***Note for authors of joint programme handbooks***

*This template has been adapted from the one used to produce ‘in house’ programme handbooks at Middlesex University and has been developed in line with expectations set out in the QAA UK Quality Code.*

*All joint programme students are registered on MISIS and therefore have access to MyMDX*

*There is an expectation that where a joint programme is being run in the UK that the students will attend the Middlesex London campus which as a result will mean that they:*

* *can access the facilities and resources at Middlesex,*
* *will be a member of the Students’ Union (although they can opt out as they wish)*

***If the students do not attend the Middlesex campus then the handbook must be amended to remove all mentions of access to specific Middlesex facilities*** *(such as the library etc).*

*The template has been written to try and accommodate every situation but authors should bear the above in mind when proofing a final copy to ensure that the handbook is accurate*

***\*This document should be used as a template and all red text should be updated to reference your specific area. Some of the red text will be bullet points highlighting information that should be included in the handbook. No red text should be showing in the final copy given to students\****

***\*\*Any wording in black is guidance text that should not be removed\*\****

***\*\*Programme Teams are free to change the design if all of the required information in this document is included\*\****



***[Insert Partner Institution Logo Here]***

**Programme Handbook *[Joint]***

***[Include name of Faculty ]***

***[Insert programme name(s)/Department and Academic Year]***

***[Include a list of all the exit awards in the programme]***

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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***\*Update and format once handbook is complete\****

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# Your Programme Handbook

The purpose of this Handbook is to introduce you to your programme of study and to direct you to other general information about studying at *[Insert partner name]* and Middlesex University. The material in this document is as accurate as possible at the date of production; however, you will be informed of any major changes in a timely manner.

Your comments on any improvements to this handbook are welcome. Please put them in writing (an email will suffice) with the name of the Programme Handbook to ***[name and contact details of Programme Leader].***

## Information in Alternative Formats

This handbook can be found online at: ***insert link***

If you have a disability which makes navigating the website difficult and you would like to receive information in an alternative format, please contact Disability Support Service disability@mdx.ac.uk

We can supply sections from this publication as

* a Word document with enlarged type — sent by email or supplied on a CD or memory stick
* printed copy with enlarged type
* printed copy on non-white paper
* as Braille

Other formats may be possible. We will do our best to respond promptly. To help us, please be as specific as you can about the information you require and include details of your disability.

## MyMDX *(as appropriate)*

MyMDX is Middlesex University's official and free student mobile and desktop application that allows you to manage your day-to-day student life on and off campus. MyMDX was developed in collaboration with your Students' Union (MDXSU) to make sure every student gets the most out of their time here.

**Getting MyMDX is easy**

Go to your app store >> Search for ‘MyMDX’ >> Install (accept T&C’s) >> Log in with your Middlesex University Student IT User ID and Password.

Web app users can download MyMDX here: https://mymdx.mdx.ac.uk

**Available on**iPhone and Android software and as a Web App

To find out more you can:

* Visit the [Example](https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fmymdx.mdx.ac.uk%2Fcampusm%2Fhome%23pgmenu%2F21358&data=05%7C02%7CR.Bassi%40mdx.ac.uk%7Ccfd9ab9d30ce42927a1a08dc9f8a27b1%7C38e37b88a3a148cf9f056537427fed24%7C0%7C0%7C638560662931688034%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=2%2BE%2Bsm6Dm%2FEKf19O1jnhV7fpAQ2f5DgV3FQRtqKbdBE%3D&reserved=0) page  (please note that you need to be logged in to [MyMDX](https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fmymdx.mdx.ac.uk%2F&data=05%7C02%7CR.Bassi%40mdx.ac.uk%7Ccfd9ab9d30ce42927a1a08dc9f8a27b1%7C38e37b88a3a148cf9f056537427fed24%7C0%7C0%7C638560662931694010%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=W4MQigmaq3ava%2B%2FGiD6pAiqq8FcJu80%2B6Bct1r3wIIs%3D&reserved=0) for direct links to work)
* Search ‘Example’ in [MyMDX](https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fmymdx.mdx.ac.uk%2F&data=05%7C02%7CR.Bassi%40mdx.ac.uk%7Ccfd9ab9d30ce42927a1a08dc9f8a27b1%7C38e37b88a3a148cf9f056537427fed24%7C0%7C0%7C638560662931699416%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=kNbF3NxBXhZ4hY%2FaVnAyO6LU72MA0eOAfspBlYL52vA%3D&reserved=0).

## The University Regulations

As a student of Middlesex University you agree to abide by the University Regulations when you enrol and therefore you should read this handbook in conjunction with the Regulations which are available online at; <https://www.mdx.ac.uk/about-us/policies> (scroll to university regulations)

## Welcome to [Insert programme name]!

***Purpose:***

***To welcome the student to both the Institutions, Middlesex and the programme.***

## Introduction to [Include partner name]

* ***Include a brief description of the partner.***

## Introduction to Middlesex University

* ***Include a brief description of Middlesex***
* ***Include the below;***

## The Memorandum of Cooperation (MoC)

This is the formal agreement between Middlesex University and [institution name] on the delivery of the Programme. The Memorandum, among other things, sets out the responsibilities of both [institution name] and Middlesex University. In brief these include: *[Insert an outline of the responsibilities of each partner as per the MoC. This does not need to be a full list, just points of relevance to students (e.g. access to facilities at Middlesex, link tutor attendance at Programme Voice Groups , arrangements for appeals and complaints etc). ]*

## Welcome from your Programme Leader

* ***Give a brief welcome to the programme***
* ***A photo should be included here.***
* ***Name and contact details should be included.***

## Welcome from your Link Tutor

* ***Give a brief welcome.***
* ***A photo should be included here.***
* ***Name and contact details should be included.***

## Academic Calendar

***Purpose***

***To give students an indication of their term dates, and key programme dates.***

***Required:***

* ***The Academic Calendar for the forthcoming Academic Year.***
* ***Key dates – such as assessment periods, Programme Voice Groups should be included.***
* ***Academic Calendars can be found by searching ‘Academic Calendar’ in MyMDX***
* ***Details of how students should get a revised calendar for subsequent years***

**Part One: Programme Details**

## Your Programme Team

***Purpose:***

***To introduce students to the key teaching and teaching support staff relating to their programme, as well as to give details on how to contact them. NB. Some of the below details may not be known at the time of writing; details below should be included where possible.***

***Please include the details for all programme staff. Information in the table below should be included. Optional information on research interests for staff can be included (NB: the information does not have to be in a table). The following staff should be included;***

* ***Teaching Staff***
* ***Liaison Librarian contact***
* ***Technical Staff***
* ***GTA***
* ***SLA/GAA – provide contact details where possible***
* ***Progression and Support Advisor***
* ***Administrative contact***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Staff Name** | **Photo** | **Contact Details** | **Office Hours** | **Teaching Modules/Role Description** |
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## Link Tutor role description

As stated on the front of this handbook the Link Tutor at **[institution name]** for this programme is **[name and email address]** and the Link Tutor atMiddlesex is **[name and email address]**. Both tutors are jointly responsible for ensuring the programme is delivered according to the arrangements agreed when it was approved. Both link tutors attend the Programme Voice Group meetings **[amend if alternative arrangements have been agreed]** where they hear the views of students on the programme, however you can contact either if you have a query or suggestion.

[Institution to insert other relevant information here including links where the information is available online. Please include, if relevant, details of staff dedicated to help students with academic achievement issues such as time management, planning for assessment, revision tips etc. This is in addition to any Student office staff.]

## Your Programme

***Purpose:***

***This section should provide the bulk of information about the programme to be undertaken by the student. The aim is for the programme to be described in engaging and interesting terms, making clear its relevance and importance. Its structure, learning & teaching methods, assessment and feedback policies/processes should be introduced, as well as information on how students are engaged within the programme itself.***

***Required:***

* ***Description of programme, its importance and relevance, any localisation, key features, USPs, graduate pathways***
* ***PSRB (Professional, Statutory and Regulatory Body) Information (If applicable)***
* ***Fitness to Practice information (if applicable)***
* ***Programme Structure and link to timetable***
* ***Learning & Teaching information, including L&T methods***
* ***Student Engagement within the Programme***
* ***Assessment & Feedback – including an assessment strategy, indicative assessment map for all years of study, how to submit, when and how feedback will be given.***

***Optional:***

* ***Placements and Employability if programme-specific***

**Programme Specification**

***Please insert the weblink to the relevant programme specification(s) . Refer to curriculum map contained within the programme specification.***

***The programme specification included should be the one that was validated (or approved if programme changes have been made). The programme specification should not be updated as part of the programme handbook changes.***

**Teaching and Learning Plans *[adapt text as appropriate]***

We’re introducing a new teaching and learning approach for Middlesex called the Learning Framework. It makes sure that the structure of our modules, programmes and academic year are expertly designed to support your learning and success. The Learning Framework is focused on giving you the best possible education and student experience, and is based on feedback from our students. Further information is available at <https://www.mdx.ac.uk/study/learning-framework/>

The teaching and learning arrangements for your programme are provided at

***[Please Insert the  weblink to the course webpage]***

## Your Modules

***Purpose:To give further detail on the individual modules which make up the programme.***

***Required:***

* ***List all modules and provide broad description of each Module***
* ***Reference to information contained in Module Handbooks***
* ***Make reference to the module narratives***
* ***Details on the programme structure and what modules will be studied when for both FT and PT students.***

## Optional modules *[Amend as appropriate]*

Optional modules are usually available at levels 5 and 6, although optional modules are not offered on every programme. Where optional modules are available, you will be asked to make your choice during the previous academic year. If we have insufficient numbers of students interested in an optional module, or there are staffing changes which affect the teaching, it may not be offered. If an optional module does not run, we will advise you after the module selection period when numbers are confirmed, or at the earliest time that the programme team make the decision not to run the module, and help you choose an alternative module.

**Our career commitment to you *[Amend as appropriate]***

Within the [insert programme], we are committed to developing our students not only academically but also in terms of your **employability, career understanding**, and **readiness for the future world of work**. We recognise the importance of equipping you with a diverse set of skills to thrive in a rapidly evolving job market. Your programme is designed in consultation with industry partners and employers, who help to inform the course content and activities within on an ongoing basis. Throughout your programme, we will provide opportunities for you to develop and apply essential skills for your professional life. These are known as **graduate competencies** and are summarised below to help you to draw linkages between your programme of study, the modules you undertake, and the typical skills that employers will be looking for in graduates. You will often find these skills and traits (or similar) in job descriptions, so having a strong understanding of them and identifying relevant examples of where these are practised within your degree (and in wider experiences) will enhance your ability of competently telling your story.

**Graduate Competencies developed within [Insert Programme]**

1. **Communication, Empathy and Inclusion:** The programme incorporate various communication activities… [e.g. through presentations, written assignments and collaborative projects, you will learn to articulate ideas, listen to and engage with diverse audiences. Examples include…]
2. **Innovative Collaboration:** Collaboration is a cornerstone of our curriculum…[e.g. all students engage in group projects to creatively support ‘real world’ industry clients including…]
3. **Problem Solving and Delivery:** Our programmes emphasise critical thinking and problem-solving skills. [e.g. via hands-on projects, case analyses and practical exercises, examples of which include…]
4. **Entrepreneurship:** We encourage an entrepreneurial mindset. [e.g. through your final year project…]
5. **Resilience and Adaptability:** Our supportive learning environment encourages students to overcome challenges and setbacks, promoting resilience. You will learn to navigate obstacles, manage stress, and adapt during times of adversity.
[e.g. through experiential learning opportunities such as…]
6. **Technological Agility:** In an era of rapid technological advancement and an increasing influence of AI, we prioritise digital literacy. Our curriculum integrates cutting-edge technologies, and software tools. [e.g. you will have access to…]
7. **Curiosity and Learning:** We encourage a culture of curiosity and lifelong learning through projects, seminars, and experiential learning opportunities, where you will be encouraged to explore new ideas, ask critical questions, and pursue opportunities beyond the classroom. [e.g. you will be tasked with…]
8. **Leadership and Influence:** Leadership development is woven throughout our curriculum, providing students with opportunities to show leadership qualities within group projects and influence others positively, irrespective of formally taking on a leadership role. [e.g. practical experiences such as… will provide the foundation to inspire, motivate, and empower those around you]

## Programme costs

The following programme-related costs are not included in the fees, and you may be required to purchase these to complete the programme. The costs are approximate and may change due to changes in pricing at the retailer; *(delete as appropriate or move items from the list below to the list above if included in the fees)*

* *Your art materials, for example, X, Y and Z. (around x per year)*
* *Compulsory visits to museums and galleries (annually?)*
* *Optional field trips (approx. cost)*
* *Additional books that you wish to purchase*
* *Lab coats/nursing uniforms*
* *Sports clothing and trainers.*

Further details on specific additional equipment required which is not included in your fees can be requested from the Programme Leader.

## Your Impact

***[Purpose:To inform students of the Student Voice mechanisms, including details on how to give feedback on their programmes, take part as a Student Voice Leader and where programme information is available. Please add local information on:***

* ***how students can feed back to staff outside formal feedback mechanisms; particularly in regard to minor academic/pastoral issues and early resolution of complaints.]***

We really value your feedback and encourage you to complete student surveys throughout your studies. Providing feedback is part of the learning experience and helps us to identify what’s working well and any improvements that can be made to the student experience. You can find examples of how student responses from previous surveys have made a positive difference to your experience at Middlesex in recent years, at <https://mymdx.mdx.ac.uk/campusm/home#pgitem/419119/t>

Each year of every programme is represented by a Student Voice Leader – they represent you and make students’ voices heard, collaborating with academic staff at university to create the best possible student experience., Details of all the opportunities available and what we’re doing to implement changes, can be found at<https://mymdx.mdx.ac.uk/campusm/home#pgitem/419119/t>

## How your Programme is Quality Assured

You may have not heard the terms 'quality assurance', 'academic quality', 'academic standards' before and now you have you may think they have nothing to do with you, however these terms are important to you and your programme. Full details on what we do can be found [here](https://unihub.mdx.ac.uk/your-study/ensuring-quality).

The Office for Students (OfS) is the statutory regulator of higher education in England, working in the interests of students and prospective students from all backgrounds. The Quality Assurance Agency for Higher Education (QAA) produce the [UK Quality Code](https://www.qaa.ac.uk/quality-code) which outlines the key expectations placed on all UK Higher Education providers.  In particular, there is specific guidance on how institutions should manage partnership arrangements, such as the programme you are now enrolled on. [Quality Assurance Agency for Higher Education (QAA) UK Quality Code, Advice and Guidance: Partnerships](https://www.qaa.ac.uk/en/quality-code/advice-and-guidance/partnerships).

To ensure the high standards and quality of Middlesex University provision, all programmes are subject to the University’s academic quality assurance procedures (which include procedures related to programme approval, monitoring and review).  A key feature of these processes is the input from external subject experts (external examiners) who ensure that Middlesex awards are comparable to those of other UK higher education institutions, and that the programme curriculum, teaching, assessment and resources are appropriate. You also have a very important role in enhancing our programmes by feeding back on a regular basis via student surveys, Programme Voice Groups and other formal and informal mechanisms.  Your feedback plays a major role in programme monitoring and review.

You can learn about what the OfS does for students at: <https://www.officeforstudents.org.uk/for-students/what-the-ofs-does-for-students/>

You can also learn more about Quality Assurance at: <http://www.qaa.ac.uk/quality-code>

**The Student Protection Plan**

**The Student Protection Plan covers an assessment of the range of risks to the continuation of study for our students, and the measures put in place to mitigate those risks** , arrangements for refund and compensation. Full details of the Student Protection Plan are available [here](https://www.mdx.ac.uk/about-us/policies/spp-for-students)

# Part Two - Resources and Support Available

## Resources

***Purpose:***

***To give an overview of the resources available to students whilst undertaking their programme. These should be programme-specific where possible, although some general information on university resources can be included. Example text on Library and IT resources can be provided by your LSS representative.***

***You must include the following;***

* ***Programme-specific campus information (such as where the programme is taught, location of specialist facilities)***
* ***Information about any Programme-specific Facilities***
* ***Information about Library resources***
* ***Information about relevant IT facilities***
* ***Information about MyMDX, Middlesex and/or Partner VLE (provide clarity on the information provided on each VLE, where both VLEs are used)***
* ***Information on student email (including partner email account)***
* ***Informational about student contact details and how to update them.***

## Student Support

***Purpose:To introduce students to sources of support relating to their studies. As with resources, these should be programme-specific where possible, but programme teams should include any other relevant sources of support such as any key contacts.***

***Required:***

* ***Contact details, location and function of student support services; including counselling, disability support, financial support and international student support***
* ***Information about Academic Support services***
* ***Information about the Employability Service***
* ***Information about Disability and Dyslexia Support***
* ***Information about Online Support***
* ***Information about the Students’ Union (if applicable, or alternative)***
* ***Information about transfer of study***

# Part Three - University Policies You Should Know

## Programme Regulations

***[Purpose: To introduce the students to the university regulations that are applicable to their programme. Adapt text as appropriate:]***

As a student of Middlesex University there are regulations and policies that you should make yourself aware of before you commence with your studies. These regulations detail the rules around assessment, how grades are awarded, and how assessment is conducted. This includes details on unforeseen circumstances ([Force Majeure](https://www.mdx.ac.uk/__data/assets/pdf_file/0020/580142/FINAL-.-Statement-on-Managing-Unforeseeable-Events.-docx.pdf)), academic integrity and misconduct and what you should do if circumstances mean you cannot complete an assessment. Full details of the regulations for all learners at Middlesex can be found at:

<https://www.mdx.ac.uk/about-us/policies> (scroll to university regulations)

***Required:***

* ***Link to University Regulations online:*** <https://www.mdx.ac.uk/about-us/policies> (scroll to university regulations)
* ***Information on any programme-specific regulations***
* ***Contact details for staff for any further queries on regulations.***

## Research Ethics

**[The following information should be made available to students, and adapted as appropriate]**

An ethical approach to the undertaking of teaching, learning, assessments and research activities is of central importance to Middlesex University. Due consideration should be given to ethics in all aspects of your programme. Ethical process should be followed and/or ethical approval sought, before you carry out any work involving **human participants, human data, animals/products, precious artefacts, materials or data systems**. This applies to students at all levels of their degree.

Research ethics approval seeks to ensure all work is designed and undertaken according to certain principles of ethical research. These include:

*1. Primary concern must be given to the* ***safety, welfare and dignity*** *of participants, researchers, colleagues, the environment and the wider community*

*2. Consideration of* ***risks*** *should be undertaken before research commences with the aim of minimising risks to those involved – i.e. human participants or animal subjects, colleagues, the environment and the wider community, as well as actual or potential risks to those directly or indirectly affected by the research.*

*3.* ***Informed consent*** *should be freely given by participants, and by a trained person when collecting or analysing human tissue (details on accessing and completing online training for gaining informed consent for HTA purposes can be found below in Section 8).*

*4. Respect for the* ***privacy, confidentiality and anonymity*** *of participants*

*5. Consideration of the rights of* ***people who may be vulnerable*** *(by virtue of perceived or actual differences in their social status, ethnic origin, gender, mental capacities, or other such characteristics) who may be less competent or able to refuse to give consent to participate*

*6. Researchers have a responsibility to the general public and to their profession; as such they should balance the anticipated benefits of their research against* ***potential harm, misuse or abuse*** *which must be avoided*

*7. Researchers must demonstrate the highest standards of* ***ethical conduct and research integrity****. They must work within the limits of their skills, training and experience, and refrain from exploitation, dishonesty, plagiarism, infringement of intellectual property rights and the fabrication of research results. They should declare any actual or potential conflicts of interest, and where necessary take steps to resolve them.*

*8. When using human tissues for research,****Human Tissue Act and Human Tissue Authority (HTA) requirements****must be met. Please contact the relevant designated person (DP) in your department or the HTA Designated Individual (DI) (Dr Lucy Ghali - L.Ghali@mdx.ac.uk). Further information is provided below in the section: "Human Tissue Authority Information", see 'Governance Structure" document and SOPs etc.*

*9. Research should* ***not involve any illegal activity****, and researchers must comply with all relevant laws.*

Within taught degree programmes ethical approval ***may*** have been pre-sought for research activities that form part of specific modules. Please check with your module tutor/your module guide. Note however that ***all students* completing a dissertation or independent project** will be required to undertake an ethical review process.

Data MUST not be collected without first obtaining ethics approval for your research or ascertaining if data gathering has been pre-approved for a module. If you submit work that includes data gathered from or about people without ethical approval this may be treated as academic misconduct and could lead to a fail grade being awarded.

You can apply for research ethical approval using the Middlesex Online Research Ethics (MORE) system which has information and guidance to help you meet the highest standards of ethical research using this link: <https://MOREform.mdx.ac.uk>

Information and further guidance on how to complete a research ethics application form (e.g., video guides and templates) can be found on the MORE MyLearning site\*: http://mdx.mrooms.net/enrol/index.php?id=12277 (Log in required)

\*Middlesex University Definition of Research document can be located on this site.

## Assessment

***Purpose:This section should provide details of the assessment regulations and practices that are applicable to the students. This includes regulations, how students should submit, university and any area practices and information that students should be aware of.***

***All the information below is required, standard text is in black:***

* ***Information on Assessment, including:***
	+ ***Information on submission and receipt of assessment, or where this can be located..***
	+ ***An assessment schedule, including both formative and summative assessment and related deadlines.***
	+ ***Information about exams if the programme contains this type of assessment. If the programme contains exams, reference should be made to access of past exam papers***
	+ ***If relevant, information about where students can find past examples of other forms of assessment.***
	+ ***Contact details for a member of staff whom students can contact if they are concerned about exams.***
	+ ***Information on marking, second marking and moderation of assessment, bearing in mind the requirements set out in the academic regulations.***
	+ ***It should be made clear within the assessment section how each assessment component is marked whether this be in percentages or marked directly to the 20 point scale. It is recommended that it is made clear how the overall module grade is calculated from the component grades following the latest university guidance. It is also recommended that the University wide 20 point scale is included.***
	+ ***Information on the return of coursework, stressing that students are expected to keep a secure copy of all their coursework. Timeframe for return of coursework should be stated.***
	+ ***Add link to the Programme Moodle page where External Examiner reports and responses should be kept. Further information on the role of External Examiners is available at:*** <https://www.mdx.ac.uk/about-us/policies/academic-quality/handbook> (section 4)

## Results Confirmation

## First Semester: Provisional Grades: At the end of your first semester, you can see your module grades in the Grades and Progress tile within MyMDX. These grades are provisional and not yet confirmed.

## Second Semester: Final Grades and Progression: After your second semester, the Programme Assessment Board will confirm your grades. Then, your final module results, progression status, or finalist classification will be posted in the Grades and Progress tile within MyMDX.

## Need Help or More Info?

* + **University Guide**: Find detailed information in the University Guide in the Grades and Progress tile within MyMDX.
	+ **Support Team**: Ask your Progression and Support Team Officer for advice.
	+ **Regulations**: Check the University regulations for more details.

## Academic Integrity and Misconduct

Academic Integrity is a set of principles and values to show that you work in a professional, honest and ethical way. You should be aware of the University’s academic integrity and misconduct policies and procedures. Taking unfair advantage over other students in assessment is considered a serious offence by the University. Action will be taken against any student who contravenes the regulations through negligence, foolishness or deliberate intent. Academic misconduct is a corrosive force in the academic life of the University; it jeopardises the quality of education and devalues the degrees and qualifications of the University. Academic misconduct takes several forms, in particular:

* **Plagiarism** – using extensive unacknowledged quotations from, or direct copying of, another person’s work and presenting it for assessment as if it were your own effort. This includes the use of 3rd party essay writing services.
* **Collusion** – working together with other students (without the tutor’s permission), and presenting similar or identical work for assessment.
* **Infringement of Exam Room Rules** – Communication with another candidate, taking notes to your table in the exam room and/or referring to notes during the examination.
* **Self-Plagiarism** – including any material which is identical or substantially similar to material that has already been submitted by you for another assessment in the University or elsewhere.
* *Add programme statement on the appropriate use of Artificial Intelligence (AI),*

Full details on academic integrity and misconduct and the support available can be found at <https://mymdx.mdx.ac.uk/campusm/home#pgitem/419149/t>

The Academic Integrity and Misconduct policy is available in our Public Policy Statements (under Academic Quality) at: [Our policies | Middlesex University London (mdx.ac.uk)](https://www.mdx.ac.uk/about-us/policies)

## Extenuating Circumstances

Extenuating Circumstances are personal circumstances which have affected your performance in assessment and are brought to the attention of the Assessment Board when considering your academic performance.

For information about how to apply for Extenuating Circumstances please see information available on MyMDX.

**Attendance and Engagement *[adapt as appropriate]***

Engaging with online and on-campus in-person learning and activities is integral to your success.  Middlesex University supports you to achieve your full potential through a number of strategies, all of which provide our students with a supportive learning environment online, remotely, face-to-face, or blended.

Further information on attendance and engaging with your programme will be available at your Induction and by searching ‘Attendance’ in MyMDX.

**Academic Appeals**

An Academic Appeal is a formal request that a decision made by an Assessment Board or Programme Progression Board is reconsidered because of special circumstances. Please see our Frequently Asked Questions (FAQs) for more information on reasons for making an appeal and the process by searching ‘Appeals’ in MyMDX.

You can also seek advice from the MDXSU Advice team. <https://www.mdxsu.com/advice>

## Student Complaints and Grievance Procedure *[use text below unless specified otherwise in Partnership Agreement]*

The complaints procedures of *[insert partner name]* must be followed and have been fully exhausted before you can follow the Middlesex University Student Complaints and Grievance Procedures (Appendix A for students of collaborative partners) which can be found in the Middlesex University regulations: <https://www.mdx.ac.uk/about-us/policies> (scroll to university regulations)

## Health and Safety

***Provide students with relevant health and safety policies of the university, particularly those that are applicable to the programme i.e. lab guidelines etc.***

***Optional:***

* ***Any important health and safety requirements that students need to be aware of and details of whom to contact if they have any particular questions, especially regarding specific medical conditions.***