruption had occurred and that it is their responsibility to make themselves familiar with any changes in assessment policy or practice in the programme of study syllabus that may have taken place during their absence. Where the length of interruption of study is extensive (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 the programme of study shall give notice in writing to the UniHelp desk/UniHub. The student may request any qualification for which they are eligible.

**C5.2** Should a student wish to return to the University within two years of their permanent withdrawal or transfer, they must have written confirmation from the relevant Programme Leader that they have been permitted to return.

**C5.3** If a student's return is more than two years after their permanent withdrawal or transfer, they must apply to re-start the programme as a new applicant via the relevant Admissions Office.

## **C6 Oral examination (Viva voce)**

The Assessment Board may require any candidate to be orally examined (viva voce) in addition to taking those assessments prescribed in the programme specifications. See the Academic Registry Guidance note (ASS60).

## **C7 Ill health and other extenuating circumstances which may adversely affect performance**

A candidate whose assessment performance has been or is likely to be impaired because of ill health or other extenuating circumstances must inform the Assessment Officer, before the specified deadline and provide, where appropriate, a medical certificate or other supporting evidence.

## **C8 Written coursework, dissertations, projects submitted for assessment**

### **C8.1 References to the work of others**

A candidate must indicate by means of explicit references the citation of the work of others or other work by the candidate which is not part of their submission for the qualification. (See section F, Academic Integrity and Misconduct).

### **C8.2 Joint authorship of assessed work**

When two or more candidates conduct an approved joint or group piece of assessed work, they may be required to satisfy the assessors that the individual's share of the work is sufficient to justify the grade. In such cases the work must normally contain an introductory note stating the candidates' own claims to their contributions. A copy of such a note must be countersigned by all the co-workers.

### **C8.3 Submission of coursework**

- a) As directed within the module handbook, all coursework must be either submitted electronically by a specified deadline, or submitted in printed or other form to a nominated submission point, normally on the campus where the module was taken, and be receipted. Submission must be not later than 6pm at the Hendon campus, and 4pm local time at other University Campuses. In exceptional circumstances, coursework may be submitted by 'recorded delivery' post to the nominated submission point on campus, and the Post Office receipt retained. The submission date will be taken as the date of posting as shown by the recorded delivery receipt.
- b) The deadline date for each component of assessment must be laid down in writing by the Module Leader at the commencement of the module.
- c) Coursework must not normally be submitted direct to a tutor.
- d) The University reserves the right to submit any item of assessed work through specialist software for the detection of academic misconduct.
- e) Failure to submit assessment by the published deadline will result in consequences as specified in E6. The University does not operate a penalty tariff based on the lateness of submitted work.
- f) Where electronic submission of coursework on the day of the deadline is not possible, due to

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) The dissertation shall conform to the following requirements:
- i be typed on A4 size paper;
  - ii be hard or soft bound;
  - iii all pages should be numbered;
  - iv the title page shall bear the title, approved in accordance with the module narrative, the candidate's name, the degree for which they are a candidate and the year in which the dissertation is presented;
  - v the degree, year and candidate's name shall appear on the spine;
  - vi a summary of the work, not exceeding three hundred words in length must be bound in each copy immediately after the title page;
  - vii wherever possible, subsidiary papers and other material should be bound in but a candidate is at liberty to submit such material separately for consideration by the examiners.
- f) Except where, owing to the nature of the subject, the module narrative explicitly indicates alternative modes, or language, of presentation, the dissertation shall be written in English. The summary must always be written in English.
- g) One printed copy of the dissertation must be submitted to the UniHelp desk plus an electronic copy submitted via myLearning. Exceptionally two printed copies must be submitted, where the programme specification require this. A candidate is advised to keep an additional copy for personal use, as the copies submitted will not be returned.
- h) No alterations or additions may be made to a dissertation after it has been submitted except with the agreement of the Assessment Board.
- i) A selection of copies of dissertations for the degree of Master may be placed in the University library, after formal assessment, and are available for anyone to consult. It is a condition of acceptance of a dissertation that the University Librarian is empowered to reproduce the dissertation by photocopy or otherwise and to lend copies to those institutions or persons who, in the Librarian's opinion, require them for academic purposes.

If the dissertation contains matter of a confidential nature the author may instruct the Librarian to restrict access to a dissertation without the further permission of the author, their supervisor or sponsoring body, as the author deems appropriate, for a period not exceeding five years. Application must be made in writing to the Academic Registrar for any extension to this period.

## **C9 Ownership and return of students' assessed work**

### **C9.1 Regulations**

- a) A student shall hold the intellectual property inherent in their own work produced for any form of assessment except in those conditions set out in the Middlesex University Policy Statement "Intellectual Property Rights: Students".
- b) The material produced by students for formal assessment (projects, scripts, essays, artworks,

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 a student explicitly requests this.

### **C9.2 Procedures**

- a) The University will retain assessed work pending possible appeals for not more than six months.
- b) Faculties will return only the work identified above in C9.1 (c), direct to the student.
- c) The University will retain any assessed work that has not been returned to the student not more than six months after the Assessment Board has taken place, except in cases of partial completion of the assessment in a module due to failure or deferral, whereby items should be held until six months after the remainder of the assessment has been completed.

## **C10 Titling of qualifications**

The postgraduate qualifications of the University are set out in section J of the regulations. The individual titles of qualifications are determined by the nature of the studies undertaken.

The following principles will apply to the titling of qualifications:

- the specific title of an award is normally solely an expression of the content of the programme curriculum and reflects the subject matter of the award.
- specific titles that reflect the subject focus of programmes of study in two disciplines (e.g. a joint Honours award) should consider nomenclatures based on:
  - 'A and B', where there is an approximately equal balance between two components;
  - 'A with B' for a major/minor combination where the minor subject accounts for at least a quarter of the programme.
- qualification titles should not normally reflect more than three subject components.

Items in brackets in the title will indicate:

- specific subject pathways,
- negotiated titles (where allowed by the programme regulations),
- or Professional Statutory or Regulatory Bodies (PSRBs) reserved titles

The title will not include items that are external to the programme and its curriculum, for example: whether the award is recognised by PSRBs- primarily because this is a construct external to the award itself; abbreviations of the whole title; or the location of the teaching. However, all of the above can be included in the diploma supplement.

### **C10.1 Entry and exit qualifications**

#### *Entry Qualification*

This is a named qualification (e.g. MA Theatre Arts) that is open to applicants to the University or one of its partners.

#### *Named Exit Qualification*

This is a named qualification (e.g. PG Cert Theatre Arts) 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. Postgraduate Certificate) 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 or similar work-based activity**

**C11.1** Programme specifications may identify modules where an approved placement is an accredited part of the programme. 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.



**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 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) To receive all module grades determined by Subject Assessment Boards for those students on programmes aligned to this board who are not being considered for an exit qualification, and to decide on the academic standing of those students.
- 2) To make recommendations to the Academic Registrar on changes to the regulations and procedures governing the academic standing of students.

**Meetings**

The Programme Progression Boards will convene at the end of each year, and at other times as necessary.

**B: ASSESSMENT BOARDS**

The University has two types of assessment boards, based on two tiers:

**1 FIRST TIER ASSESSMENT BOARDS**  
SUBJECT ASSESSMENT BOARDS**Membership**

Chair - A member of the Faculty with sufficient knowledge and independence who is not the Director of Programmes responsible for that subject;

External Examiner Subject Board - All external examiners with responsibility for modules which comprise the Subject;

Internal examiners - All module leaders designated responsible for modules which comprise the Subject and Director of Programmes or nominee;

Overseas Campuses and Franchised Programmes - One or more representatives from academic staff delivering modules at overseas campuses. This 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 - to be determined by Chair.

**Terms of reference**

- 1) To recommend to the Deputy Dean, within the approved University regulations, the form and nature of assessment and reassessment for all modules which comprise the Subject.
- 2) To determine the grade awarded to each student in respect of all modules which comprise the Subject.

**2 SECOND TIER ASSESSMENT BOARDS**

FACULTY ASSESSMENT BOARDS (note – may be named 'School' Assessment Boards)

Each taught programme of study leading to a qualification of the University is the responsibility of a Faculty Assessment Board having delegated powers from the Academic Board to award qualifications.

**Membership**

Chair - Deputy Dean, or nominee;

External Examiner Faculty/School Boards - Normally two, nominated by the Dean of Faculty/School and appointed by the University;

Internal examiners - Directors of Programmes, Programme leaders;  
Overseas Campuses and Franchised Programmes - One or more representatives from academic staff responsible for programmes at overseas campuses, where appropriate. This 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 - to be determined by the Chair.

**Terms of reference**

- 1) To award, qualifications in respect of programmes aligned to the Faculty Assessment Board on behalf of Academic Board.
- 2) To consider the implementation of University assessment policy and related matters of principle at Faculty (or department or other academic unit) level and to make any recommendations arising to Academic Board through the Assurance Board.

**C: ASSESSMENT BOARDS AT COLLABORATIVE INSTITUTIONS****1. Progression**

The Centre for Academic Partnerships will be informed by the Partner Institution of the progression decisions each year. The Progression Boards will normally be chaired by the Partner Institution.

**2. Finalists**

- (a) The composition of the Programme Assessment Board is as set out in the Programme Handbook (as agreed at Validation).
- (b) The Chair of the finalist Assessment Board shall be the appropriate Deputy Dean, (or nominee). The approved nominee may include the University Link Tutor, senior staff of the University, or, after three years of operation, senior staff of the Institution.
- (c) The Conferment List confirmed by the institution's Assessment Board must be signed by the Chair of the Programme Assessment Board and by the External Examiner appointed to the Programme (wherever possible at the Board or within 7 days).
- (d) The Middlesex University Link Tutor is responsible for passing the decisions of the Programme Assessment Board (in the form of a Pass/Conferment List) direct to The Centre for Academic Partnerships for the issuing of certificates. Certificates will be issued within 2 months from receipt of accurate and complete conferment lists. The Link Tutor should keep a copy in case of subsequent queries. All Conferment Lists should be completed clearly and in accordance with the published Conferment of Finalists Guidelines (available from the Centre for Academic Partnerships).
- (e) Students who are subject to the regulations of the institution, must abide by the University regulations on Academic Misconduct and on Student Appeals, unless the institution's own regulations have been approved by the Academic Registrar.

**D: EXCHANGE GRADES PANEL****Membership**

Chair - Erasmus and Exchange Institutional Coordinator.  
Assistant Academic Registrar (Assessment) or nominee.  
Faculty Exchange Coordinators.  
Secretary  
External Examiner

**Terms of reference**

- a) To receive all module grades determined by Exchange Partner Universities for those students taking part in approved student exchanges.
- b) To agree and convert received grades from local grades to Middlesex University grades, using agreed conversion scales for European, Australian and USA partners, and to award ungraded credit where appropriate, and where no agreed conversion scale exists.
- c) To make recommendations to the Director of Learning, Teaching and Student Experience on issues arising from assessments undertaken at partner universities and to suggest any changes to regulations and procedures governing the assessment of students while on exchange visits to an approved partner.

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

**D2.1** Assessment Boards and Programme Progression Boards derive their authority from Academic Board and are responsible for the assessment of students.

**D2.2** For each candidate the grades for each examination paper or other form of assessment shall be considered and determined by a Subject Assessment Board which will not have the authority to compensate failures.

**D2.3** Second Tier Assessment Boards have the power to decide to whom the qualification in question should be awarded and with what class, if any.

**D2.4** Voting - At a meeting of an Assessment Board every effort shall be made to reach a decision by consensus, taking into account the views of External Examiner Subject Board and External Examiner Faculty/School Board. If it proves necessary to vote on any matter it shall be determined by a simple majority; each member present shall have one vote and in the case of equality the Chair shall have an additional casting vote.

**D2.5** No recommendation for the conferment of a qualification at any level, (other than generic exit qualifications), may be awarded without the written consent of the approved External Examiner(s). On any matter which the External Examiner(s) have declared a matter of principle, the decision of the External Examiner(s) shall either be accepted as final by the Assessment Board or shall be referred to the Academic Board. Any unresolved disagreement between External Examiners shall be referred to the Academic Board.

**D2.6** All second tier Assessment Boards have the authority to: compensate failure at grade 17 or 18 in modules in accordance with the limits in regulation E9, subject to satisfactory overall performance.

**D2.7** All Programme Progression Boards have the authority to:

- compensate failure at grade 17 or 18 in modules in accordance with the limits in regulation E9.
- require a student to transfer to a different programme of study, and/or permit a student to attempt additional credits as a condition of progression.

**D3 Quoracy**

**D3.1** All members of the Board are required to give attendance at meetings of that Board priority over all other commitments. If for some exceptional reason a member of the Board is unable to attend a meeting, the Chair shall normally appoint a substitute.

**D3.2** A meeting of the Board, which may be held virtually or asynchronously, at which decisions to ratify grades and/or award qualifications are made, shall not normally be quorate unless every external examiner or their properly appointed substitute is present. In exceptional circumstances this requirement may be waived, but only if an absent external examiner has:

- provided all the information, reports and other written matter normally expected to be available at the meeting, and
- given an explanation for absence which the Chair has accepted as being unavoidable.

The quorum for University Assessment Boards and Programme Progression Boards, for taught programmes at every level should be one third of the membership or four persons whichever is the larger. Attendance by substitutes who have not been involved in the relevant assessment process is not permitted in order to achieve quoracy. The Chair of the Board may declare a meeting of that Board inquorate should the Chair decide that the attendance is such as to jeopardise the soundness of the Board's decisions.

**D3.3** All members of Assessment Boards and Programme Progression Boards at Middlesex University should make known to the Boards to which they belong any personal relationships, or other potential conflicts of interest they have with any candidates whom the Board is assessing, other than those arising from their roles as tutors or administrators. Boards in receipt of this information should formally consider the question whether the member with the personal interest should absent themselves from all or part of the proceedings of the Board and the person concerned should abide by any decision on this matter taken by a properly constituted Assessment Board.

**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 later than three years after the date of the Assessment Board.

**D6 General discretion**

**D6.1** An Assessment Board may exceptionally exercise discretion in a student's favour, where it appears to the Board that strict interpretation of a particular assessment regulation would cause serious injustice to the student. In such cases the Assessment Board must also consult with the Academic Registrar or nominee before exercising such discretion.

**D6.2** Whenever the Board uses this discretionary power to modify the interpretation of an assessment regulation an appropriate entry must be made in the Board's minutes.

**D7 Interpretation of assessment regulations for programmes of study****D7.1 Formal interpretation**

- a) Formal interpretation of assessment regulations may only be made by the Academic Registrar or nominee. Such formal interpretation shall be submitted to Academic Board for approval. The findings of Academic Board are binding.
- b) Such formal interpretation by the Academic Registrar shall not be concerned with academic judgement, and shall be without prejudice to the authority of an Assessment Board, external examiners or any external awarding body.

**D7.2 Academic judgement**

Where academic judgement is concerned, interpretation of Academic Board policy or regulations shall only be made by the Assessment Board acting collectively or, in exceptional cases where the Board delegates its authority, by the Chair of the Board.

**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 Boards in determining classification of degrees and the progression of students.

**D8.2 General principles**

- a) All students should have a fair opportunity to show they can meet the standards, and to be assessed on equal terms.
- b) All work submitted by students for assessment shall be graded on its merits without consideration of any extenuating circumstances known to the marker. Extenuating circumstances will not be used by Subject Assessment Boards to alter the grades of students
- c) Students must submit extenuating circumstances with documentary evidence, by the specified deadline as per the published guidance. Extenuating circumstances submitted after the deadline specified should normally be considered only if the student was unable or, for valid reasons, unwilling, to disclose them before the deadline and submits documentary evidence to support this
- d) Extenuating circumstances will be considered by Panels (or their delegated nominees) convened on behalf of Programme Progression Boards and Faculty/School Assessment Boards, who may make a decision based on the published guidance.
- e) The outcomes of the extenuating circumstances panel, which may include an agreed extension to a coursework deadline or deferral of assessment to the next opportunity, will be provided to Programme Progression Boards and Faculty/School Assessment Boards, to support their decision making:
  - i in considering whether a student may progress to the next stage of the programme
  - ii in determining the classification for a qualification where the student is borderline or there are conflicting classifications in the profiles of grades
  - iii consideration for an aegrotat award.
- f) Normally extenuating circumstances shall not be taken into account where the circumstances have already been allowed for (for example, by special assessment arrangements, see Regulation H7 (e)). Special assessment arrangements should be agreed at enrolment in cases of known disability and in any case agreed with the student before an examination period begins.

**D8.3 Procedures**

- a) The Extenuating Circumstances Policy sets out further guidance on the principles and procedures for consideration of extenuating circumstances. The Policy includes the processes for submission and consideration of extenuating circumstances, including who assesses the evidence provided in support of extenuating circumstances, and which decisions may be delegated to Assessment Officers on behalf of the Extenuating Circumstances Panels. The Policy also includes the permitted outcomes of extenuating circumstances applications which may include an agreed extension to a coursework deadline or deferral of assessment to the next opportunity.
- b) Only extenuating circumstances submitted directly by the student to the Assessment Officer will be recorded and considered by the Assessment Officer and Extenuating Circumstances Panel. All information relating to the nature of extenuating circumstances will be kept confidential.

**D9 Appointment of External Examiner Subject Board and External Examiner Faculty 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 External Examiner Faculty Board are set out in Section 4 of the University's Learning Quality Enhancement Handbook available via the University's internet and intranet.

## **D10 Rights and responsibilities of External Examiner Subject Board**

External Examiner Subject Board are appointed to Subject Assessment Boards. The rights and responsibilities of External Examiner Subject Board are as follows:

### **D10.1 Responsibilities**

- a) To attend any meeting of an Assessment Board of which they are a member
- b) To comment, when consulted, on the content and form of all assessments.
- c) To scrutinise a representative sample of work placed by the internal examiners in each classification (where applicable), drawn, normally, from all campuses on which the module is delivered.
- d) To advise on the appropriateness and effectiveness of the internal assessment processes, the appropriateness and effectiveness of the relevant assessment regulations and procedures in respect of module assessments, the desirability of any recalibration or (exceptionally) remarking of assessed work, and the appropriateness of the standards against which the assessment process has taken place.
- e) To adjudicate in cases referred to them because of disagreement between internal examiners
- f) 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.
- g) To submit annual reports as required by Section 4 of the University's Learning and Teaching Enhancement Handbook relating to External Examiner Subject Board, and in the form prescribed by the University.
- h) To inform the Director of Academic Quality separately from the normal annual report of any matter which in their view militates against the maintenance of appropriate academic standards and quality.

### **D10.2 Rights**

- a) To make recommendations for amendments to draft examination papers, or set additional examination questions in consultation with the appropriate internal examiner(s).
- b) To see any assessment material relating to the modules concerned; particularly, but not exclusively, to see any scripts, coursework, project reports, design, artefact or similar material relating to the assessment with which they are specifically associated, and, where appropriate, industrial training, school experience or similar reports. To meet the students being assessed only where appropriate.
- c) Where assessment by coursework or continuous assessment forms part of the approved examination arrangements, to choose their own sample of scripts for assessment at final or key intermediate stages.
- d) To approve a student's choice of project, individual study or dissertation included in the final stage of study.
- e) To require and be involved in the oral (viva voce) examination of any student, including specially arranged oral examinations where these are not required by the regulations as part of the standard assessment procedures.
- f) To be fully involved in decisions:
  - a. reached by the assessment board following a request for review by a student, where it has been agreed to settle the request informally
  - b. made by the assessment board following the upholding of requests for review via the appeals process (see section G)
  - c. reached by the assessment board following the recommendation of the Secretary to the Academic Board.



**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 prescribed by the University.
- e) To inform the Director of Academic Quality separately from the normal annual report of any matter which in their view militates against the maintenance of appropriate academic standards and quality.

**D11.2 Rights**

To be fully involved in decisions reached by the assessment board following a request for review by a student, where it has been agreed to settle the request informally, and decisions made by the assessment board following the upholding of requests for review by an appeal panel.

**D12 Procedures for when External Examiner Subject Board or External Examiner Faculty Boards refuse to consent to the decisions of an Assessment Board**

Where an External Examiner Subject Board or External Examiner Faculty Board refuses to sign the confirmation form to agree the grades or the award of qualifications of the Board, the Chair of the Assessment Board must report every case, including a full explanation of the circumstances, as soon as practicable to the Academic Registrar and the Director of Academic Quality. Such reports will be placed before the next meeting of the Assurance Committee of the University. The Chairs of Assessment Boards must, at the same time as they make any such report, complete a form specified for the purpose indicating the reason why the External Examiner Subject Board/ External Examiner Faculty Board declined to sign the confirmation form, and naming the student or students whose disputed assessment outcome resulted in such refusal. The outcomes of students not named in a report must not be prejudiced or delayed.

**D13 Responsibilities of internal examiners**

- a) To attend all meetings of the Assessment Board or Programme Progression Boards of which they are a member and to give attendance at such meetings priority over all other commitments. If for some exceptional reason an internal examiner is unable to attend a meeting, they shall normally propose a substitute for appointment by the Chair of the Board
- b) To submit assessment material, including scripts, coursework or project reports to the External Examiner Subject Board as required.
- c) To ensure that the mark sheet for the module(s) of assessed work for which they are responsible, as moderated (where applicable) by the external examiner and, where appropriate, the assessed work itself, is available to the Subject Assessment Board by an agreed date.
- d) To hold themselves readily available for consultation during the first thirty minutes of the examination(s) for which they are responsible, or to arrange for a substitute to do so.

**D14 Assessment responsibilities**

It is the responsibility of Faculties (through the Assessment Officer, Deputy Dean, Heads of Department/School, Directors of Programmes, Module Leaders, and other staff):

- a) To ensure that internal examiners are aware of the implications of assessment regulations for the modules of assessed work for which they are immediately responsible, and that these regulations are fairly applied;
- b) To ensure that adequate notice of the details of assessment arrangements is given to each student;

- c) To advise students who find themselves in difficulties about their rights or obligations under the assessment regulations, and to inform students, when necessary, about the range of options open to the Board in a particular case where the regulations allow discretion to the Board;
- d) To investigate any cases of alleged injustice in the assessment of students, and to ensure that such cases are dealt with fairly by internal examiners (excluding matters of academic judgement);
- e) To ensure that students notifying adverse academic personal or medical circumstances are not unfairly disadvantaged and that the Faculty Assessment Board and Programme Progression Boards are fully informed of any known circumstances which might affect the Board's decisions on assessment;
- f) To ensure that any special arrangements for the assessment of students with disabilities are provided as agreed;
- g) To decide, subject to confirmation by the Assessment Board, what calculators or other aids may be brought into the examination room;
- h) To ensure that a report is made to the Assessment Board of any incident of academic misconduct;
- i) To ensure that deadlines for the submission of projects, essays and other written work are fairly applied;
- j) To keep receipts of assessed work submitted and to make these available to the Assessment Board as required;
- k) To ensure that papers set for students being reassessed are appropriate for the programme of study as taught to them and that they have access to appropriate facilities to prepare themselves for the paper set for them;
- l) To arrange oral (viva voce) examinations as required by the Assessment Board;
- m) To ensure that students are given adequate advice and guidance on the full range of choices available to them under the assessment regulations;
- n) To be responsible for the investigation of claims of eligibility for aegrotat awards and to ensure that such claims, together with supporting evidence, are brought to the attention of the Faculty Assessment Board;
- o) To ensure for any given assessment, in any given module that composite grades for each student are generated from the component grades/marks in a consistent and transparent way.

\* References within the Regulations to External Examiners apply to both External Examiner Subject Board and External Examiner Faculty Board

**ASSESSMENT AND PROGRESSION REGULATIONS FOR POSTGRADUATE 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)
- a reassessment / deferred assessment period in July or in late August/early September
- In addition there is an assessment period for summer term modules in August.

A period of assessment normally includes a formal examination period and a latest date for coursework deadlines to be set.

During the formal examination period, the assessment (eg, written examinations, recitals/performances, workshops etc) of each module, as specified in the Module/Programme handbook, is concluded.

Where assessment or reassessment is deferred, this will normally be to the next available assessment opportunity, either in July or in late August or in April/May.

**E1.2** Following each period of assessment, the University's Programme Progression Boards and Assessment Boards will meet to consider and agree student progression, the results of each module and confer the award of final qualifications. Table E1.5 shows the chronology of the assessment year.

**E1.3** Some programmes (including those with specific professional requirements) may not follow the normal calendar of assessment and qualifications may be awarded at times throughout the year.

**E1.4** Graduation ceremonies take place twice a year, in July and December, after Assessment Boards have met. In addition, some ceremonies may be held abroad.

**E1.5 Chronology of the assessment year**

ASSESSMENT BOARDS	JUNE/JULY (End of Spring Term)	SEPTEMBER (Summer Term)	NOVEMBER/DECEMBER
Subject Assessment Boards	End of year module grades confirmed	Confirmation of grades for August Assessment period	Postgraduate dissertation grades confirmed
Programme Progression Boards	Progression Stage for all non-finalists	Determine Progression of students taking August/ September assessment	None
Second Tier Assessment Boards	Final qualifications awarded to finalists	Final qualifications awarded, for finalists completing requirements through August assessment period	Final qualifications awarded to postgraduate finalists

**E2 Progression of postgraduate students**

**E2.1** 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 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 and P codes and 20 grades or where there is substantial doubt about the student's ability to complete the qualification.
- c) When a student fails, after reassessment, a required element of the qualification, the student's profile will be considered by the appropriate Second Tier Assessment Board.
- d) A student may be permitted to proceed to the next stage with a requirement to change modules or target qualification (where programme specifications allow).
- e) Modules which have been compensated (see E9) shall be treated as passes.

**E3 Progression stages of postgraduate students**

**E3.1** Programme specifications may state progression stages and requirements, if any, for postgraduate programmes.

**E3.2** A Masters student may be permitted to progress to undertake a dissertation where outstanding credit is required to be completed due to deferral of assessment or pending a reassessment opportunity. Such progression is at the student's own risk. Conferment of the final qualification requires successful completion of both the outstanding assessment and the dissertation.

**E3.3** Following failure in a Masters programme, a student may only transfer to another Masters programme with the permission of the Faculty concerned.

**E4 Qualifications and classification**

The regulations for classification below apply to programmes which are within the Learning Framework regulations.

**E4.1 Postgraduate Certificate/Diploma**

These qualifications will not be classified unless exceptionally approved by the University and specified in individual programme specifications.

**E4.2 Masters degrees**

(See table A: Classification by distribution of grades)

Masters degrees are classified as Pass, Merit and Distinction based on the profile of grades at FHEQ level 7 (or above), and the grade of the dissertation. A minimum of 60 graded credits from a dissertation/independent project is required for classification. Very exceptionally, the requirement for a 60 credit dissertation may be waived, with the approval of the Assurance Committee.

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.

**(a) Requirements for Distinction**

The dissertation must be at grade 4 or better, and 50 per cent or more of the remaining graded credit at FHEQ level 7 (or above) must be at grade 4 or better.

Where the dissertation/independent project is at grade 4 or better, but more than 50 per cent of the remaining credit at FHEQ level 7 (or above) is grade 5 or worse, the student will be awarded a Merit unless the Assessment Board considers that a Distinction is appropriate due to extenuating circumstances. In exercising discretion the Board should bear in mind the need to be consistent in its policy in the interpretation of classification for all students in a cohort.

**(b) Requirements for Merit**

The dissertation must be at grade 5 to 8, and 50 per cent or more of the remaining graded credit at FHEQ level 7 (or above) must be at grade 8 or better.

Where the dissertation/independent project is in the range of grades 5 to 8 inclusive but more than 50 per cent of the remaining credit at FHEQ level 7 or above is grade 9 or worse, the student will be awarded a Pass unless the Assessment Board considers that a Merit is appropriate due to extenuating circumstances. In exercising discretion the Board should bear in mind the need to be consistent in its policy in the interpretation of classification for all students in a cohort

**PLEASE NOTE:**

- Where a student has 60 or less graded credits (excluding the 60 credit dissertation), the classification of the degree will be based on the dissertation alone.
- Exceptional alternatives to the 60-credit dissertation must be agreed at validation and defined in the Programme specification.

The minimum grade requirements based on four 30 credit taught modules are:

**Distinction:** Dissertation grade 4; Remaining credit 4, 4, 16, 16

**Merit:** (Borderline Distinction): Dissertation grade 4; Remaining credit 16, 16, 16, 16

**Merit:** Dissertation grade 8; Remaining credit 8, 8, 16, 16

**Pass:** (Borderline Merit); Dissertation grade 8; Remaining credit 16, 16, 16, 16

**E4.4 Graduation**

- Unless a student specifically requests the postponement of their graduation and the Assessment Board judges it to be reasonable to allow this, a student shall receive the University qualification for which they are registered and qualify for by virtue of completing the requisite number of credit points at the end of the year during which that total is achieved.
- Should a student wish to return to the University within two years following the award of an exit qualification, this must have the written agreement of the relevant Faculty/School Assessment Board Chair.
- If a student's return is more than two years following the award of an exit qualification, they must apply via the relevant Admissions Office.

**Table A: Classification by distribution of grades**

For the award of Distinction or Merit, the dissertation must be in the class. Remaining graded credit must be distributed as in the table below:

Distribution of grades	Class of qualification	Pass	Merit	Distinction
	Distinction (1-4)			50%
	Merit or better (5-8)		50%	
	Pass or better (9-16)	100%		

Where the percentage of graded credit falls below that indicated, the outcome is as indicated in regulation E4.2

**E5 Grading scheme**

(see Table B)

**E5.1** A student's performance in a module will be given an overall grade and/or code using:

- pass grades (1 to 16) on the 20-point grading scale; or
- pass (grade Y); or
- the fail grades (17\*, 18\*, 19\*, 20\*, X)

\* **Please note:** Following failure of a module at the first attempt, one reassessment attempt is permitted at the next available opportunity.

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	PASS
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)

**E5.2** For any given assessment, in any given module, Faculties should ensure that composite grades for each student are generated from the component grades/marks in a consistent and transparent way.

**E5.3** Where it is a requirement for components to be passed for an overall pass in the module and/or sections of components to be passed for an overall pass in the component, this must be stated in the written information about the module assessment provided to students and the programme handbook.

**E6 Failure to complete assessment****E6.1 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 outcomes not be met, unless permission has been granted under the Extenuating Circumstances Policy for an approved extension or an approved deferral of assessment to the next available opportunity (see D8). The University does not operate a penalty tariff based on the lateness of submitted work.

**E6.2 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.

**E6.3 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).

**E7 Reassessment in modules**

**E7.1** A student has the right to be reassessed once only in any module with an overall FAIL grade of 17, 18, 19 or 20. Reassessment will be taken at the next available opportunity unless that reassessment is deferred as a result of Extenuating Circumstances or the FAIL grade of 17 or 18 has been compensated (see E9). Re-assessment takes the form of a Resit of the failed assessment component. This Resit opportunity does not attract additional scheduled teaching or fees and for Levels 5, 6 and 7 the Resit grade is capped (see E7.6). Where compensation is not normally permitted by a Professional, Statutory or Regulatory Body, a Subject Assessment Board may exercise discretion to allow an exceptional second reassessment attempt.

**E7.2** Failure without good reason to undertake reassessment at the next available opportunity will result in failure with the award of a FAIL grade of 20 should the required learning outcomes not be met. No second reassessment is permitted.

**E7.3** Failure without good reason to undertake deferred assessment will result in the award of a FAIL grade of 20 should the required learning outcomes not be met. The student will be permitted to undertake reassessment in that module at the next available opportunity with the normal penalty.

**E7.4** Where it is not practical to resit a component of assessment the Assessment Board may specify an alternative form of assessment, provided that the alternative appears to be fair given the facilities available to the candidate.

**E7.5** The Assessment Board may impose any reasonable conditions on the student undertaking reassessment. Supervision for a student being reassessed in supervised work experience will be provided by the University but otherwise the student will not be entitled to tuition.

**E7.6** At FHEQ level 6 and above, the best mark/grade which may be gained for each reassessed component is a bare pass mark/grade. The re-assessed grade for the module is computed by combining these capped re-assessed component marks/grades, with original marks/grades gained for the non-re-assessed components. The final overall module grade gained is the better of the two module grades gained at first assessment and re-assessment.

At level 6 and above, following reassessment, where capping the reassessed component(s) results in an overall module fail grade, whereas with no capping, the overall module grade is a pass, a minimum pass grade (16) shall be awarded for the module.

**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

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

**E7.8** 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.

**E7.9** A student is not entitled to undertake an assessment if the qualification which contains the module has already been awarded.

## **E8 Repeating modules**

**E8.1** 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.

**E8.2** Permission to repeat a failed module may be given by the Director of Programmes or nominee on behalf of an Assessment Board. Where a student is permitted to repeat a module, 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.

**E8.3** 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.

## **E9 Compensation**

**E9.1** Failure at grade 17 or 18 in modules may be compensated, only in exceptional circumstances, at the discretion of the Faculty/School Assessment Board. It is subject to satisfactory overall performance, and is permitted for a maximum of 30 credits.

### **NOTES:**

- i. Compensation should not be agreed for project or dissertation modules.
- ii. Compensation should not normally be granted where a student has not undertaken reassessment where such an opportunity existed.
- iii. If compensation is granted in a module, the Programme Progression Board may recommend to a second tier board whether the student may continue with their proposed qualification or whether they should be required to change their programme of study and/or transfer to another qualification.
- iv. Compensation should be considered where a student is unable to progress on a qualification, but who may, with compensation, be granted an alternative qualification (eg to be awarded a Postgraduate Diploma instead of progressing on a Masters degree).
- v. Compensation should not normally be granted unless there is strength in the student's overall performance.
- vi. Compensation will not be granted in modules which have been deemed "non-compensatable" in the programme specification, due to their special contribution to the achievement of programme learning outcomes. However compensation should be considered where a student is unable to progress on a qualification, but who may, with compensation, be granted an alternative generic exit qualification (e.g. to be awarded the Postgraduate Certificate or Postgraduate Diploma). However, this should not be considered a "compensated pass" towards the original qualification.
- vii. Work submitted by a student for a module with a compensated pass will not be accepted.

**E9.2** Compensated failure will count towards the total credit required for a qualification but will be indicated as such on a student's academic record by the addition of a 'C'.

**E9.3** A compensated failure will be treated as a grade of 16 for the purposes of profiling.



**E10 Publication of results**

**E10.1** Formal notification of results will include grades or administrative codes for each module and any decision by an Assessment Board or Progression Board. This formal notification will be made via UniHub at the end of each assessment period.

**E10.2** A student shall not normally be permitted to query the absence of a grade, or the validity of grades, more than six months after the assessment has been completed.

**E10.3** Formal notification of qualification results will be published via UniHub. This will include those students considered for the award of a qualification but who have deferred or not completed. The pass list, signed by the Chair of the Assessment Board, must be sent to Academic Registry within 10 days of the date of the meeting of the Assessment Board.

**E10.4** Students with 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 such debts to the University have been paid.

**E10.5** 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.

**E11 Certificates, transcripts/diploma supplements and credit statements****E11.1**

(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 institution at which they are enrolled.

(b) A transcript or Diploma Supplement will list the student's programme and level of the qualification, the name of the institution responsible for delivering the programme, each module the student has taken stating the academic year in which the module was taken, the module credit rating and grade, and the language of instruction and assessment. Where appropriate, it will also state the qualification awarded and, where appropriate, the overall classification and subject.

**E11.2** A Statement of General Credit may be awarded by the University to anyone whose prior learning or experience has been awarded credit by the University.

**E11.3** A Certificate of Achievement may be awarded to a student who has successfully completed an assessed credit-bearing or non-credit bearing course which does not fulfil the requirements of a University qualification. The design and wording of such Certificates must be approved by the Academic Registry.

**E11.4** A Certificate of Recognition may be awarded for confirmation of attendance, participation or completion of approved activities.

**E11.5** Certificates will normally be sent within 2 months of the publication of results, and to the student's registered home address, unless it has been agreed for specific batches of certificates, usually for overseas franchised programmes, to be sent in bulk to a collaborative partner or regional office. The certificate will state the qualification and date it was awarded (which will normally be the date of the meeting of the Assessment Board), the name and location of the partner institution, where relevant, and, where appropriate, the classification and subject. Qualifications validated on behalf of other institutions will state the name and the location of the institution where the qualification was taken and be sent to the home institution for distribution. All qualifications are subject to the approval of the Academic Registrar on behalf of Academic Board.

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 that academic misconduct has occurred is a judgement based on available evidence, the standard of proof being the balance of probability.
- h) These Regulations should be read in conjunction with the Policy and Procedures for Academic Integrity and Misconduct.

**F2 General principles**

- a) The University treats the decision as to whether minor errors, poor academic practice or unfair and/or dishonest academic misconduct has taken place as a matter for academic judgement<sup>1</sup> and the penalties applied (see Table F5) will vary according to the individual case and the seriousness of the offence.
- b) Students will be registered on the on-line '**Becoming a Successful Student**' course which includes information on academic integrity. Students should aim to complete this course before the end of the first year of study. The course is available on myLearning. (Currently this is not available to students following validated programmes at Partner institutions).
- c) The University recognises that undergraduate students (Levels 3 & 4) who are new to Higher Education may need some time to learn how to acknowledge sources properly. Therefore, it operates an 'academic induction period' during which the focus of the University's response to signs of academic misconduct is to educate students in regard to appropriate academic practice and academic integrity rather than to penalise unacceptable academic practice. This applies to plagiarism and collusion only. ***It does not apply to***

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<sup>1</sup> Where Turnitin indicates possible plagiarism, Examiners and Academic Misconduct Officers must still exercise academic judgement in determining whether plagiarism has taken place.

*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.

### **F4 Guidelines for penalties of academic misconduct**

- a) The minimum penalty imposed shall normally exceed that which would follow if the student had merely failed the assessment.
- b) The penalties listed in Table F5 must be taken as indicative of the maximum penalties which may be imposed.
- c) All confirmed offences must be recorded on the student's record as grade P. This grade to remain throughout the student's registration at Middlesex University and to be replaced on formal documents by grade 20.
- d) All records of disproved offences must be deleted from the student record.

A student may appeal against the decision of the Assessment Board to impose a penalty. See Policy and Procedures for Academic Integrity and Misconduct and University Regulations (Section G).

Normally an appeal may be made on the following grounds:

- i) That there is new and relevant evidence which the student was demonstrably and for the most exceptional reasons unable to present to the Secretary to Academic Board or Panel of Investigation meeting.
- ii) That the procedures were not complied with in such a way that it might cause reasonable doubt as to whether the result would have been different had they been complied with.
- iii) That there is documented evidence of prejudice or bias on the part of the Secretary to Academic Board or by one or more members of the Panel of Investigation.
- iv) That the penalty imposed exceeds the maximum penalties listed in Table F5.

F5 Categories and Penalties

Category	Examples	Key Indicators	Action
CATEGORY A Minor Misconduct	<ul style="list-style-type: none"> <li>• Reproducing an existing concept or idea unintentionally</li> <li>• Failure to adequately reference sources, including incomplete or incorrectly cited bibliographies, footnotes and/or quotations</li> <li>• Several sentences of direct copying without acknowledging the source</li> <li>• Several instances of inappropriate or unacknowledged paraphrasing</li> <li>• Unacknowledged proof reading by another person</li> <li>• Unacknowledged help with English language accuracy</li> </ul>	<ul style="list-style-type: none"> <li>• The student has not yet learnt about the importance of referencing or has misunderstood the referencing or paraphrasing principles</li> <li>• The student's behaviour appears unintentional</li> <li>• The student's behaviour might be intentional but on an insignificant scale</li> <li>• The student is in 1<sup>st</sup> year of university education</li> <li>• The student is not used to UK academic culture</li> </ul>	<ul style="list-style-type: none"> <li>• Tutorial support and guidance to help the student understand what is and is not acceptable <i>and</i></li> <li>• Written advice for the student on where they can seek help (such as LET)</li> <li>• Warning regarding penalties for Academic Misconduct offences</li> </ul>
CATEGORY B Moderate Misconduct	<ul style="list-style-type: none"> <li>• Several paragraphs of direct copying without acknowledging the source (including one's own previously submitted work on another assignment)</li> <li>• Several paragraphs of unacknowledged paraphrasing of another person's thoughts, ideas or text.</li> <li>• An assignment that has been translated into English by another person</li> <li>• An assignment that has been edited by another person</li> <li>• Deliberately submitting the same piece of work for assessment for more than one assignment.</li> <li>• Collusion</li> <li>• Repeated Minor Misconduct, particularly if the student has been previously reprimanded.</li> </ul>	<ul style="list-style-type: none"> <li>• The student's behaviour appears intentional but on a small scale</li> <li>• The student's behaviour will not have a significant impact on their final award</li> </ul>	<ul style="list-style-type: none"> <li>• Normally a mark of <b>P for that module</b> with the opportunity to <b>resubmit the affected component</b>. Resubmitted <b>component</b> will be capped at 16 if passed.</li> <li>• Where the student has already been given the opportunity to resubmit a failed component, the Board will normally, subject to Programme Regulations, award <b>P for the module</b> with the opportunity to <b>repeat the module, or an alternative</b>. All repeat, or alternative modules will be capped at 16 and charged full fees.</li> <li>• Warning that further offences will have serious consequences for final qualification</li> </ul>

Category	Examples	Key Indicators	Action
CATEGORY C Serious Misconduct	<ul style="list-style-type: none"> <li>• Large sections of unacknowledged paraphrasing of another person's ideas or text</li> <li>• Presentation of the work of other students without acknowledgement</li> <li>• Presentation of the work of commercial or industry practitioners without acknowledgement</li> <li>• Deliberate falsifying of data or using another person's work without permission</li> <li>• Breach of Examination Room rules</li> <li>• Conspiring or colluding with others to commit any of the above</li> <li>• Repeated Moderate and/or Serious Misconduct, particularly if the student has been previously reprimanded</li> <li>• False declarations in order to receive special consideration by Assessment Boards, including deferrals and requests for exemption from work.</li> </ul>	<ul style="list-style-type: none"> <li>• The student's behaviour appears intentional and on a significant scale</li> <li>• The student has intended to deceive the person marking the work</li> <li>• The student would benefit substantially from the offence</li> <li>• The student's behaviour would significantly compromise the integrity of the University's awards</li> <li>• The student may have been warned and/or reprimanded for previous attempts to deceive.</li> </ul>	<ul style="list-style-type: none"> <li>• Normally a mark of P <b>for that module</b> with the opportunity to resubmit the component. The <b>module will be capped at 16</b> if the resubmission is passed.</li> <li>• Where the student has already been given the opportunity to resubmit, or for substantial plagiarism in a project or dissertation, the Board will normally, subject to Programme Regulations, award P <b>for the module</b> with the opportunity to <b>repeat the module, or an alternative</b>. All repeat, or alternative modules will be capped at 16 and charged full fees</li> </ul> <p><i>Or, for the most serious misconduct:</i></p> <ul style="list-style-type: none"> <li>• A mark of P for all modules at that level/stage with the opportunity to repeat the Level/stage. All repeat modules will be capped at 16 and charged full fees.</li> <li>• Exceptionally, the Board may, at its discretion and for reasonable cause, decide that a candidate may not be reassessed.</li> </ul>
CATEGORY D Gross Misconduct	<ul style="list-style-type: none"> <li>• Submitting an assignment purchased or downloaded from the internet.</li> <li>• Substantial plagiarism in a postgraduate dissertation</li> <li>• Commissioning another person to produce a piece of work.</li> <li>• Theft of the work of other students</li> <li>• Theft of the work of commercial or industry practitioners</li> <li>• Copyright Theft</li> <li>• Fraud, including impersonation and misrepresentation of identity</li> <li>• Acts of Violence or vandalism</li> <li>• Breach of Examination Room Rules</li> <li>• Conspiring or colluding with others to commit any of the above</li> <li>• Repeated Serious Misconduct, particularly if the student has been previously reprimanded</li> </ul>	<ul style="list-style-type: none"> <li>• The student's behaviour appears intentional and on a significant scale</li> <li>• The student has intended to deceive the person marking the work</li> <li>• The student would benefit substantially from the offence</li> <li>• The student's behaviour would significantly compromise the integrity of the University's awards</li> <li>• The student may have been warned and/or reprimanded for previous attempts to deceive.</li> </ul>	<ul style="list-style-type: none"> <li>• A mark of P for that module and repeat Module with new registration, capped at 16 and full fee payable</li> <li>• Award exit qualification with no opportunity for resit</li> <li>• Expulsion</li> <li>• Revoking a previously awarded degree</li> </ul>

Note: All cases will sit on a sliding scale of severity. There will be occasions when the misconduct is normally considered minor, but the extent of the deliberation and intention to deceive is such that it fits the criteria of serious misconduct. As a result the examples given should be used as a guide to help staff identify procedures, but there will always be an element of academic judgement in determining the level of misconduct and the appropriate action to take.

**F6 Monitoring and Review**

A record of all proven academic misconduct cases will be sent to the Heads of Department and Deans of School/Faculty on a monthly basis in order to allow them to identify and take action on any areas of concern. An annual Report on Academic Misconduct will be received by Assurance Committee.

**F7 Policy and Procedures**

The Academic Integrity and Misconduct Policy and Procedures document sets out further guidance on the principles and procedures for consideration of a breach of Academic Integrity at <https://www.mdx.ac.uk/about-us/policies/public-policy-statements>. The Policy includes the processes and procedures for consideration of a suspected breach of academic integrity, including definitions of what constitutes academic misconduct and who assesses the evidence and who determines the outcome based on the categories and penalties found in F5.

Forms for submitting an appeal, together with explanatory notes and procedures, are available from UniHub <http://unihub.mdx.ac.uk/study/assess/appeals/index.aspx>

Throughout these regulations, the role of Secretary to Academic Board may be delegated to a senior manager reporting directly to the Secretary to Academic Board.

## **G1 Definition of an appeal**

**G1.1** An appeal is a request from a student for a reconsideration of a decision made by an Assessment Board or Programme Progression Board (hereafter included in the term 'Assessment Board') regarding their assessment, progression or award.

An academic appeal relates to the outcome of an assessment or examination, or a student's progression, and may be based on:

- a) Extenuating or mitigating circumstances where, for good reason, the Assessment Board was not made aware of a significant factor relating to the assessment of a student when it made its original decision;

**And/or**

- b) That there was a material error, either in the conduct of the assessment itself, or in the proceedings of the Assessment Board, which significantly affected the Assessment Board's decision;

**Or**

- c) Grounds listed in the Academic Integrity and Misconduct regulations Section F4, following a penalty imposed for academic misconduct.

A successful appeal results in the Assessment Board reviewing its decision in the light of the new information initially provided by the student, although it does not necessarily mean that the original decision of the Assessment Board is changed.

**G1.2** An appeal may only be made against a published assessment result which has been confirmed by an Assessment Board. This includes decisions made by specially delegated Boards and provisional decisions made by a Board at which an External Examiner has not been present.

**G1.3** Management of group appeals: The principles and timescales outlined in these regulations will also apply to a group of students. The officer responsible for the management of the appeal will ensure that all members of the group are in agreement as to the nature of the appeal. Individual issues would normally be dealt with separately. With the agreement of the group the officer will respond to and liaise with a spokesperson. The outcome of the appeal will be communicated to all members of the group.

**G1.4** Students who have a complaint or grievance concerning the provision of a programme of study or academic service which they believe has affected the quality of their academic performance, should, before submitting an appeal, follow the Student Complaints and Grievance Procedures published within the Regulations.

**G1.5** Students may not challenge the academic judgement of the examiners and appeals made on this basis will be rejected.

## **G2 Before making a formal appeal: Early Resolution**

**G2.1** Except where G2.3(a) applies, the student must make every effort to discuss the problem with the Chair of the Assessment Board and/or any other appropriate member of the academic staff before submitting an appeal. This may result in the matter being resolved informally and quickly.

**G2.2** The Chair of Assessment Board will consider the case and may advise the student:

- a) That the Assessment Board will reconsider its decision taking account of this new information;
- b) That the Assessment Board's decision was based on a fair evaluation of the student's assessment performance and will not be reconsidered.



**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 studies, unless there are circumstances preventing it other than the decision in question of the Programme Progression Board. This will not prejudice the outcome of the appeal.
  - i. If the appeal concerns expulsion following an investigation into academic misconduct, the student is suspended and written permission is required from the Deputy Vice-Chancellor, Learning and Innovation or nominee for the student to continue to the next stage of their studies. The student shall email the request to [acappeal@mdx.ac.uk](mailto:acappeal@mdx.ac.uk). The Deputy Vice-Chancellor, Learning and Innovation or nominee has discretion not to permit the student to continue pending the outcome of the appeal.
  - ii. If the appeal concerns a failed prerequisite for placement, or the placement itself, written permission to attend a placement is required from the Chair of the Programme Progression Board. The Programme Progression Board, in exceptional circumstances, has discretion not to permit the student to enter, or to continue on placement pending the outcome of the appeal. This discretion may be exercised only where the Programme Progression Board judges that it would be against the interests of other people affected by the placement.
  - iii. This right is designed solely to ensure that a student whose appeal is upheld is not academically disadvantaged and it shall not be interpreted as acceptance of a failed student whose appeal is subsequently dismissed on a later stage of the programme, nor shall satisfactory progress during such attendance be admissible as evidence at any stage in the appeal procedure.

- iv. During any such interim period of attendance, no fees would be demanded. In the event of the appeal ultimately being resolved in the student's favour and the student being formally reinstated onto the programme, the appropriate fee would be payable.
- b) The student may, if a final qualification has been made, inform prospective employers of the qualification awarded but that the decision may be reviewed following the appeal.
- c) The student may, if a finalist, attend the Graduation Ceremony.

**G4.3** The entitlement of the student to proceed on the programme of study will continue until the date of the letter formally notifying the student of the final outcome of their appeal (i.e., dismissal of the appeal or Assessment Board's reviewed decision). This letter will inform the student whether they are entitled to continue on the programme.

**G4.4** Students shall receive regular communication from the Appeals Officer regarding the progress of their appeal.

## **G5 Confidentiality**

**G5.1** The appeal is kept as confidential as possible and within the University. Students who notify the Appeals Officer that information has been included of a highly confidential and personal nature will, if requested, be informed in advance of the names of persons to whom the information will be disclosed.

## **G6 Consideration of Appeal**

### **G6.1 Initial Scrutiny**

- a) The appeal will be scrutinised by at least two members of Academic Registry
  - i. to ensure that the appeal documentation has been fully completed,
  - ii. to reach an initial view on whether sufficient evidence has been provided to merit consideration of a claim on one or more grounds for appeal.
- b) If there is insufficient evidence to merit consideration of the appeal on the grounds set out in section G1.1 of these regulations the appeal will be rejected, and a Letter of Outcome will be issued, normally within 50 calendar days from receipt of the full appeal, providing reasons for the appeal being rejected. A student whose appeal has been rejected 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 of 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.

- c) Where an appeal has not been rejected under G6.1(b), the recommended outcome of initial scrutiny will be reported to the Secretary to Academic Board who will
  - i. Where necessary, request the Chair of the Assessment Board or any other appropriate person to provide information in the form of a written statement, suitable for use, if required, as evidence at an Appeal Panel.
  - ii. Require the Chair of Assessment Board to take immediate action if the material error was an administrative error associated with the calculation of marks and/or award classification or title.
  - iii. Refer the appeal for consideration in accordance with section G7 of these regulations.

- 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 notify the student of the decision of the reconvened Assessment Board within 28 calendar days of the date of the Board.
  - vi. The student may choose not to accept the offer of an informal settlement, but should note that an Appeal Panel may also only request an Assessment Board to review its decision. A letter from the student stating the decision not to accept this offer must be received by the Secretary to Academic Board within 10 working days of the date on the letter offering the informal settlement.
  - vii. A student's failure to reply in writing within 10 working days of the date on the letter offering an informal settlement shall be taken as acceptance of the offer.
- b) They may convene a meeting of an Appeal Panel because the option for representation by the student is warranted. The student should note that an Appeal Panel shall not necessarily require an Assessment Board to review its decision.

**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 Powers of Academic Board**

**G9.1** After receiving a report as set out in G8.6 or in other, exceptional, circumstances, Academic Board may:

- a) Annul the decision of an Assessment Board;
- b) Annul the whole assessment or any part of it;
- c) Establish a new Assessment Board to carry out whatever actions are appropriate in order to make award recommendations;
- d) Take no action.

**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 days of receiving notification that the internal appeal procedures of the University have been completed, request a Review of the academic appeal process on any of the following grounds:

- a) That there is new and relevant evidence that the student was demonstrably and for the most exceptional reasons unable to present to the Secretary to Academic Board during the appeal process;
- b) That the appeal regulations and procedures were not complied with in such a way that materially affected the decision.
- c) That the decision reached was unreasonable based on the information that had been available to the University when the case was considered.

**G10.2** This is not a re-opening of the original appeal. Dissatisfaction with the outcome of the appeal is not alone a valid reason for requesting a Review.

**G10.3** The Review will be undertaken by a neutral Senior staff member of the University drawn from the following groups: Senior Managers, Directors of Programmes and Programme Leaders, who have not previously been involved in the appeal case, and who will be nominated by the Secretary to Academic Board.

**G10.4** The Review will include, but is not constrained to consideration of:

- a) Whether the outcome of the formal appeal process was reasonable in all the circumstances;
- b) Whether the relevant procedures were followed during the formal appeal stage;
- c) Whether the student has received clear reasons why the appeal was rejected or dismissed at the formal stage;
- d) Whether the student has provided valid reasons for not supplying new material evidence at an earlier stage.

### **G11 How to request a Review of appeal**

**G11.1** Advice on obtaining a Review form is given in the Academic Appeal Letter of Outcome.

**G11.2** Send the form, including the statement and any relevant evidence, by email to the address on the form within 10 working days of the date of the Academic Appeal Letter of Outcome. 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 Reviewer.

### **G12 Consideration of a Review**

**G12.1** In normal circumstances, the University shall aim to complete the Review process within 10 working days from receipt of the Review request. There will occasionally be circumstances when, for good reason, the University will need to extend the timeframe and affected students will be notified.

**G12.2** The Reviewer shall:

- a) Scrutinise the documents received from the appellant, the full appeal case file including all

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](mailto:enquiries@oiahe.org.uk). The website address is [www.oiahe.org.uk](http://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.

**G14.5** If a student formally withdraws their appeal at any stage in the procedure no further action will be taken.

**G14.6** The consideration of an appeal is an internal matter and the papers are confidential to the University. The student may seek advice from any source. Should a student instruct solicitors at any stage of the appeal process the Secretary to Academic Board may consult the University solicitors. The Academic Board procedure does not allow legal representation at an Appeal Panel hearing. Documents shall be kept on file for up to six years. After that, apart from a copy of the notification to a student of the final decision, they may be destroyed.

**G14.7** The Secretary to Academic Board reserves the right to dismiss an appeal because of breach of confidentiality by the student or where delay in reaching a decision is (in their opinion) caused by the student's failure to provide information upon request. In the latter case the student shall be warned in writing that the appeal shall be dismissed unless such information is received within 10 working days of the date of the written warning.

**G14.8** Where gross irregularity is alleged to have occurred, the Secretary to Academic Board may request special consideration by Academic Board.

**G14.9** The Secretary to Academic Board shall report annually to Academic Board on the number, distribution, grounds and outcome of appeals, and the Board shall undertake any necessary review of appeals work.

**G14.10** Formal interpretation of these regulations may only be made by the Secretary to Academic Board. Such formal interpretation shall be submitted to the Board for approval.

**G14.11** References to the Secretary to Academic Board include references to an Acting Secretary to Academic Board should the Secretary be unavailable.

**G14.12** The term 'Assessment Board' is used in these regulations to refer to Programme Progression Boards, Subject Assessment Boards, and Faculty/School Assessment Boards, and covers all meetings where a decision is made concerning progression, module grade or degree classification.

**G14.13** Academic Board authority is required for changes to the Assessment Appeal regulations.

**G14.14** Where appropriate, and in accordance with the Policy and Procedures for Academic Integrity and Misconduct, the Secretary to Academic Board is replaced in these procedures by the Deputy Vice-Chancellor Learning and Innovation or a Senior Manager with appropriate academic background.

**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 replacement of any certificate sent to a previous address.

**H3 Fees**

It is the responsibility of students to pay all fees in advance or, by arrangement, in instalments, except where students produce written evidence, satisfactory to the University, that they are holders of an award, scholarship or sponsorship which includes payment of fees. Only evidence certified by, or on behalf of, the award or scholarship donor or the sponsor will be accepted.

However, in all cases, even when fees are payable by a third party, students remain personally liable to the University for fees notified to them.

**Notes**

- 1) Fees, including the Fees Refund Schedule, are under continuous review and revised fees will be payable by all students admitted to, or continuing, programmes of study. The University will make an assessment of each student's fee status (Home/ EC, International etc). The University reserves the right to reassess tuition fee charges should any further information come to light that may affect the original assessment.
- 2) Fees normally continue to be payable up to and including the term in which the programme of study ends or a thesis or dissertation is presented.
- 3) In the event of a student failing for any reason to complete a programme of study, full details of refund entitlements, if any, are available from the UniHelp desk.
- 4) Except where a single inclusive fee is charged for a qualification, annual tuition fees for full-time and sandwich students entitle a student to tuition and assessment (including any



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) Attend scheduled classes and prescribed activities for the modules on which they are registered in accordance with regulation C2. (Supplementary module regulations may specify levels of attendance that are required for formal assessment and/or continuation on the programme of study.)
  1. Where a student's attendance fails to meet the minimum required to meet the learning outcomes of the module as published in 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.
  2. 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.
  3. Where a student's attendance is judged to be unsatisfactory for no good reason and/or falls below the required minimum they may also:
    - i. be excluded from continuation on a programme of study;
    - ii. be deemed to have withdrawn from their programme of study.
- b) Make themselves available to attend for assessments at all times when, given the structure of the programme of study they are taking, they may reasonably be expected to be available.
  1. Failure to do so without good reason, will result in failure in the module concerned (grade 20 to be awarded for the module should the required learning outcomes not satisfactorily be met).
- c) To report any period of absence over 28 days, for whatever reason, to the UniHelp desk.
- d) To notify their Module Tutor if they have been unable to attend any compulsory class or prescribed activity, providing evidence as required.
- e) To inform the UniHelp desk immediately in writing if they are withdrawing from a programme of study.

Following withdrawal, refund of fees, where applicable, will be made.

Where a student withdraws before the end of a given term, the withdrawal date recorded shall be the date that official notification of withdrawal is received by the University.

## H7 Assessment

It is the responsibility of students to:

- a) Familiarise themselves with, and observe, the University and programme assessment regulations including Examination Room Rules for candidates (Section K).

**Academic Integrity:** Students who attempt to gain unfair advantage over others through academic misconduct (contravening examination room rules, plagiarism, collusion, etc.) will be penalised by sanctions, according to the severity of the offence, which can include exclusion from the University (see section F).

- b) To present themselves for formal examination at the time and in the place previously notified to them. (A register of examination attendance will be maintained.)

Students who fail to attend for formal examination without good cause, will be failed in the module concerned (grade 20), should the required learning outcomes not satisfactorily be met.

- c) To submit all work for assessment by the deadline previously notified to them. (A receipt will be issued for all assessed work submitted to the UniHelp desk.)

Students who fail to submit assessed work by the due deadline, will be failed in the module concerned unless a claim for extenuating circumstances has been approved for the assessment.

- d) To keep a copy of their coursework. The marked copy will not be returned to students, so retention of a copy is important so that they can relate feedback to their work.
- e) To report any long term disability or long term medical condition which may require special assessment arrangements to the Disability & Dyslexia Service:
  - i. at the time of admission to the University; or
  - ii. at enrolment for subsequent stages of the programme of study; or
  - iii. at the time of diagnosis.

Documentary evidence must be provided to support a request for special assessment arrangements. For a specific learning difficulty, such as dyslexia or dyspraxia, this must be in the form of a diagnostic assessment report from an Educational Psychologist.

It is the responsibility of the student to check with the UniHelp desk before the assessment takes place that any agreed special arrangement has been made.

**Please note:** Students who are temporarily disabled at the time of assessment may request special arrangements under this regulation. If special arrangements are made for the assessment, this should be taken into account if any claim is made for the consideration of extenuating circumstances by a Faculty/School Assessment Board or Programme Progression Board.

- f) To complete an extenuating circumstances form (available on UniHub), at the earliest opportunity and by the published deadline, detailing any circumstances which may affect their ability their programme commitments, and to provide valid supporting evidence. Failure without good cause to make a claim for extenuating circumstances, with corroborative evidence by the deadline, will mean that an appeal based on the later disclosure of these circumstances is unlikely to be successful.
- g) To produce assessment material which is legible to the examiners unless alternative means of assessment have been agreed for the candidate in advance of the examination (see (e) above).

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.

**MIDDLESEX UNIVERSITY QUALIFICATIONS**

The University confers the following qualifications on students who have completed an approved programme of study or research and who have satisfied the Assessment Board.

**J1.1 Framework for Higher Education Qualifications in England, Wales and Northern Ireland (FHEQ) Level 4** - Holders of qualifications at this level will have demonstrated:

- knowledge of the underlying concepts and principles associated with their area(s) of study, and an ability to evaluate and interpret these within the context of that area of study
- an ability to present, evaluate, and interpret qualitative and quantitative data, to develop lines of argument and make sound judgements in accordance with basic theories and concepts of their subject(s) of study.

**Qualifications at this level are as follows:**

Certificate (Cert)

Certificate of Higher Education (CertHE)

Certificate in Education (Further Education)(CertEdFE)

**J1.2 FHEQ Level 5** - Holders of qualifications at this level will have demonstrated:

- knowledge and critical understanding of the well-established principles of their area(s) of study, and of the way in which those principles have developed
- an ability to apply underlying concepts and principles outside the context in which they were first studied, including, where appropriate, the application of those principles in an employment context
- knowledge of the main methods of enquiry in their subject(s), and ability to evaluate critically the appropriateness of different approaches to solving problems in the field of study
- an understanding of the limits of their knowledge, and how this influences analyses and interpretations based on that knowledge.

**Qualifications at this level are as follows:**

Diploma (Dip)

Diploma in Employability Studies

Diploma in Industrial Studies

Advanced Diploma Professional Practice

Diploma (Advanced) (DipAdv)

Diploma of Higher Education (DipHE)

Foundation Degree (FdA/FdSc)

Certificate in Management Studies (CMS)

Post-Experience Certificate

Post-Experience Diploma

Higher Diploma

**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).

**Qualifications at this level are as follows:**

Diploma in Professional Studies (DPS)

Advanced Diploma (AdvDip)

Graduate Certificate

Bachelor of Arts (BA) – Ordinary Degree

Bachelor of Science (BSc) – Ordinary Degree

Bachelor of Arts with Honours (BA)

Bachelor/Master of Engineering (BEng/MEng)

Bachelor of Laws (LLB)

Bachelor of Music with Honours (BMus)

Bachelor/Master of Osteopathy (BOst/MOst)

Bachelor of Science with Honours (BSc)

Bachelor of Theology (BTh)

Graduate Diploma (GDip)

Graduate Diploma in Law (CPE)

Professional Graduate Certificate in Education (exit award only)

**J1.4 FHEQ level 7** - Holders of qualifications at this level will have demonstrated:

- a systematic understanding of knowledge, and a critical awareness of current problems and/or new insights, much of which is at, or informed by, the forefront of their academic discipline, field of study, or area of professional practice
- a comprehensive understanding of techniques applicable to their own research or advanced scholarship
- originality in the application of knowledge, together with a practical understanding of how established techniques of research and enquiry are used to create and interpret knowledge in 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 level qualifications are as follows:**

Doctor of Philosophy (PhD)

Doctor of Philosophy by Public Works (Phd by Public Works)

**Professional qualifications at this level are as follows:**

Doctor in Arts (ArtsD)

Doctor of Business Administration (DBA)

Doctor of Education (EdD)

Doctor of Engineering (EngD)

Doctor of Professional Studies (DProf)

Doctor of Professional Studies by Public Works (DProf by Public Works)

Doctor of Psychotherapy by Professional Studies (DPsych)

Doctor of Psychotherapy by Public Works (DPsych by Public Works)

Doctor of Counselling Psychology and Psychotherapy by Professional Studies (DCPsych)

**Higher Doctorates are as follows:**

Doctor of Laws (LLD)

Doctor of Letters (DLitt)

Doctor of Science (DSc)

Doctor of Technology (DTech)

**J1.6 Honorary awards**

The University may also confer Honorary awards:

Master of the University (MUniv)

Doctor of the University (DUniv)

**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 of the Diploma in Employability Studies is that expected of a student who has successfully undertaken a placement in accordance with the regulations for the relevant programme of study and relevant to that programme, assessed at not less than 120 credits at FHEQ level 6.

**Diploma in Industrial Studies** The standard of the Diploma in Industrial Studies is that expected of a student who has successfully undertaken a placement in accordance with the regulations for the relevant programme of study, assessed at not less than 120 credits at the relevant FHEQ level (4, 5 or 6).

**Diploma of Higher Education (DipHE)** The standard of the Diploma 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 not less than 240 credits at FHEQ level 4 or above, and including 90 at FHEQ level 5 or above.

**Foundation Degree (FdA or FdSc)** The standard of the Foundation Degree is that expected of a student with prior knowledge and skills equivalent to passes in one subject at Advanced Level, supported by passes in three other subjects at GCSE; who has successfully completed a programme of study, assessed at 240 credits at FHEQ level 4 or above, including 90 at FHEQ level 5 or above. The Foundation Degree is not available as an exit or interim qualification for students registered on other University programmes.

**Post-Experience Certificate** The standard of the Post-Experience Certificate is that expected of a student who can demonstrate at admission appropriate qualifications and experience and successfully completes a programme consisting of 60 credits at FHEQ level 5 or above with a minimum of 30 credits at FHEQ level 6 or above.

**Post-Experience Diploma** The standard of the Post-Experience Diploma is that expected of a student who can demonstrate at admission appropriate qualifications and experience and successfully completes a programme consisting of 120 credits at FHEQ level 5 or above with a minimum of 60 credits at FHEQ level 6 or above.

**Higher Diploma** The standard of the Higher Diploma is that expected of a student with appropriate knowledge and skills deemed to be at level 4 (FHEQ), who has successfully completed a programme of at least 120 credits at level 5.

## **C FHEQ level 6**

**Graduate Certificate/Advanced Diploma** The standard of the Graduate Certificate/Advanced Diploma is that expected of a student with appropriate knowledge and skills deemed to be at FHEQ levels 4 and 5 of the Learning Framework, who has successfully completed a programme of at least 60 credits at FHEQ level 6.

**Ordinary Bachelor's Degree** The standard of the Ordinary Bachelor's Degree is that expected of a student with prior knowledge and skills 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 300 credits at FHEQ level 4 or above, including at least 150 at FHEQ level 5 or above and a minimum of 60 at FHEQ level 6 or above.

**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 restricted to programmes of certain types of study.

The title of Bachelor of Arts is traditionally used in art and design, the arts and humanities, combined studies in the arts and social studies, and in areas of social or business studies where it is appropriate.

The title of Bachelor of Science is traditionally used where studies are substantially based on one or more scientific or mathematical disciplines and their applications.

Programmes of study leading to the qualification of a BA or BSc will normally have a title which gives a more specific indication of subjects studied.

**Bachelor of Engineering (BEng)** The title of Bachelor of Engineering (BEng) is traditionally used for programmes substantially based on study of the development and application of engineering theories and principles in one or more areas of engineering practice.

**Bachelor of Laws (LLB)** The title LLB is reserved for specialised programmes of study in law.

**Bachelor of Music (BMus)** This title is reserved for specialised programmes of the study of Music at honours level and is equivalent to a standard Bachelor's Degree with Honours. Students would be expected to have prior knowledge and skills equivalent to passes in two subjects at Advanced Level, supported by passes in three other subjects at GCSE. In order to graduate with this qualification, students would need to successfully complete a programme of study assessed at not less than 360 credits at Level 1 or above, including 210 at FHEQ level 5 or above and 120 at FHEQ level 6 or above.

**Bachelor of Osteopathy (B.Ost)** The title B.Ost is reserved for professional specialised programmes of study in Osteopathy at honours level and is equivalent to a Bachelor's Degree with Honours. The qualification requires 405 credits, including 210 credits at FHEQ level 5 and above, with at least 120 at FHEQ level 6.

**Bachelor of Theology (BTh)** The title BTh is reserved for specialised programmes of study in Theology.

## D FHEQ level 7

### **Master of Computing (MComp)**

The title of MComp denotes an integrated Masters programme of study comprising an extended and enhanced Undergraduate course of four years full-time study in a computing science discipline. The programme of study is both broader and deeper than a corresponding BSc Hons programme, requiring 480 credits, with at least 120 credits at level 7.

### **Master of Engineering (MEng)**

The title of MEng denotes an integrated Masters programme of study comprising an extended and enhanced Undergraduate course of four years full-time study in an engineering discipline which matches the minimum educational requirements to become a Chartered Engineer. The programme of study is both broader and deeper than a corresponding BEng Hons programme.

### **Master of Osteopathy (MOst)**

The title MOst is reserved for professional specialised programmes of study in Osteopathy as an integrated Master's programme. The qualification requires 480 credits, including 240 credits at FHEQ level 6 and above, with at least 60 at FHEQ level 7.

**Master of Complementary Medicine (MCM)** This title is reserved for an undergraduate programme of study which leads to a postgraduate qualification in the field of complementary

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 Honours degree qualification which may be issued following failure to complete the Integrated Masters qualification. The Honours degree must have a title, and have its own programme specification, and conform to the description under section J8 C above.

### **J9 Professional qualifications**

#### **A FHEQ level 4**

**Certificate in Education (Further Education)** The standard of the Certificate in Education is that expected of a student with prior knowledge and skills equivalent to passes in two subjects at Advanced level, supported by passes in three other subjects at GCSE; who has successfully completed study of the theory and practice of teaching assessed at not less than 120 credits at FHEQ level 4; and who has demonstrated practical competence in teaching on a programme of study. For students intending to teach in schools, the GCSE passes held on entry must include English language and mathematics or equivalent.

#### **B FHEQ level 5**

**Diploma (Advanced)** is reserved for Department of Health funded programmes in Nursing and Midwifery which lead to both a professional and an academic award as a Registered Nurse or Midwife. The qualification is awarded to students who have completed as appropriate programme of study in Nursing or Midwifery assessed at not less than 300 credits at FHEQ level 4 or above, 180 of which must be at FHEQ level 5 or above and 60 must be at FHEQ level 6.

#### **C FHEQ level 6**

**Diploma in Professional Studies (DPS)** The title Diploma in Professional Studies is reserved for programmes of study related to specific professions and designed to build on professional qualifications or registration together with professional experience.

The standard of the Diploma in Professional Studies is that expected of a person with a relevant professional qualification and a specified period of professional experience who has successfully completed a programme of professional study at Honours degree level, assessed at 120 credits at FHEQ level 6 or above.

The regulations for the programme of study must indicate whether the programme is at second or third year Honours degree level. These regulations must also take account of the requirements of the respective professional bodies with regard to minimum entry requirements and the duration of the programme. The specific title of the diploma shall indicate the profession to which it relates.

**Graduate Diploma** The standard of the Graduate Diploma is that expected of a student with prior knowledge and skills equivalent to an honours degree or Diploma of Higher Education, with

substantial work experience who has successfully completed a programme of study assessed at not less than 120 credits at FHEQ level 6.

**Graduate Diploma in Law (Common Professional Examination)** Entry is open to graduates whose degrees do not qualify as law degrees and to such other persons as may be accepted as eligible by the Common Professional Examination Board. The aim of the Common Professional Examination is to ensure that students have studied the six core legal subjects in sufficient depth to enable them to proceed to the vocational stage of legal education. It is assessed at 180 credits at FHEQ level 4 or above including 80 credits at FHEQ level 5 or above, 70 at FHEQ level 6 or above and 20 at FHEQ level 7.

**Professional Graduate Certificate in Education** for those PGCE qualifications which are taught at Honours level, and align with the FHEQ qualification descriptor at Honours (Level 6)

## J10 Taught postgraduate qualifications

### A FHEQ level 7

**Postgraduate Certificate in Education (PGCE)** The standard of the PGCE is that expected of a graduate who has successfully completed the study of the theory and practice of teaching and who has demonstrated practical competence in teaching, assessed at 120 credits including at least 40 at FHEQ level 7.

**Postgraduate Certificate (PGCert)** The standard of the postgraduate certificate is that expected of a graduate who has successfully completed a programme of study at a level demanding more advanced study than a first degree, assessed at 60 credits including at least 40 at FHEQ level 7.

**Postgraduate Certificate in Higher Education (PGCertHE)** The standard of the PGCertHE is that expected of a graduate who has successfully completed the study of learning and teaching in higher education, including curriculum innovation and evaluation of current teaching responsibilities. It is a professional development provision for, and limited to staff involved in teaching and the support of student learning. The qualification requires 60 credits at FHEQ level 7.

**Postgraduate Diploma (PGDip)** The standard of the Postgraduate Diploma is that expected of a graduate who has successfully completed study in a field for which prior knowledge and skill have provided an appropriate foundation, at a level demanding more advanced and intensive study than a first degree, to be assessed at not less than 120 credits, including at least 90 at FHEQ level 7.

**Diploma in Management Studies (DMS)** The Diploma in Management Studies is a post-experience qualification, designed to meet the needs of those individuals who wish to achieve a range of general management knowledge, skills and competencies. Entrants would normally be expected to have at least two years of professional or administrative experience.

## J11 Taught Master's degrees

**Master of Arts (MA) and Master of Science (MSc)** Programmes of study at Master's level may lead either to the MA or MSc, or to a more closely defined qualification restricted to certain specific areas of study. The title of Master of Arts (MA) is generally used in art and design, the arts and humanities and in other areas of study where a more specialised title is not appropriate. The title Master of Science (MSc) is generally used where studies are substantially based on science or mathematics and their applications. Programmes of study leading to the MA or MSc will normally have a title which gives a more specific indication of the subject(s) studied. 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. Exceptionally, where the dissertation /project is not 60 credits, this should be stated in the programme specification.

**Master of Business Administration (MBA)** programmes of study which focus on training in research methods and practice used in the discipline of business studies or management. The MBA is a qualification in its own right but also constitutes Part 1 of the DBA (see J13).

**Master of Design (MDes)** The title MDes is reserved for programmes of study in all disciplines which focus on training in methods and practice of research and on the development of management level skills in design leadership and practice. It is assessed at 180 credits at FHEQ level 7 and consists of both taught modules and a dissertation. The title of MDes is recognised as a

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 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 DPsych may also be awarded on the basis of public works.

\*\* Applies to new entrants from January 2003

**Doctor of Counselling Psychology and Psychotherapy by Professional Studies (DCPsych)**

The standard of the DPsych 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).

**J13 Research and higher qualifications**

**FHEQ level 7**

**Master in Arts (ArtsM)** The standard of the ArtsM is that expected in a candidate of significant professional standing who has investigated the knowledge implicit in the arts practice itself through the execution of an agreed programme of creative work and successfully elicited, documented and evaluated that knowledge in academically appropriate registers of writing. The programme of work will show a critical command of knowledge and understanding in its academic and professional field.

**Master of Theology (MTh)** The title MTh is reserved for specialist research programmes in Theology and is equivalent to MA by Research.

**Master in Theology (MTheol)** The title MTheol is reserved for programmes of study in Theology as an integrated Master's programme. The qualification requires 480 credits, including 120 credits at FHEQ level 6 and 120 credits at FHEQ level 7.

**Master of Arts (MA) and Master of Science (MSc) by Research** The standard of the MA/ MSc by research is that expected of a candidate who has undertaken a research programme, demonstrated knowledge and understanding of existing scholarship or research in the field specified by the dissertation title, and presented the material with clarity. The candidate must have demonstrated competence in the relevant methods of research, and presented and defended a dissertation by oral examination to the satisfaction of the examiners.

**Master of Philosophy (MPhil)** The standard of the MPhil is that expected of a candidate who has investigated critically and evaluated an approved topic, and contributed to knowledge of this topic. The candidate must have demonstrated an understanding of research methods appropriate to the chosen field, and presented and defended a thesis, by oral examination, to the satisfaction of the examiners. Information regarding the normal periods of study for an MPhil are available from Academic Registry Research Student Support Team.

**FHEQ level 8**

**Doctor of Arts (ArtsD)** The standard of the ArtsD is that expected of a candidate of advanced professional standing who has investigated the knowledge implicit in the arts practice itself through the execution of an agreed programme of creative work, and successfully elicited, documented and evaluated that knowledge in academically appropriate registers of writing and in oral examination by both academic and professional peers. The programme of work will have

created and interpreted new knowledge in its field.

**Doctor of Business Administration (DBA)** The standard of the DBA is that expected of a candidate who has investigated critically and evaluated an approved topic in business studies or management resulting in an original contribution to theory and practice. The research should be worthy of publication in complete or abridged form in appropriate academic and professional journals. The candidate must have demonstrated an understanding of research methods appropriate to the chosen field, and presented and defended a thesis, by oral examination to the satisfaction of the examiners. Information regarding the normal periods of study is available from Academic Registry Research Student Support Team

**Doctor of Education (EdD)** The standard of Doctor of Education is that expected of a candidate who has undertaken a sustained and in depth portfolio of research projects in the contexts of educational activities and the work of educational institutions. The candidate must display evidence of their ability to plan and undertake self-managed enquiries, which are disseminated to a public audience through for example publication and exhibition, and have produced and defended a coherent overview of the contribution the work makes to the field of enquiry and to practice, to the satisfaction of examiners, using FHEQ level 8 assessment criteria. The qualification requires 360 credits to be gained through the Doctor of Education modular programme at this level. The minimum period for registration on a full time basis is 24 months, or 36 months part-time.

**Doctor of Engineering (EngD)** The standard of the EngD is that expected of a candidate who has investigated critically and evaluated an approved topic resulting in an independent and original contribution to scholarship worthy of publication in complete or abridged form in an engineering discipline, that is a discipline falling under the purview of the constituent institutions of the Engineering Council.

The candidate must have shown evidence of ability to undertake further research without supervision, presented and defended a thesis by oral examination to the satisfaction of the examiners, completed a programme of study to the satisfaction of the examiners, and presented the research to an invited audience representing interests internal and external to the University.

The EngD is not a higher doctorate than the PhD. It is qualitatively different in that the study programme will be designed to include features which are particularly appropriate to engineering practice and industrial research.

A programme of assessed coursework is mandatory, the project must involve close industrial collaboration, and the student will be assessed partly on their ability to manage the project and collaborate with other workers in so doing.

**Doctor of Philosophy (PhD)** The standard of the PhD is that expected of a candidate who has investigated critically and evaluated an approved topic resulting in an independent and original contribution to scholarship, worthy of publication in complete and abridged form. The candidate must have shown evidence of ability to undertake further research without supervision and have presented and defended a thesis, by oral examination, to the satisfaction of the examiners. The PhD may also be awarded on the basis of public works. Information regarding the normal periods of study for a PhD are available from Academic Registry Research Student Support Team

#### **J14 FHEQ level 8 (Higher doctorates)**

Doctor of Laws (LLD)

Doctor of Letters (DLitt)

Doctor of Science (DSc)

Doctor of Technology (DTech)

The standard of higher doctorate qualifications is that expected of an applicant who is a holder of at least seven years' standing of a first degree or a holder of at least four years' standing of a higher degree, who is a leading authority in the field of study concerned and has made an original and significant contribution to the advancement or application of knowledge in that field. (Full

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 University. (Refer to Regulation K1.6 above)

**K2.5** Any coat, bag or other item brought into the examination room shall be deposited as directed by the invigilator(s).

**K2.6** It is strictly forbidden to bring into the examination room any books, headphones, dictionaries, notes, writing paper, blotting paper, mathematical tables, mobile telephones, correction tape or devices capable of storing electronic data, other than those specifically allowed for the examination. Any such item must be handed to the invigilator before the examination begins.

**K2.7** If a candidate has unwittingly brought any unauthorised paper or item into the examination room, this shall be handed to the invigilator(s) before the examination commences.

**K2.8** A candidate shall not eat, drink or smoke in the examination room.

**K2.9** Candidates should assemble outside the examination room at least ten minutes before the commencement of the examination and should not enter until instructed by the invigilator(s).

### **K3 During the examination**

**K3.1** Candidates shall not be admitted to the examination if they present themselves later than thirty minutes after the commencement of the examination period, other than exceptionally with the express permission of the invigilator(s).

**K3.2** Candidates shall not commence writing until the start of the examination is announced by the invigilator(s).

**K3.3** Candidates may use only the approved examination stationery supplied by the University. All rough work must be completed on the approved stationery and handed in with the worked scripts.

**K3.4** Candidates shall comply with all instructions given to them by the invigilator(s). Such instructions may include the instruction to leave the examination room and not to return during the period of the examination. It shall be the duty of candidates to comply with an invigilator's instruction notwithstanding that they may judge the instruction to be unreasonable or otherwise objectionable.

**K3.5** Candidates who wish to attract the attention of the invigilator(s) during the examination shall do so by raising a hand.

**K3.6** Candidates should bring to the attention of the invigilator any factor (eg distracting noise) which is adversely affecting them during the examination and should communicate the same in writing to the Chair of the Assessment Board immediately following the examination concerned.

**K3.7** Candidates shall not leave the examination room temporarily during the period of the examination unless given express permission by the invigilator(s). If such permission is given they shall not attempt to contact any other person or consult any material relating to the examination whilst outside the examination room. They should report to the invigilator(s) on returning to the examination room. Failure to report on returning will be reported to the Chair of the Assessment Board and the Academic Registrar. Wherever possible, candidates should be accompanied by an invigilator.

**K3.8** Candidates who leave the examination room during the period of the examination without the express permission of the invigilator, shall be considered to have completed their work and shall not be readmitted.

**K3.9** Candidates may not leave the examination room during the first thirty or last ten minutes of the examination period.

**K3.10** Candidates who complete their work before the last ten minutes of the examination period and wish to leave the examination room should notify the invigilator(s) and hand in their examination scripts. Under no circumstances will they be permitted to re-enter the examination room.

**K3.11** The following practices are **STRICTLY FORBIDDEN**:

- a) Being in possession of any unauthorised information, either written or printed or electronically stored.
- b) Borrowing instruments or materials from another candidate except by permission of the invigilator.
- c) Attempting to read the work of another candidate or communicating, or attempting to communicate, with another candidate by any means whatsoever.
- d) Causing a disturbance in the examination room.

- 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 briefcases, coats etc. to a specified point in the room where they are not within reach of any candidate.
- b) Remind candidates that no unauthorised papers or items may be brought into the examination room and ask that any such papers or items are handed in before the start of the examination.
- c) Advise candidates that they are expected to have read the examination room rules and remind them that they must not communicate with each other during the

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.

### **L2.3 During the examination**

- a) Complete the attendance register.
- b) Do not allow any students to enter the examination more than 30 minutes after the scheduled start of the examination, or allow any student to leave the examination during the first 30 minutes.
- c) If a candidate requests permission to leave the examination room temporarily ensure wherever possible that they are accompanied by an invigilator.
- d) If the invigilator is aware of a candidate re-entering the examination room after leaving without permission they must require them to terminate the examination and note the time and reason for termination on the candidate's examination script and the invigilation report form.
- e) If there is an emergency (eg fire, bomb scare) ensure that candidates evacuate the room quietly but that they do not remove anything from the room without the express permission of the invigilator. Candidates should remain in one place under the supervision of the invigilator until a decision is taken as to whether they may return to the examination room or not.

### **L3 Academic misconduct**

**L3.1** During the examination the invigilator should remain vigilant at all times. Where possible at least one invigilator should be stationed at the back of the examination room. All invigilators should periodically patrol the room, as far as possible without disturbing candidates.

**L3.2** If a candidate is suspected of infringing examination room rules the invigilator should:

- a) Confiscate any unauthorised material in the candidate's possession;
- b) Endorse the candidate's script on the front cover with a note of the time when the alleged infringement is discovered. In the case of suspected collusion they should endorse the script of each candidate involved. Wherever possible they should require another invigilator to act as witness by countersigning the endorsement;
- c) issue a new examination script booklet to the candidate(s) in question, clearly instructing them to continue (not to restart) the examination;
- d) inform the candidate(s) in question, at the end of the examination, that a report of the incident will be submitted to the Academic Misconduct Team
- e) enter brief details of the incident on the invigilator's report (**L4.5**);
- f) report the allegation to the Academic Misconduct Team for investigation.

### **L4 To finish the examination**

**L4.1** Ten minutes before the end of the examination advise candidates that they have only ten minutes left and may not leave the examination room.

**L4.2** Instruct candidates to stop writing and inform them:

- a) that they may not remove examination scripts or stationery from the examination room; and
- b) that they should remain in their seats in silence whilst scripts, etc., are collected.

**L4.3** If extra time has been allowed to any candidate for a particular reason (e.g. disturbance in the examination room) note this on the invigilation report form.

**L4.4** Scripts should be handed to the notified person. If it is an evening examination ensure that scripts are locked in a secure place overnight.

**L4.5** Complete and sign the invigilator's report mentioning any untoward circumstances, breach of examination room rules, etc.

This Code of Assessment Practice applies to all taught programmes. It sets out assessment principles and minimum requirements related to the: assessment of coursework; examinations; dissertations/projects; and other forms of assessment; and provision of feedback on assessed work.

**M1 Principles**

**M1.1** Assessment should be an integral part of the learning process, appropriately matched to learning outcomes.

- a) Assessment tasks should be appropriate for the learning outcomes to be assessed
- b) The relationship between the assessment of Programme level and module learning outcomes should be clear to students.

**M1.2** There should be clear and consistent assessment criteria underpinning every assessment.

- a) Each Programme should have generic and level specific criteria, informed by Subject Benchmarks and the University's Grade Criteria Guide.
- b) Programme information provided to students should clearly state the criteria, purposes and methods of assessment.
- c) Written guidance on the relevant criteria should be provided for each assessment task.

**M1.3** There should be an appropriate balance of assessment designed for summative and formative purposes

- a) Each Programme should have an assessment strategy which provides opportunities for formative assessment (which does not contribute to students' grades), during the year.
- b) The Programme's assessment strategy should include sufficient opportunities for summative assessment (that which contributes to students' grades) designed to assess all the relevant learning outcomes.
- c) Programme information should clearly state the assessment strategy.

**M1.4** Assessment should be transparent, valid, reliable and free from bias.

- a) Clear information about University assessment regulations and processes should be provided and explained to students.
- b) Procedures should be in place to ensure appropriate moderation and scrutiny of assessment.

**M1.5** Students should be provided with feedback on assessment which is timely, relevant to the learning outcomes and criteria, readily understandable and giving clear guidance on how to improve.

- a) Each Programme should have a feedback strategy which explains the purpose of feedback and how and when feedback will be provided.
- b) Feedback should be given on all assessments used for summative purposes.
- c) In addition, formative assessment tasks should be used specifically and regularly to give feedback on students' work.
- d) The feedback strategy should be discussed with students at the outset of the Programme, and at appropriate points during the Programme.

**M1.6** The rigour and consistency of the assessment process is key to the achievement of standards expected by the University. All Programmes shall, at the very least, operate a system of moderation for assessed work. The precise forms of moderation, e.g. sampling, double-marking, vivas, etc shall be stated in the Programme handbook. They may vary from Programme to Programme depending upon such factors and are outlined in paragraph M1.1. above. Precise arrangements shall include the minimum provision detailed in this Code of Practice and shall be included in the relevant Programme Handbook. All modules for that

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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** In cases where marking of assessments takes place in a 'live' situation (e.g. oral presentations, drama and dance 'performances') the assessment should be moderated in one of the following ways: at least two members of the module team are present, the assessment is recorded using an appropriate recording medium for internal moderation at a later stage, or another method specific to the module is determined by subject staff. Samples of assessments undertaken in these conditions must be made available to external examiners.

## **M3 Postgraduate dissertations/ Projects, or equivalent modules (major pieces of work submitted towards the end of a programme of study) – minimal requirements**

**M3.1** All postgraduate (FHEQ level 7 and above) dissertations/projects shall be double- marked. Precise arrangements for double-marking shall be determined at Subject/Programme level and recorded in the Programme Handbook. If there is a failure to reach agreement, the Head of Department (or nominee) should identify a third, independent marker to adjudicate the decision.

**M3.2** Feedback, normally in the form of a standard proforma report, shall be made available to students upon request. It is expected, however, that as standard practice students shall receive feedback as part of the supervision provided during the period leading to the submission of the project/dissertation.

**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 the principles outlined in Section 1 above and shall be consistent with the baseline specification detailed in other parts of this Code.

**M5 Other issues**

**M5.1** This paper refers to moderation practices in several sections. It needs to be emphasised that the moderator should not change the mark(s) awarded to individual students but should make a judgement regarding the overall standards (in line with the learning outcomes and assessment criteria). Where the moderator believes the overall standard to be unduly harsh or lenient, for example where there is a discrepancy of >5% in the mark distribution for the sample as a whole then the initial marker should review the full set of assignments in consultation with the moderator. If there is a failure to reach agreement, the Head of Department (or nominee) should identify a third, independent marker(moderator) to adjudicate the decision.

**M5.2** The only marking indicated on feedback to students should be the agreed mark for the work following the completion of the moderation processes set out above. Feedback to students would normally be restricted to that provided by the initial marker, although this may be supplemented by the initial marker following moderation to reflect elements of the discussions within the moderation process.

**M5.3** Where an assessment includes more than one marker it is good practice to hold a parity meeting at the start of the marking process where markers can discuss and develop a shared understanding of the marking criteria. This can include comparing marks for a small sample of student work. Parity meetings are particularly important where there is a large number of markers and where there are new markers in a team



**Scope**

This section offers guidance on the generation and use of level descriptors for taught modules (including project and proposition modules). These descriptors are based on those devised by the England, Wales and Northern Ireland Credit Consortia<sup>1</sup>.

**Key definitions**

- Level descriptors are generic statements describing the characteristics and context of learning expected at each level.
- Levels are an indicator of relative demand, complexity, depth of study and learner autonomy. The level identifies the relative demands of learning which will be required of a learner undertaking the module/unit of learning.
- Learning outcomes are statements of what the learner should be able to do (for instance, demonstrate through assessment), as a result of undertaking the module/unit of learning.
- Assessment criteria provide clear statements of how the successful achievements of the learning outcomes can be demonstrated.

Module Level descriptors can be found at:

<http://www.seec.org.uk/wp-content/uploads/2016/07/SEEC-descriptors-2016.pdf>

The Middlesex University 20 point scale is used for grading assessments. The Grade Criteria Guide describes the five main classes of student performance.

Each of the classes comprises four grade points.

The Grade Criteria descriptors can be applied at any level of study (see section on Module Level Descriptors).

The Grade Criteria Guide is intended to provide guidance for lecturers, who may adapt and build on the descriptors when defining assessment criteria appropriate for the subject and the learning outcomes of particular modules.

The Guide is also intended to be helpful to students in interpreting the assessment criteria against which they are assessed.

Performance level	Best Possible				Unsatisfactory
MU Grade Level	1-4	5-8	9-12	13-16	17-20
<b>Description</b>	understanding and coverage of a number of aspects of the topic, showing relation and integration of the aspects into a coherent whole, and drawing on aspects of relevant knowledge outside of the topic in question	understanding and coverage of a number of aspects of the topic, showing relation or integration of the aspects	understanding and coverage of a number of aspects of the topic but there is little relation or integration between aspects	knowledge of some basic ideas and facts, an acceptable number of elements of the topic are understood	Irrelevant or incorrect learning; fundamental misunderstandings
	student is able to use what they have learned in order to construct their own understanding, to reflect on their own practice, and evaluate their decisions made in terms of theory	student can apply what they have learned to novel situations and can recognise good or poor applications of principle student understands, in that course content is used as a theory that drives action	student understands declaratively, in that they can discuss content meaningfully, they know about a reasonable amount of content, but don't transfer or apply it easily	student can identify and describe the main concept. There is evidence of originality and appropriate referencing.	student has not been able to construct sufficient meaningful learning
<b>Characteristics</b>	high level of abstract thinking original ideas understanding is generalised and applied to new contexts ideas drawn to conclusions highly reflective sharply perceived generalised from personal experience shows metacognitive understanding goes beyond what has been given the whole is conceptualised at a higher level of abstraction than in purely relational terms	ideas coherent student demonstrates selectivity and judgement uses the appropriate language of the discipline explanation or application rather than a list – trees become the wood aspects are seen as making sense in relation to the whole a qualitative change in learning has occurred	several, or many, elements of the topic are understood, but are not drawn into a coherent whole often forming a list (knowledge telling = snowing with many facts) student sees the trees but not the wood – a necessary but insufficient preliminary to full understanding	the work meets one part of the task, but misses other important attributes little evidence of moving from the specific to the general often focuses on terminology sparse understandings, or some higher level understanding offset by some misunderstandings	responses may simply miss the point or may use tautology to cover lack of understanding (sometimes can use elaborate tautology)

MU Grade Level	1-4	5-8	9-12	13-16	17-20
<b>Verbs to describe performance.</b> <b>The student can</b> <b>....characteristic student involvement</b>	generate, theorise, generalise, hypothesise, reflect, evidence of significant personal engagement with the topic and effort to go beyond the given	integrate, compare, contrast, explain causes and effects, analyse relate, apply evidence of involvement or engagement with ideas, genuine effort to make sense of the subject	classify, enumerate, describe, list, combine, carry out algorithms, evidence of effort and involvement in acquisition of taught content	identify correctly, carry out simple procedure, pick out main concept, evidence of some effort in the acquisition of terminology	student misses the point; significant lack of effort/ involvement in the unit
<b>For Reference: SOLO levels to which descriptors relate</b>	<b>Extended abstract</b>	<b>Relational</b>	<b>Multistructural</b>	<b>Unistructural</b>	<b>Prestructural</b>
	the relevant elements are integrated into a structure, and the whole is generalised to a related domain of knowledge	the relevant elements are integrated into a structure, but without drawing significantly on relevant knowledge beyond the subject	several relevant elements are present but are largely independent of each other	one correct and relevant element is present	no correct elements are present

**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 student conduct and behaviour whilst enrolled at the University. The rules and regulations of the University, which require students to conduct themselves appropriately and enable the University to discipline students in the event of misconduct, form part of the terms of the contract between the parties which students become a party to on enrolment to the University.

**2.2** These rules should also be read in conjunction with the Student Charter which sets out what a student can expect from the University; what the University expects from each student, and; what each student can expect from the Students' Union.

**2.3** The Rules will be used so as to protect the right of all students to pursue argument, discussion and activities proper to their study in higher education. All students are encouraged to participate in debate and a wide range of activities, whether this is directly related to their own study programmes or to matters of wider community and public interest. Equally, all students are expected to respect the rights of others to study, to work and to participate freely in the life of the institution. This is consistent with the Mission Statement of the University, with the traditions of higher education, and with freedom of speech and association in a democratic society.

**2.4** The University is committed to treating all students fairly and to not make presumptions prior to collating evidence. The University has regard to the various duties and obligations they have to all students, in particular applying the principles of natural justice i.e. the right to a fair hearing before an impartial decision-maker. Only will a matter warrant a disciplinary panel where there is sufficient and appropriate evidence.

**2.5** It is the intention of these Rules to encourage the development of mutual respect between all members of the university community. To this end, it is important that students exercise their rights responsibly and with respect for others, and so contribute to the orderly running of the institution as a whole. This is the context in which these rules and procedures should be read and used.

**2.6** The Rules are set out in clear stages so as to be a guide to students and to staff. Except in the case of serious offences, the penalties are intended to operate as a series of warnings, with the authority to suspend or expel a student from the University being reserved to the Director of Student Affairs (or nominee).

**2.7** The Student Conduct and Discipline rules operate within the Care and Concern procedure which is the mechanism for channelling non-academic concerns regarding a student (<https://unihub.mdx.ac.uk/support/care-and-concern>).

**3 Types of Student Misconduct and Consequences**

**3.1** The table below sets out the types of behaviours which the University defines as non-academic misconduct. These are separated into misconduct against the University, misconduct against property, misconduct against a person, and misconduct against the community. The behaviours listed in the table are not exhaustive.

**3.2** Section F of the University's Regulations refers to Academic Integrity and Misconduct.

**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**

<b>Misconduct against the University</b>		
<b>Type of Misconduct</b>	<b>Example of Misconduct</b>	<b>Level of Warning</b>
<b>Obstruction of the working of the University</b>	<ul style="list-style-type: none"> <li>• Acts/omissions/statements intended to deceive the University (e.g. withholding information required for statutory purposes)</li> </ul>	0-2
	<ul style="list-style-type: none"> <li>• Disruption of the functions, duties or activities of any student or employee of the University or any authorised visitor to the University</li> </ul>	0-4
	<ul style="list-style-type: none"> <li>• Disruption of the workings of the University:               <ul style="list-style-type: none"> <li>• Administrative (e.g. refusal to present an student ID card when requested by an employee of the University or misuse of student ID card);</li> <li>• Breach of Tenancy agreement within hall of residence e.g. Unaccompanied guest</li> <li>• Breach of exclusion/suspension conditions</li> </ul> </li> </ul>	0-2
	<ul style="list-style-type: none"> <li>• Academic (e.g. disruption of teaching or learning environment through the usage of a mobile phone)</li> </ul>	0-4
	<ul style="list-style-type: none"> <li>• Sporting and Social (e.g. disruption at a MDX House event)</li> </ul>	0-4
<b>Reputational Damage</b>	<ul style="list-style-type: none"> <li>• Behaviour which could have damaged the reputation of the University or could have brought the University into disrepute</li> </ul>	0-2
	<ul style="list-style-type: none"> <li>• Behaviour which has damaged the reputation of the University or brought the University into disrepute</li> </ul>	2-4
<b>Deceitful Behaviour</b>	<ul style="list-style-type: none"> <li>• Fraud/attempted fraud, deceit, deception or dishonesty in relation to the University or its staff or in connection with holding any office in the University or in relation to being a student of the University</li> </ul>	0-4
	<ul style="list-style-type: none"> <li>• Knowingly making a false and vexatious allegation against the University or against any student or staff member</li> </ul>	2
	<ul style="list-style-type: none"> <li>• Use or issue of fraudulent documentation relating to qualifications and academic performance</li> </ul>	3
	<ul style="list-style-type: none"> <li>• Use of issue of fraudulent documentation NOT relating to qualifications or academic performance</li> </ul>	4
	<ul style="list-style-type: none"> <li>• Blackmail, attempted blackmail</li> </ul>	4
<b>Misconduct against Property</b>		
<b>Type of Misconduct</b>	<b>Example of Misconduct</b>	<b>Level of Warning</b>
<b>Damage to Property</b>	Causing damage or defacement to university or associated property or the property of students, employees or visitors to the University caused by: <ul style="list-style-type: none"> <li>• Misuse/inappropriate use of property</li> <li>• Negligence</li> </ul>	0-1 1-2

	<ul style="list-style-type: none"> <li>• Reckless behaviour</li> <li>• Intentional behaviour</li> </ul>	2-3 3-4
<b>Unauthorised or Inappropriate Use Of Property</b>	<ul style="list-style-type: none"> <li>• Misuse of university premises or property, for example using a computer lab for a social gathering</li> </ul>	0-2
	<ul style="list-style-type: none"> <li>• Unauthorised use of/entry onto university premises or property, including computers and laboratory equipment</li> </ul>	0-2
	<ul style="list-style-type: none"> <li>• Unauthorised recording of a learning activity (see regulations C16 UG and C15 PG)</li> </ul>	1
	<ul style="list-style-type: none"> <li>• Unauthorised publication of a recorded activity (e.g. on YouTube, Facebook etc.) including malicious or defamatory comment</li> </ul>	3
	<ul style="list-style-type: none"> <li>• False activation of a fire alarm</li> </ul>	3
	<ul style="list-style-type: none"> <li>• Deliberate misuse of the university computer network e.g. hacking</li> </ul>	3-4
	<ul style="list-style-type: none"> <li>• Unauthorised use of intellectual property</li> </ul>	2-4
<b>Taking Of Property</b>	<ul style="list-style-type: none"> <li>• Taking property belonging to another person without permission</li> </ul>	1-2
	<ul style="list-style-type: none"> <li>• Stealing personal property excluding cash</li> </ul>	2
	<ul style="list-style-type: none"> <li>• Stealing cash and goods</li> </ul>	3
	<ul style="list-style-type: none"> <li>• Repeated act of stealing</li> </ul>	4
<b>Causing A Health Or Safety Concern</b>	<ul style="list-style-type: none"> <li>• Act/omission that did cause or could have caused a health and safety concern on University premises (for example, smoking cigarettes in non-designated areas)</li> </ul>	1-4
	<ul style="list-style-type: none"> <li>• Act/omission that did cause or could have caused serious harm, injury or impairment of safety on University premises or during University activities (for example, disabling fire extinguishers or covering up a smoke detector)</li> </ul>	2-4
	<ul style="list-style-type: none"> <li>• Possession of an object which may cause harm, alarm or/and distress, including offensive weapons e.g. knife, pepper spray, gun; all replicas, and; any object adapted for such purpose, such as the use of acid in a water-pistol or a snooker ball. Note, possession is irrespective of intent to cause harm</li> </ul>	2-4
<b>Illegal substances</b>	<ul style="list-style-type: none"> <li>• Consumption of and/or possession of illegal substances or associated paraphernalia on University premises or within a Halls of Residence</li> </ul>	0-2
	<ul style="list-style-type: none"> <li>• Dealing illegal substances on University premises or within a Halls of Residence</li> </ul>	4
<b>Misconduct against People</b>		
<b>Type of Misconduct</b>	<b>Example of Misconduct</b>	<b>Level of Warning</b>
<b>Physical Misconduct</b>	<ul style="list-style-type: none"> <li>• Pushing and/or shoving</li> </ul>	0-1
	<ul style="list-style-type: none"> <li>• Shoving</li> </ul>	0-1
	<ul style="list-style-type: none"> <li>• Punching</li> </ul>	2-4
	<ul style="list-style-type: none"> <li>• Kicking</li> </ul>	2-4
	<ul style="list-style-type: none"> <li>• Slapping</li> </ul>	2-4
	<ul style="list-style-type: none"> <li>• Pulling hair</li> </ul>	2-4
	<ul style="list-style-type: none"> <li>• Biting</li> </ul> <p>The above includes where actions have been motivated for self-defence reasons though this may be taken into account as a mitigating factor when considering sanctions.</p>	2-4

<b>Abusive Behaviour</b>	<ul style="list-style-type: none"> <li>• Use of inappropriate (violent, aggressive, abusive, threatening, defamatory or offensive) language</li> </ul>	0-2
	<ul style="list-style-type: none"> <li>• Sending inappropriate, messages by email, text or on social media</li> </ul>	0-2
	<ul style="list-style-type: none"> <li>• Acts of stalking, including following a person, watching or spying on them or forcing contact through any means, such as social media</li> </ul>	1-3
	<ul style="list-style-type: none"> <li>• Repeatedly contacting another person (by phone, email, text or on social networking sites against the wishes of the other person)</li> </ul>	1-3
	<ul style="list-style-type: none"> <li>• Any form of harassment* in person, including acting in an intimidating and hostile manner</li> </ul>	2-4
	<ul style="list-style-type: none"> <li>• Any form of repeated harassment in writing, by email, via the internet (including social media) or otherwise</li> </ul>	4
	<ul style="list-style-type: none"> <li>• Threats to hurt another person</li> </ul>	2-4
	<ul style="list-style-type: none"> <li>• Abusive comments relating to an individual's sex, sexual orientation, religion or belief, race, pregnancy/maternity, marriage/civil partnership, gender reassignment, disability or age</li> </ul>	2-4
<b>Sexual Misconduct</b>	<ul style="list-style-type: none"> <li>• Intimidation: verbal or physical</li> </ul>	3
	<ul style="list-style-type: none"> <li>• Making unwanted remarks of a sexual nature</li> </ul>	0-2
	<ul style="list-style-type: none"> <li>• Inappropriately showing naked or semi-naked images to another person, for example, via social media</li> </ul>	1-2
	<ul style="list-style-type: none"> <li>• Intimate contact without consent (e.g. kissing, touching, invading another's personal space)</li> </ul>	1-2
	<ul style="list-style-type: none"> <li>• Indecent public exposure (flashing)</li> </ul>	2-4
	<ul style="list-style-type: none"> <li>• Sharing sexualised materials of another person (whether fully naked or not) without consent</li> </ul>	3-4
	<ul style="list-style-type: none"> <li>• Sexual harassment, stalking or persecution (virtual or real) of someone with unwanted and obsessive attention</li> </ul>	2-4
	<ul style="list-style-type: none"> <li>• Bullying behaviour (physical or non-physical) based on a person's sexuality or gender</li> </ul>	2-4
	<ul style="list-style-type: none"> <li>• Attempted sexual assault or rape</li> </ul>	4
	<ul style="list-style-type: none"> <li>• Sexual assault</li> </ul>	4
<ul style="list-style-type: none"> <li>• Sexual intercourse or engaging in a sexual act without consent</li> </ul>	4	

\*harassment - unwanted conduct which has the purpose or effect of either violating the claimant's dignity, or creating an intimidating, hostile, degrading, humiliating or offensive environment for them.

Misconduct against the Community		
Type of Misconduct	Example of Misconduct	Level of Warning
Antisocial behaviour on campus	<ul style="list-style-type: none"> <li>Smoking/E-smoking on University premises, other than in designated smoking area</li> </ul>	1
	<ul style="list-style-type: none"> <li>Consumption of alcohol in a teaching/learning environment unless explicit permission has been granted (e.g. as part of a private viewing or show)</li> </ul>	1
	<ul style="list-style-type: none"> <li>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>.</li> </ul>	1
Antisocial behaviour within a Hall of Residence	<ul style="list-style-type: none"> <li>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.</li> </ul>	0-2
	<ul style="list-style-type: none"> <li>Noise nuisance, such as playing loud music or slamming doors (within a hall of residence)</li> </ul>	0-2
	<ul style="list-style-type: none"> <li>Offensive or disruptive behaviour in Halls of Residence</li> </ul>	2-4
	<ul style="list-style-type: none"> <li>Repeated antisocial behaviour within Halls of Residence</li> </ul>	2-4
Antisocial behaviour in any location	<ul style="list-style-type: none"> <li>Environmental damage including littering, dumping of rubbish, inappropriate usage of bins, fly-tipping</li> </ul>	0-2
	<ul style="list-style-type: none"> <li>Inconsiderate or inappropriate use of vehicles, including inconsiderate parking, tailgating into the car park and vehicle noise</li> </ul>	0-2
	<ul style="list-style-type: none"> <li>Misuse of fireworks</li> </ul>	2
	<ul style="list-style-type: none"> <li>Repeated inconsiderate behaviour towards others including parking</li> </ul>	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 any action taken under any other rules relating to the conduct of those enrolled with the University.

**4.2** Students accept, subject to their signed agreement as part of the enrolment process each year, that they will comply with:

- the Articles of Government for Middlesex University as for the time being in force (a copy may be seen on application to the Clerk to the Board);
- the code of conduct, the rules for discipline, or such other lawful regulations or directions, as may at any time be made or given by or on behalf of the Board of Governors or the Vice-Chancellor with reference to the conduct or management of the University, being regulations or directions, either notified to the student individually or displayed within the University wherever general notices to students are usually displayed.

**4.3** Students shall observe all lawful regulations or directions in relation to their attendance and their studies which may be made or given by staff of the University acting by authority of the Vice-Chancellor. Breach of the provisions of the Policies, Codes, Rules and Regulations of the University or failure to comply with a previously-imposed warning under this Code or any other Policies, Codes, Rules and Regulations of the University will result in disciplinary action.

**4.4** Students shall observe all lawful regulations or directions in relation to the effective organisation and management of the University, which may be made or given by staff of or contractors to the University acting by authority of the Vice-Chancellor (for example, regulations or directions in relation to safety, car parking, the occupancy of residential accommodation, the use of the Library, the use of facilities for computing, sport, refreshments, entertainment events and the payment of fees and charges).

**4.5** The conduct covered within these Rules shall constitute misconduct if it takes place on University property or premises or elsewhere if the student concerned was involved in a University activity, was representing the University or was present at that place by virtue of their status as a student of the University, including any work placement.

**4.6** It shall also constitute misconduct in any location whatsoever if the actions bring the good name of the University into disrepute.

**4.7** The Student Conduct and Discipline rules extend to alleged misconduct by a student occurring on or off university premises (including via social media) where the alleged victim is the University itself, a student or employee of the University or others visiting, working or studying at the University and to alleged misconduct occurring during university activities (including placements and field trips).

**4.8** The University is committed to putting in place measures to ensure students are dealt with fairly and impartially. Part of this commitment includes the ability to bring representation to meetings under this policy, and our commitment to enable students to continue with their studies wherever possible.

**4.9** This policy/procedure relates to all Middlesex University provision at our London and overseas campuses. The principles will apply in all cases but where appropriate local structures and requirements will be agreed as exceptions to operational practice.

#### **4.10 Definitions**

- (a) 'Suspension' refers to forbidding attendance at / or access to any parts of the University (including Halls of Residence) and any participation in University activities. The suspension may be subject to qualification, such as permission to attend for the purpose of assessment. The exact details of the exclusion would be specified in writing.
- (b) 'Exclusion' involves selective restriction on attendance at, or access to the University, or forbidding carrying out the functions or duties of any office or committee membership in the University or the Students' Union. The exact details of the exclusion would be specified in writing.

- (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 Readmission Risk Assessment

- (a) The Director of Student Affairs (or nominee) will identify appropriate panel of staff to carry out the Risk Assessment.
- (b) The panel's evaluation will take into account all information that it considers is relevant to the Risk Assessment, including how serious the previous misconduct was. The panel may request meeting with the former student, and/or other relevant individuals. The panel may decide the following outcomes when it has completed the Risk Assessment:
  - Conclude that there is no risk to the applicant being readmitted;
  - Reject the student's application for admission based on the assessed risk(s) to admission, and the conclusion that the risks cannot be adequately managed if the student was readmitted. Such a decision is final;
  - Conclude that there are risks, but that the student may be readmitted taking into account actions that the University can take to manage the risk.

### The disciplinary process

#### 5 Stage 1: Early Resolution and Reporting

**5.1** Where a student engages in any activity which may constitute misconduct under the University's Student Conduct and Discipline rules, the following procedures shall apply.

**5.2** Where issues concerning student conduct and behaviour arise in the day to day running of the University, where possible, these issues are to be resolved at a local level by a member of staff

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** With respect to student conduct and behaviour in a learning or teaching environment, appropriate senior managers are empowered to issue a written warning (0 warning points). Senior managers do not have the authority to impose sanctions greater than 0 warning points.

**5.4** If it is not possible and/or appropriate to deal with an issue at a local level or the issue concerns misconduct which appears to be actually or potentially serious i.e. is deemed to warrant a sanction greater than 0 warning points (Written Warning), the matter shall be reported to the attention of the Director of Student Affairs (or nominee) or referred through the Care and Concern procedure.

**5.5** If a concern is reported to the Director of Student Affairs (or nominee), or referred through the Care and Concern procedure, the student will normally be informed of this.

**5.6** Dependent on the nature of the concern and the information available, a decision will be made by the Director of Student Affairs (or nominee) on whether or not to exclude or suspend the student pending further investigation. A risk-based approach may be used to inform this decision.

**5.7** The University is committed, where possible, to ensuring students can remain engaged in their studies whilst disciplinary proceedings are ongoing and where possible.

**5.8** The University will consider any reasonable adjustments for investigatory meetings and disciplinary hearings provided by the student not less than 24 hours prior to the meeting.

**5.9** Suspension/Exclusion is most likely to be used only if the seriousness of the case warrants it.

**5.10** A student who is suspended or excluded during a University investigation into their conduct, on a matter that does not relate to a criminal offence, will have the opportunity to attend a suspension/exclusion review meeting to respond to the evidence that led the suspension or exclusion. A suspension/exclusion review meeting, will normally take place within 5 working days from the date of their suspension/exclusion. In addition the student may at any stage, request a review of the suspension/exclusion decision by the Director of Student Affairs (or nominee) if there is a material change in circumstances.

**5.11** At a suspension/exclusion review meeting, the panel will consider:

- any relevant reports, documents and records;
- the student's response to the allegation;
- any relevant witness statements; and
- the seriousness (and frequency) of misconduct.

It is the panel's responsibility to determine the outcome of the suspension/exclusion review meeting and to decide one or more of the following options:

- to lift suspension and take no further action;
- to lift the suspension and impose exclusion conditions;
- to keep the suspension/exclusion conditions in place, pending further investigation;
- to progress to a disciplinary hearing.

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

**5.12** Should the student choose not to attend, the review 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.

**5.13** When a concern is reported, the Director of Student Affairs (or nominee) will progress the disciplinary process to Stage 2 and commence investigatory proceedings.

## **6 Stage 2: Investigation**

**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 member of the University or a Students' Union representative. Legal representation is not permitted.

**6.5** On conclusion of the investigatory proceedings, the Director of Student Affairs (or nominee) shall consider the gravity of misconduct and determine 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 i.e. to impose a fine;
- To exclude or suspend the student;
- To set up a disciplinary panel.

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

## **7 Stage 3: Disciplinary Panel**

**7.1** A disciplinary panel is a meeting whereby a student will be required to discuss allegations against them in front of a panel and answer questions relating to the allegation of misconduct.

**7.2** The panel will be made up of stakeholders with the suitable expertise to fairly, impartially and carefully consider the case.

**7.3** The student will have the opportunity to present their version of events and comment on documentary evidence presented to them by the panel.

**7.4** At any disciplinary panel, students are entitled to be accompanied by a student or staff member of the University or a Students' Union representative. Any other representation is not normally allowed except if with express permission by the Chair of the disciplinary panel not less than 24 hours prior to the meeting. Legal representation is not normally permitted.

**7.5** The student will be advised in writing of his or her requirement to attend a disciplinary panel and will normally be given 5 working days prior notice.

**7.6** The student will have the opportunity to address the panel through a formal written statement in which the student will specifically address the allegations presented against the student.

**7.7** At the disciplinary panel, the panel will consider:

- the evidence presented before them;
- the student's response to the allegation;
- any witness statements, including those provided to the panel in person;
- and, the gravity (and frequency) of misconduct.

It is the panel's responsibility to determine the outcome of the disciplinary hearing and to decide one or more of the following options:

- 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 during the disciplinary procedures) the Vice Chancellor or nominee may refer the matter back to the Director of Student Affairs or nominee to consider the evidence and to decide whether or not it would result in a change to the outcome.

**8.3** The Vice Chancellor (or nominee) may seek clarifications to enable them to make a decision on whether to uphold or amend the decision. The purpose of the clarifications would not be to consider any new evidence; it would be help the reviewer at the appeal stage to understand any information that exists that is not clearly understood by the reviewer.

**8.4** Working day' refers to a day on which the University is normally open: it does not include Saturday, Sunday, Bank Holidays, or other designated periods of closure outside the academic terms.

**8.5** The Vice-Chancellor (or nominee) shall consider the appeal and shall decide whether to uphold or amend the decision made. The decision of the Vice-Chancellor or nominee shall be final.

**8.6** Following an appeal to the Vice-Chancellor (or nominee), these procedures are now complete, opening the way for the student to approach the Office of the Independent Adjudicator (OIA).

**8.7** An appeal to the Office of the Independent Adjudicator should be made in writing to the address below within one year of the student receiving notification that the internal procedures of the University have been completed. They should enclose a copy of the final decision of the University and state the reasons for seeking redress from the Higher Education Independent Adjudicator.

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](mailto:enquiries@oiahe.org.uk). The website address is [www.oiahe.org.uk](http://www.oiahe.org.uk).

## 9 Flow Chart of the Disciplinary Process

### Stage 1: Early Resolution & Reporting

- Misconduct resolved at local level by member of staff (by sanctioning a penalty of 0 warning points i.e. a warning letter)
- If resolution at local level not possible or inappropriate, the misconduct is reported to the 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' Union.
- 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 which may be imposed such as library fines, use of facilities for which a charge is made, refusal to provide information required by law, reimbursement for loss or damage to the University or personal property of staff, students or visitors, and whereby the use of facilities is regulated. Action taken by the University under those arrangements does not automatically, but may lead to reference to the Director of Student Affairs for consideration of a warning or for other action under the Rules on Student Conduct and Discipline, any such warning to be additional to any of the foregoing penalties, charges or reimbursement.

**10.8** The University may record the existence of warnings on any reference supplied.

**10.9** In accordance with section 7.3 of Academic Policy Statement APS7 (Admissions policy), if an applicant has had previous study terminated, the University reserves the right to not consider their application to any programme of study.

#### **11 Misconduct which is also a criminal offence**

**11.1** There may be instances where an alleged act of misconduct may also constitute a criminal offence.

**11.2** The nature and scope of the University's internal disciplinary process and the nature and scope of a criminal process are fundamentally different. It is important to maintain a clear distinction between them:

- Under the criminal process, the allegations will be treated as a potential criminal offence; under the disciplinary process, the allegations will be treated as a potential breach of discipline.
- The criminal process is an external procedure. It deals with allegations that a student has committed a criminal act. The allegation has to be proven beyond reasonable doubt. A judge can impose a wide range of sanctions on an individual who is found to have committed a criminal offence, the most serious sanction being imprisonment.
- The internal disciplinary process is a civil matter conducted internally at the University. It is based upon an allegation that a student has breached the University's rules and regulations. The allegation has to be proven on the balance of probabilities. The most serious sanction that can be applied is permanent expulsion from the University.

- 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.

### **Criminal Investigation/Prosecution**

**12.5** Where the offence under criminal law is reported to the Police, action under this Code will be deferred pending any police investigation or prosecution. Where a finding of misconduct is made and the student has also been sentenced by a criminal court in respect of the same facts, the court's penalty shall be taken into consideration in determining any warning points under this Code. A risk-based approach may be used to assess whether or a student may return to study.

### **Disciplinary Investigation/Charge**

**12.6** If the reporting student will not report the matter to the police or will not co-operate in their enquiries or the accused student is acquitted following criminal process, the University will consider the matter as a potential breach of student conduct and will consider sanctions. Only in exceptional circumstances will the University report an alleged crime to the police contrary to the wishes of the reporting student.



**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.middlesex.mu/>). Former students may raise issues of complaint within the timescales stated in section 3 below.

**2.3.** Students studying on Collaborative Partner programmes should refer to Appendix A. A collaborative partner is a partner who enters into an agreement with the University under which it has responsibility for the delivery of services and academic programmes in accordance with the terms of the agreement.

**2.4.** The Regulation on Student Complaints does not cover the following (separate procedures exist for these as noted in brackets):

- (a) appeals against Assessment Board decisions (for taught programmes) or examination decisions of the University Research Degrees Board (for research degrees);
- (b) complaints relating to a case of alleged misconduct by the complainant (student conduct and discipline regulations)
- (c) matters relating to fitness for practice where there is an existing relevant fitness for practice procedure (Faculty/School fitness for practice procedures)
- (d) Complaints against Middlesex University Students Union are dealt with by the Union

**2.5.** The University reserves the right to reclassify a complaint as an academic appeal or vice versa, if the submission is deemed to have been made to the incorrect procedure, or the submission falls properly within the remit of one procedure rather than the other. The outcome of an appeal cannot be made the subject of a complaint except where there is possible material error in arriving at the decision.

**2.6.** The final decision regarding a matter raised under this Complaints Regulation or any of the associated procedures shall be considered to be the final decision of the University. There is no right to further consideration of the same matter under a different associated policy.

**2.7.** Each complaint will be considered on its own merits, subject to all legal and professional requirements.

**2.8.** A student will not be treated less favourably by the University or suffer any detriment or disadvantage if s/he makes a complaint in good faith, regardless of whether the complaint is successful. Frivolous or vexatious complaints may be considered under section 2.12.

**2.9.** Anonymous or vexatious allegations against the University or against a student or member of staff will not normally be considered under the complaints procedure and it may lead to action under section 3.4 (Deceitful Behaviour) in the Student Conduct and Discipline rules.

**2.10.** Any member of staff mentioned in a complaint will not be treated less favourably by the University than if the complaint had not been brought. If, however, the complaint against a member of staff is upheld, that member may be subject to disciplinary proceedings under University policy for staff.

**2.11.** These internal regulations of the University and their associated policies and guidance will be operated in accordance with its Equal Opportunities Statement and Equality and Diversity Objective. Complaints will be handled with an appropriate level of confidentiality. There is an expectation that students and staff members will treat both the complaints processes and each other with respect.

#### **2.12. Frivolous or vexatious complaints**

a) The Director of Student Affairs (or nominee) may reject a complaint at any time, on the basis that the complaint has "no serious purpose, or is intended to cause disruption or annoyance. We refer to these complaints as "frivolous or vexatious".

b) A frivolous or vexatious complaint can be characterised in a number of ways including one or more of the following:

- Complaints which are obsessive, persistent, harassing, prolific, repetitive;
- Insistence upon pursuing unmeritorious complaints and/or unrealistic outcomes beyond all reason;
- Insistence upon pursuing meritorious complaints in an unreasonable manner;
- Complaints which are designed to cause disruption or annoyance;
- Demands for redress which lack any serious purpose or value.
- Unrealistic remedy

c) The University are sensitive to the fact that if the student raises the same or similar issues repeatedly despite receiving a full response, there may be underlying reasons for this persistence.

d) Deciding whether a request is frivolous or vexatious is a balancing exercise, taking into account all the circumstances of the case. The decision to reject a complaint will be taken jointly by the Director of Student Affairs (or nominee) and the relevant deputy Dean and/or Director of service. The University's main consideration will be the issues raised in the complaint rather than the behaviour of the student bringing the complaint.

e) If the Director of Student Affairs (or nominee) and the relevant deputy Dean and/or Director of service decides that a student's complaint is frivolous or vexatious, they will confirm this in writing and that the complaint is terminated. Reasons for the decision will be stated in the Completion of Procedure (CoP) letter and the decision will be final.

### **3. Timeframe for making a complaint**

**3.1.** A student who is, or was recently a registered student, or a group of students wishing to complain should normally do so within 3 months of the event which has given rise to the complaint or, if a series of events has given rise to a complaint, within 3 months of the final event in the series.

**3.2.** The Director of Student Affairs (or nominee) has the discretion to extend any timescales stated in the Student Complaints and Grievances procedure taking into consideration any circumstances that justifies an extension.

### **4. Delegation of responsibility**

**4.1.** The Vice Chancellor delegates responsibility for dealing with student complaints as follows:

- Stage 1 (Early Resolution) student complaints are dealt with by the appropriate Faculty/Schools and/or Professional Services departments as applicable.
- Stage 2 (Formal Stage) student complaints are dealt with by the appropriate Deputy Deans of Faculty/Schools (Deans normally assign responsibility for managing student complaints to a Faculty/School Senior Manager) or Head of Professional Service.

- 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. These timescales should be communicated to the student and the student kept informed of any changes. Where possible, the investigation should be completed within 20 working days.
- vi. At the end of Stage 1, a student will be provided with a written response to their complaint, copied to the Director of Student Affairs, which will either:
  - Detail the proposed resolution; OR
  - If no resolution has been proposed, explain why resolution has not been considered to be possible.

### 5.2 Stage 2: Formal Complaint

- i. If a student is not satisfied with the outcome of Stage 1, they may choose to submit a Stage 2 complaint, by completing the Stage 2: Formal [Complaints Form](#). This should be done within 20 working days of the release of the written response to Stage 1. A Stage 2 complaint will normally only be considered following the completion of the early resolution stage.
- ii. A student wishing to submit a Stage 2 complaint should do so to:
  - the Deputy Dean (for academic programme or Faculty/School-related complaints), or
  - the Head of the relevant service department or their nominee (for service related complaints).
- iii. If the Deputy Dean or Head of the service department was involved in the case at Stage 1, their will nominate an appropriate alternative individual to consider the case. If no appropriate individual can be found within the Faculty/School or service department, their shall refer it to the Director of Student Affairs, who will then assign the case to an appropriate individual.
- iv. The receipt of the complaint form will normally be acknowledged within 5 working days.
- v. The Deputy Dean or their nominee or Head of the relevant service department or their nominee will consider the case appropriately. This will normally involve discussions with the student and/or the subject of the complaint.
- vi. Complaints will be dealt with in a timely fashion. The Faculty/School Deputy Dean or Head of the relevant service department will establish appropriate timescales based on the nature and complexity of the complaint. These timescales should be communicated to the

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 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.

### 5.3 Stage 3: University-level review

i. If a student considers that:

(a) there has been a procedural irregularity in the conduct of the Stage 2 investigation; or

(b) new information has come to light, which the student was unable to disclose previously and which would have had a material impact upon the investigation previously undertaken.

(c) the decision reached was unreasonable based on the information that had been available to the University when the case was considered.

They can request a review of the outcome of the Stage 2 investigation. A student wishing to request a review must do so within 20 working days of the written response to Stage 2. The review request must be submitted to the Director of Student Affairs using the [University Level Review Form \(ULR\)](#).

ii This is not a reopening of the original complaint. Dissatisfaction with the outcome of the appeal is not alone a valid reason for requesting a review.

iii. The receipt of a review request will normally be acknowledged within 5 working days.

iv. The review will be carried out by a designated Senior Manager. The review will consider whether the outcome of Stage 2 was reasonable, or should be re-considered in the light of new information, rather than reconsider the original case and its evidence.

v. Further discussions may be held with the student and/or subject of the complaint and with members of staff involved at Stage 1 and/or Stage 2.

vi. Where possible, reviews should normally take no more than 20 working days from the date that a student is notified that a designated Senior Manager is in place to handle the review.. The Senior Manager undertaking the review will establish appropriate timescales based on the nature and complexity of the case. These timescales should be communicated to the student and the student kept informed of any changes.

vii. The Senior Manager will inform the complainant, the subject of the complaint and the Director of Student Affairs, in writing, of the outcome of the investigation.

### 5.4 The Office of the Independent Adjudicator

When the University's internal procedures have been concluded a student will be issued with a Completion of Procedures (CoP) letter, normally from designated Senior Manager who conducted the University Level Review.. Following this, a student who is dissatisfied with the final decision on his/her case may be able to apply to the Office of the Independent Adjudicator (OIA) for Higher Education. Information and eligibility rules are available at: [www.oiahe.org.uk](http://www.oiahe.org.uk)

### 5.5 Reporting

An annual report of student complaints prepared by the Director of Student Affairs, will be received by Assurance Committee and the Board of Governors.

#### NOTES

These complaints procedures and any decisions made under them are not intended to give rise to legal rights, or obligations on the University to pay compensation either in respect of a decision made pursuant to the procedures or for a breach of these procedures. Anonymous complaints will not normally be considered. The University will hear and consider a complaint only if lodged by a student or group of students themselves and will not deal with third parties, even with the permission of the student(s), unless in exceptional circumstances which prevent a student representing themselves (selves). The student(s) is(are) entitled, however, to be supported in any complaint hearing by an individual who will be a staff or student member of the University, or a Students' Union Representative. Legal representation is not allowed at meetings other than in exceptional circumstances and with the express permission of the investigating officer not less than 24 hours prior to the meeting.

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**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.

**A.3** You may have a complaint that is both an academic matter and a service issue.

**B. Use of Collaborative Partners Complaints Procedures and Jurisdiction of the OIA**

**B1** A student complaint relating to **academic matters**, or to **service issues**, should normally in the first instance be dealt with by the Collaborative Partner under their own procedure, unless the agreement between the University and the Collaborative Partner Institution states otherwise. Where a student remains dissatisfied with the outcome of their complaint handled by a Collaborative Partner, the following options apply:

**B1.1** In the case of academic matters or service issues that that have a detrimental impact on academic matters, the student can pursue a University Level Review, following the process set out in section C below.

**B1.2** In the case of service issues that do not impact on academic matters, the University would be likely to conclude that the complaint did not fall within its area of responsibility (if the student referred such complaint to the University as a University Level Review), unless under the terms of its agreement with the Collaborative Partner Institution it is responsible for aspects of service delivery that are not related to academic matters.

**B1.3** In the case of service issues that do not impact on academic matters, or which do not fall under the responsibility of the University under its agreement with the Collaborative Partner, and the student is not satisfied by the outcome of complaint handled by the University or the Collaborative Partner as applicable, the student may consider referring the complaint:

- (i) to the OIA if the Collaborative Partner Institution is a member of the OIA Scheme based on England or Wales; or
- (ii) to any local regulator or ombudsman service that may review complaints concerning the relevant Collaborative Partner. Collaborative Partners not based in England and Wales would not fall within the jurisdiction of the OIA.

**C University-level review**

- C1** To request a University Level Review, the student is required to submit the following to the Director of Student Affairs within 20 working days of receiving written confirmation of the final outcome of the investigation from the Collaborative Partner Institution:
- The CPULR (Collaborative Partner University Review) form;
  - The final stage outcome of the investigation from the Collaborative Partner Institution;
  - Any other supporting documentation.

- C2** The University will only accept a University Level Review if the complaint relates to or impacts on academic matters, unless under its agreement with the Collaborative Partner the University also has responsibilities in relation to service Issues. In addition the University will only conduct a University Level Review, if the student's complaint shows that :
- (i) there has been a procedural irregularity in the investigation of a complaint regarding a matter related to their academic programme carried out by the Collaborative Partner Institution.
  - (ii) new information has come to light, which the student was unable to disclose previously and which would have had a material impact upon the investigation previously undertaken.
  - (iii) the decision reached was unreasonable based on the information that had been available to the University when the case was considered.
- C3** The receipt of CPULR form will normally be acknowledged within 5 working days, and the Collaborative Partner Institution informed of the nature and substance of the complaint.
- C4** The CPULR form will be reviewed by the Director of Student Affairs or nominee. The University review will consider whether a) there has been a procedural irregularity in the investigation of the complaint by the Collaborative Partner Institution, or b) any new evidence has come to light which would have had a material impact on the investigation (See C2 above). Discussions may be held with the student and/or subject of the complaint, and with members of staff involved in the Collaborative Partner Institution's investigation process.
- C5** Where possible, reviews should normally take no more than 20 working days from the date that a student is notified that a designated Senior Manager is in place to handle the review. The Senior Manager undertaking the review will establish appropriate timescales based on the nature and complexity of the case. These timescales should be communicated to the student and the student kept informed of any changes.
- C6** The designated Senior Manager will inform the collaborative partner of the proposed outcome of their investigation and give the collaborative partner the opportunity to comment. The Completion of Procedure letter will then be communicated to the student and the collaborative partner normally within 20 working days.
- C7** When the University Level Review has been concluded, the student will be issued with a Completion of Procedures (CoP) letter. Following this, any student who is dissatisfied with the final decision on his/her case may be able to apply to the Office of the Independent Adjudicator (OIA) for Higher Education. Information and eligibility rules are available at: [www.oiahe.org.uk/](http://www.oiahe.org.uk/).
- C8 Reporting**  
An annual summary report of student complaints in relation to Collaborative Partner Institutions, prepared by the Director of Student Affairs, will be received by Assurance Committee and the Board of Governors.
- D Exceptions to the Above Procedure**  
The above procedure may not apply if under the agreement between the University and the Collaborative Partner if an alternative procedure for handling complaints is set out in that agreement.



## ALL STUDENTS

### University membership/Membership of the Students' Union

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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
- participate in the study life of your home institution alongside other students and staff
- pay your fees (or to arrange for a sponsor to pay)
- register your contact details
- maintain the record of your programme of study as appropriate.

(For students on Middlesex and joint programmes, see University Regulations, **Section H** for a detailed account of your responsibilities).

#### **You should also expect:**

- to be treated with respect by all other staff and students
- to have use of the shared learning resources of your home institution
- to receive, from your home institution, the tuition and assessment that will give you the opportunity to obtain your qualification
- to have reasonable access to the information, advice and support necessary for you to continue and complete your studies.

Students on joint, franchised or validated programmes should also expect:

- to have the right, on matters relating to academic assessment, to make an appeal to the Middlesex University Academic Registry.
- to have any other rights, as defined in the Memorandum of Co-operation between the University and the collaborative partner.

#### **Membership of the Students' Union**

All students taught at Middlesex University, or on a joint or franchised programme of study attending a London campus of the University (except students from validated partnerships), can become full members of the Middlesex University Students' Union (MDXSU). Full membership gives you the right to use MDXSU facilities and support services, to vote in union elections and to stand for election as one of the officers of the union.

## ALL STUDENTS

### University membership/Membership of the Students' Union

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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 world, you can activate your membership of MDXSU as a full member by contacting the MDXSU Administration Manager.

If you are a student taught at an overseas Campus, or at another institution on a programme validated by Middlesex University, or on a joint or franchised programme but not attending a Middlesex University London campus, membership of MDXSU is not open to you. However you may join a similar student representative body, if any, which is available at your home institution. You may also apply for any benefits which may be available via MDXSU.

All members of MDXSU shall be entitled to membership of all bodies to which the union is affiliated.

For Further information, see the MDXSU website at: [www.mdxsu.com](http://www.mdxsu.com)

**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 <https://community.jisc.ac.uk/library/acceptable-use-policy>.

You hereby agree to use the Middlesex Student Office365 and OneDrive facilities (together, the "**Microsoft Facilities**") as provided by Microsoft on behalf of the University in accordance with these terms and conditions and you hereby agree that you are also bound by Microsoft's 'Terms Of Use' which can be read by clicking here <http://www.microsoft.com/en-us/legal/intellectualproperty/copyright/default.aspx>.

The University reserves the right to amend any of the rules set out in this Policy at any time, and will notify all Users of any changes it makes.

This Policy applies to all computer users within the University (including persons who are not staff or students but who have been authorised in writing by University to use the University's computing facilities), whether they use computers based at the University's premises or access the systems provided by the University via the internet using University-owned or private computing equipment. Compliance with this Policy does not imply authorisation to use the University's computing facilities.

In accordance with the University's 'Regulations' (which can be read by clicking here <https://www.mdx.ac.uk/about-us/policies/university-regulations>), the University considers failure or refusal to comply with this Policy to be a serious disciplinary offence which may lead to disciplinary action including, without limitation, withdrawal of services and/or expulsion (with or without notice) in accordance with the following parts of the University Regulations:

- Sections F, G, H;
- The section entitled "Code of Conduct and Discipline"; and
- The section entitled "Students Complaints and Grievance Procedures", (together, the "**Regulations**").

When using the University's computing facilities Users must conduct themselves at all times, in a lawful and appropriate manner so as not to discredit or harm the University or other Users and at all times in accordance with the contents of this Policy. Accordingly, this Policy is not a definitive statement of the purposes for which the University's computing facilities should or should not be used and the University reserves the right to apply this Policy in a purposive manner.

The University's computing facilities are provided to assist with day to day work or studies. Personal and recreational use is allowed; however the University accepts no responsibility for personal data

stored on devices or storage facilities. The University also reserves the right to place whatever limitations it deems appropriate on such usage in order to safeguard the function of its computing facilities and Users' compliance with any applicable laws and/or the contents of this Policy.

**Note:** By virtue of the fact that each Alumnus was previously a student of the University and was subject to the Regulations, each Alumnus (as a User) is bound to comply with all aspects of this Policy.

### Basic Rules

Only use the University's computing facilities for lawful activities. The University will not hesitate to contact the police if it discovers unlawful use of University computing facilities.

Do not engage in any activity or omit to do anything which could jeopardise the integrity or security of the University's computing facilities.

Keep your 'Network Identity', all your User 'Accounts' and associated passwords secure.

Do not share your own or use someone else's 'Network Identity' and User Account.

Do not use, or permit others to use, the University's computing network for any commercial use, nor for the purposes of endorsing or advertising such activity without the express authority of the University's IT Department, currently known as the Computing and Communications Systems Service ("CCSS").

Do not alter, interfere, add to or remove any physical part of the University's computing facilities or any equipment connected or attached to the University's computing facilities without authorisation. Data points provided for Users are designed to support one computer only and the unauthorised connection of hubs and switches to data points is forbidden.

Do not access material, or attempt to access material, that you do not have permission to access.

Do not bypass the login procedure.

Do not deny (or do anything which has the effect of denying) another Users' legitimate access to the University's computing facilities.

Do not connect any server, modem, wireless routers and hubs or network routers / switches / hubs to the University's computer network, or other similar transmitting device that operates on a wireless frequency without prior written agreement from CCSS.

Do not make, store or transmit unlicensed copies of any trade mark or copyrighted work (including software and media files).

Do not send unsolicited bulk email messages, chain mail or spam.

Do not deliberately or recklessly undertake activities which may result in any of the following: -

- The waste of staff effort or network resources, including time on any system accessible via the University network
- The corruption or disruption of other User's data
- The violation of the privacy of other Users
- The disruption of the work of other Users
- The introduction or transmission of a virus into the network

**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.

Do not attempt to gain unauthorised access to any facility or service within or outside the University, or make any attempt to disrupt or impair such a service.

Do not set up or use hardware, or software, on the University's own internal network (and not, for the avoidance of doubt, JANET) for the purpose of sniffing, hacking, network scanning or keyboard logging without prior written authorization.

Do not alter or interfere with data, programs, files, electronic mail or other computer material which you do not have the right to alter.

**News and Community Groups, Web Sites, Wikis, Blogs:**

Do not post or present information in such a way as may bring the University into disrepute or otherwise damage the reputation of the University.

Do not express opinions which purport to be the University's view unless you are authorised in writing to express views on behalf of the University.

Do not distribute or share group members user names, email addresses and other personal information with non group members.

The University reserves the right to approve and withdraw approval of any News and Community Group, Web Site, Wiki and Blog.

**In accordance with the Regulations, any transgression or breach of the above restrictions or policies will be deemed as gross misconduct and/or a serious offence which may result in withdrawal of services and/or expulsion following a proper hearing of the case. Users will be held responsible for any claims brought against the University in respect of 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 a User's actions or omissions. The University will not hesitate to contact the police if it discovers unlawful use of the University computing facilities.**

*Unintentional Access to Inappropriate Internet Sites:*

The University accepts that mistakes can be made due to unintended responses of search engines, unclear hypertext links, misleading advertisements and typing errors taking Users to inappropriate web pages.

**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 documentation and, unless authorised by the software owner, does not have the right to reproduce it. The software used on the local area network or multiple/individual machines may only be used in accordance with the relevant licence agreement and in no circumstances for any commercial use without the express authorisation of CCSS.

*CHEST Software:*

Software supplied by CHEST (Combined Higher Education Software Team) is subject to the CHEST Code of Conduct for the Use of Software and Datasets. Users are bound by that Code of Conduct, which should be read by clicking here <https://www.chest.ac.uk/user-obligations/>

*Distribution of Software:*

Users are prohibited from using the University's computing facilities to distribute software unless (and not without the University's express written approval) it is directly associated with the University's business and where such distribution does not contravene any other part of this Policy.

*Suspected Misuse:*

Users should immediately notify CCSS of any misuse or suspected misuse of software or associated documentation.

**Online Plagiarism and Online Purchasing of Assignments**

The University is aware of online plagiarism and that sites exist where it is possible to purchase assignments. Users hereby acknowledge and agree that the University actively monitors Internet use and submitted assignments for evidence of plagiarism. Any abuse or evidence of plagiarism is considered to be a serious offence, and will be dealt with under the Academic Integrity and Misconduct Procedures in section F of the Regulations.

**Security and Viruses**

It is each User's responsibility to log off from the system when leaving the computer being used to avoid inadvertent security breaches.

Users must not disclose (including by sending via or placing on the Internet) any material, which incites or encourages or enables others to gain unauthorised access to the University's computer facilities.

It is vital that all Users take all necessary steps to safeguard the University's computer facilities from viruses. Accordingly, all Users using personal computers on JANET must ensure that anti virus software is installed on their desktop / laptop computer and kept up to date and that any unsolicited documents or attachments received are deleted immediately.

**Offensive or Defamatory Material**

Emails and the Internet are considered to be a form of publication and therefore the use of the Internet, email and the making available of any information online, must not be 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. 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 University users; or
- to intercept emails for operational purposes, such as protecting against viruses and making routine interceptions such as forwarding emails to correct destinations.



The University reserves the right to automatically block certain network protocols and sites in order to minimise the risk of viruses, hacking, network scanning and other inappropriate file transfer activities.

The University maintains logs of user and network activity which may be used in investigations of breaches of University computing regulations, performance monitoring or provision of statistical reports.

The University has a statutory duty under Section 26(1) of the Counter-Terrorism and Security Act 2015 ("the Act") when exercising its functions, to have due regard to the need to prevent people from being drawn into terrorism. The University may impose filtering and/or monitoring as required in its view, to support this duty.

Users should be aware that the CCSS has adopted a formal Investigations Procedure which will be instigated where the University reasonably suspects misuse of the facilities or breach of this Policy.

The University reserves the right to make and keep copies of emails and data documenting use of email and/or the Internet systems, for the purposes set out above.

Users hereby acknowledge and agree that the University has the right to retain copies or delete copies of any data stored on the system so as to comply with the University's statutory obligations or, at its own discretion, in accordance with the legitimate purposes stated above.

In using the University's computing facilities, Users implicitly accept this Policy. Consequently Users agree to their activities being monitored in the circumstances given above.

### **Availability**

Users acknowledge that the University's computing facilities may not be available for 24 hours 7 days a week. The University retains the right to limit or prevent access to the University's computing facilities for the purposes of carrying out planned or unplanned maintenance, virus monitoring and/or clean up or investigation. Except where the University cannot exclude or limit its liability as a matter of law, the University shall have no liability to any User in connection with the non-availability of the University's computing facilities howsoever arising, including in negligence.

### **Liability for Misuse and Disciplinary Action**

#### *Civil and Criminal Liability:*

Users and the University are potentially at risk for a range of civil and criminal liability arising from misuse of the University's computing facilities. Legal liability can arise from:

- defamation under the **Defamation Act 2013**;
- copyright infringement under the **Copyright, Designs and Patent Act 1998**;
- breach of confidence;
- negligent virus transmission;
- breach of the **Computer Misuse Act 1990 and the Police and Justice Act 2006**;
- breach of the **Obscene Publications Acts of 1959 and 1964**, the **Protection of Children Act 1978**, the **Criminal Justice and Immigration Act 2008** and the **Telecommunications Act 1984** and the **Communications Act 2003**;
- computer hacking;
- harassment and discrimination under the **Equality Act 2010**, the **Racial and Religious Hatred Act 2006** and the **Malicious Communications Act 1988**;
- the **Data Protection Act 2018** and the **Human Rights Act 1998**;

- 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.

This Policy is governed by the laws of England and Wales and is subject to the non-exclusive jurisdiction of the English Court.

### **University policy**

University policy regarding students with specific learning differences and disabilities is stated within the Equal Opportunities Policy and Codes of Practice 2001.

### **Definition of disability**

For the purposes of the Equality Act, 2010, a person has a disability if they have a physical or mental impairment which has a substantial and long- term adverse effect on their ability to carry out normal day-to-day activities. However, Middlesex University acknowledges that a person is more likely to be disadvantaged by social and environmental factors than by a disability itself.

Disability in this context can include a wide range of issues and conditions. Typically this would be one, or combination of, the following categories.

- Specific learning difference- e.g. dyslexia
- Visual impairment - partial sight or blind
- Hearing loss - partial hearing or profoundly deaf
- Autistic spectrum conditions
- Mobility difficulties or wheelchair user
- Has restricted use of upper limbs
- Mental health condition
- Condition that is not visible, e.g. epilepsy, sickle cell disease, HIV
- Condition not listed above (e.g. back injury)

The above list should not be seen as exhaustive. If you feel that you do have a condition that is affecting your ability to study effectively, you should contact the University's Disability & Dyslexia Service as soon as possible.

Middlesex University is committed to setting up systems to break down any barriers which might prevent people with disabilities from actively participating in the life of the University.

### **Disclosure of disability**

You may develop a disability, or begin to suspect that you have a disability, after your studies have begun. We encourage you to disclose any disabilities, in confidence, at the earliest opportunity so that we can make provision for your needs.

You are advised to do this even if you do not believe that additional support is required. Your information helps us to monitor the success of our equal opportunities policies and enables the University to keep students informed of developments that may be of benefit or interest.

The Disability and Dyslexia Service team can discuss your situation with you and provide advice and guidance. Students who register with the service will be provided with a disability support package. Queries can often be resolved over the telephone or by ~~letter~~ email, although personal visits are often the best way of assessing needs, facilities and the environment.

### **The Disability and Dyslexia Service**

The University is continually improving its facilities to ensure equal opportunities for all students with disabilities and specific learning differences (for example, dyslexia).

The Disability and Dyslexia Service – based at the Hendon campus, provides advice and support for students with physical difficulties, sensory impairments, chronic (long-term) medical conditions, mental health conditions or specific learning difficulties.

Support includes, but is not restricted to, special arrangements for examinations, liaison with tutors and needs assessments for students applying for support through the Disabled Students Allowance. Student Finance England and other funding bodies requires that students applying for Disabled Students' Allowance are assessed for their support at an accredited centre. The North London Regional Access Centre, based at the Hendon campus, is a fully accredited Centre.

### **Disability and Dyslexia Service**

Middlesex University, The Burroughs, Hendon NW4  
4BT Tel: 020 8411 4945

Email: [disability@mdx.ac.uk](mailto:disability@mdx.ac.uk)

See also information on the University's student information portal: <https://unihub.mdx.ac.uk/support/disability-and-dyslexia>

### **Facilities and Support**

The University uses inclusive practices and reasonable adjustments to ensure accessibility for all our students. Advice and ongoing support is also provided through a variety of services, including:

- Scheduling classes in rooms that are appropriate for your needs.
- Providing flexible arrangements for your examinations.
- Alerting your tutors to your needs in terms of teaching and learning materials.
- Setting up Non-Medical Helper (NMH) support, e.g. note takers, BSL interpreters, specialist dyslexia tuition, mentoring.

### **Examinations and assessments**

Flexible assessment arrangements are permitted on the recommendation of the Disability & Dyslexia Service, following discussion with the student and the submission of appropriate medical evidence and in the case of dyslexia or other specific learning difference the report of an education psychologist confirming the condition. Arrangements may include provision of a separate room and additional facilities such as appropriate seating. Unless specifically excluded by examining bodies external to the University, and on appropriate recommendation, amanuenses (someone employed to write for you) are permitted. Examination papers may be provided in alternative formats such as Braille or large type. In appropriate cases students may use a computer. Additional time to complete examinations and timed rest breaks may also be permitted, subject to agreement and appropriate medical evidence.

### **Non-Medical Helpers**

Non-Medical Helpers are trained support workers who can help disabled students with different aspects of their university experience. They are paid either through external funding i.e. Disabled Students Allowance or by the university. Examples of non-medical helpers are note takers, practical assistants (to assist with tasks such as carrying equipment, accessing the campus), BSL interpreter, mentors, specialist dyslexia tuition. To organise this support, a student must contact the Disability and Dyslexia Service to discuss what support is appropriate and how it will be funded. Where appropriate these non-medical helpers may require DBS and Health and Safety checks.

### **Dyslexia support**

Dyslexia is a type of learning difference. It has a variety of effects or symptoms, and it typically means that a person finds significant difficulty in reading letters and words, spelling, distinguishing sounds, and organising complex thoughts, especially in writing – or a combination of all these.

Extensive dyslexia support is available at Middlesex University, including one to one specialist tuition, where appropriate.

### **Financial Support**

### **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 assessed on individual need. The average award is £250 and is based on the shortfall between income and outgoings. However, students in their final year or those with additional study costs, such as childcare, are more likely to receive more than those who have fewer outgoings

You can apply annually, and you can also make a second application if your circumstances change resulting in financial difficulties within an academic year.

<https://unihub.mdx.ac.uk/support/fees-payments-funding/financial-support/student-support-fund>

**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 committed to ensuring that every current employee and registered student complies with these legal standards regarding the confidentiality of any personal data held by the University in whatever medium.

The University needs to keep and process certain information about its past, current and potential employees and students to allow it to function effectively and monitor performance and achievements. To comply with the law information must be collected and used fairly, stored safely and not disclosed to any other person unlawfully.

Data held and processed on past, present and future students may include:

- personal information
- assessment information
- financial information

and it is processed to comply with the requirements of official bodies, eg the Office for Students, Student Loans Company.

It is a condition for acceptance onto a programme of study that students agree to provide and allow the processing of this information. More information on how the University processes personal data can be found here: <https://www.mdx.ac.uk/about-us/policies/privacy>

**Students are responsible for:**

- ensuring that all personal data provided to the University is accurate and up to date
- informing the UniHelp desk of any changes to information which they have provided, e.g. change of address
- informing the UniHelp desk of any errors or changes.

Students should ensure that they are familiar with the Data Protection Policy, copies of which are available at <https://www.mdx.ac.uk/about-us/policies/public-policy-statements>  
Any breach of the Policy, whether deliberate or through negligence, may lead to disciplinary action being taken, access to University facilities being withdrawn or even a criminal prosecution.

Full details of the following Statements and Policies can be found at:

**Academic Integrity and Misconduct**

<https://www.mdx.ac.uk/about-us/policies/public-policy-statements>

(Academic Quality Section)

**Admissions Policy**

<https://www.mdx.ac.uk/about-us/policies/public-policy-statements>

(Widening access to higher education Section)

**Attendance Monitoring Policy for students**

<https://www.mdx.ac.uk/about-us/policies/public-policy-statements>

(Academic Quality Section)

**CMA Policy: Making Changes to Published Programme Related Information**

<https://www.mdx.ac.uk/about-us/policies/public-policy-statements>

(Information Law and Policy Section)

**Data Protection Policy**

<https://www.mdx.ac.uk/about-us/policies/public-policy-statements>

(Data protection Section)

**Ethics Framework Statement**

<http://www.mdx.ac.uk/about-us/policies/university-ethics-framework>

(Ethics Section)

**Extenuating Circumstances Claims**

<https://www.mdx.ac.uk/about-us/policies/public-policy-statements>

(Academic Quality Section)

**Financial Regulations**

[Financial-Regulations-update-2019-final-March-20-update.pdf](#)

**Force Majeure Statement**

<https://www.mdx.ac.uk/about-us/policies/public-policy-statements>

(Information Law and Policy Section)

**Intellectual Property Rights: Students**

[https://unihub.mdx.ac.uk/\\_data/assets/pdf\\_file/0030/156396/IP-STUDENT-POLICY\\_ST.pdf](https://unihub.mdx.ac.uk/_data/assets/pdf_file/0030/156396/IP-STUDENT-POLICY_ST.pdf)

**Student Charter**

<https://unihub.mdx.ac.uk/your-middlesex/student-charter>

**Student Pregnancy, Maternity and Paternity Policy**

<https://www.mdx.ac.uk/about-us/policies/public-policy-statements>

(Equal Opportunities Section)

Copies of this document can also be provided in braille or large print from the Disability and Dyslexia Service, or accessed from the University's website via: <https://unihub.mdx.ac.uk/student-life/important-documents>