***\*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. Please convert to pdf to ensure all weblinks are active \****

***\*\*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\*\****



*[Delete as Appropriate – ONE of the following:]*

***[Postgraduate Programme]
[Apprenticeship Standard & Level]***

**Programme Handbook**

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

***[Insert programme name(s)/Department and Academic Year 2024-25]***

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

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

Employer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *[Delete for Non-Apprenticeship Programmes]*

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| Apprenticeship Providers | Apprenticeship Connect | *[Delete Table for Non-Apprenticeship Programmes]* | https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/800095/Apprenticeships_logo_-_black.JPG |

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# Introduction

## Your Programme Handbook

***For Non-Apprenticeship Programmes:*** 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 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].***

***For Apprenticeship Programmes:*** The purpose of this Handbook is to introduce you to the programme of study, but also direct both you and your employer to other general information about the training provision at 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 to MyLearning page]***

If you have a disability which makes navigating the website difficult and you would like to receive information in an alternative format, please contact the 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

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)

## [*Apprenticeship Programmes Only*] Aptem

A fundamental tool to be utilised throughout the entire apprenticeship is Aptem, which you will be set up an account with during your on-boarding process. Your employer will also be set up with their own Aptem account to monitor your progression throughout the programme. You can access Aptem at: [https://mu.aptem.co.uk/](https://mu.aptem.co.uk/Users/Account/LogOn)

Aptem is the University’s primary apprenticeships management system which is used to document:

* Your personal details for enrolment
* Your initial assessment of functional skills in English and maths
* Your initial assessment of prior attainment and experience
* The commitment statement between you, your employer and Middlesex University
* Logs of accrued off-the-job learning hours to date
* Records of Tripartite Progress Reviews
* Sign-off on Gateway

It should be highlighted that you will be required from the very beginning of your programme and for the entire duration to be regularly uploading records of your Off-the-Job training (details stated further in this handbook) in order to demonstrate evidence for progression on your apprenticeship programme. Your tutors will advise you on the expectations at each stage of your apprenticeship. Failure to regularly update and maintain your Aptem profile as an apprentice may lead to your withdrawal from the programme.

## Welcome to Middlesex!

***Purpose:***

***To welcome the student to both the Faculty and the programme.***

## 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.***

## Academic Calendar

The Academic Calendars which provides dates for semesters by searching ‘Academic Calendar in MyMDX.

# 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***
* ***Progression and Support Advisors (refer to further information provided under Student Support Services)***
* ***Programme Administrator***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Staff Name** | **Photo** | **Contact Details** | **Office Hours (or a link to where they can be found)** | **Teaching Modules/Role Description** |
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## 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:***

* ***[Apprenticeship Programmes Only] Direct reference to the programme as an apprenticeship first and foremost, with reference to the level and occupational standard as determined by IfATE (Institute for Apprenticeship and Technical Education).***
* ***Description of programme, its importance and relevance, any localisation, key features, USPs, graduate pathways***
* ***PSRB (Professional, Statutory and Regulatory Body) Information (If applicable)***
* ***Competition and Markets Authority (CMA) information: total programme costs including tuition fees; whether fees are likely to increase (if unknown then this must be stated); any other costs likely to be incurred by the student, for example, field trips, bench fees, studio hire etc.***
* ***Placements and Employability if programme-specific***

**Programme Specification**

**Please insert the weblink to the relevant programme specification(s).. These can be obtained from your Programme Administrator.**

**Teaching and Learning Plans**

The teaching on your programme may involve a blend of campus, face-to-face and online learning. This will ensure you get the most out of face-to-face learning, access to campus facilities and support to strengthen the sense of belonging and community at the heart of learning. Online learning will only be encouraged where it clearly helps to strengthen on-campus, in person teaching and encourages you to develop skills as an independent learner. *(****amend as appropriate*** *and insert any specific details of delivery for the programme, )*

The teaching and learning arrangements for your programme are provided at

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

 ***[FOR APPRENTICESHIP PROGRAMMES ONLY – if not applicable please delete following information up to Your Modules]***

## Degree Apprenticeships at Middlesex

**What is an Apprenticeship Standard?**

The programme that you are embarking upon is an apprenticeship which is funded by the [Education and Skills Funding Agency](https://www.gov.uk/government/organisations/education-and-skills-funding-agency) (ESFA). While different training providers offer different training styles around the UK for apprenticeships, all apprenticeships must meet the specifications of the national Standard, which is created by the [Institute for Apprenticeships and Technical Education](https://www.instituteforapprenticeships.org/) (IfATE). This ensures that upon completion, all apprentices in the UK have developed the exact same set of professional competencies, meaning that all completed apprentices hold a nationally recognised “standard” set of Knowledge, Skills and professional Behaviours (known as KSBs).

This means that your *[insert programme title]* apprenticeship programme at Middlesex University has been specifically designed to enable you to develop the exact KSBs required by the nationally approved Level *[insert apprenticeship level and occupation*] Apprenticeship Standard. The programme also includes development of professional values (including Safeguarding and the four core British Values) as well as continuous development of your functional skills in English and maths. For apprentices who do not currently hold a minimum qualification of Level 2 in English and/or maths, upon entry will be required to undertake and successfully complete Functional Skills or equivalent to be able to pass through Gateway and proceed to End Point Assessment.

While training as a degree apprentice, you are an employee earning a wage (in compliance with [national minimum wage](https://www.gov.uk/national-minimum-wage-rates) laws) and working at least 30 hours per week if employed full-time.

You are also a full student of Middlesex University with the same access and entitlements to services, support and student benefits as the University’s non-apprentice students while you undertake your degree.

At the end of your apprenticeship programme and upon successful completion of your End-Point Assessment (EPA), you will have met the requirements of the Apprenticeship Standard and be fully recognised as being competent to carry out the role of a Level *[insert apprenticeship level and occupation]* anywhere in the UK.

Apprenticeships in England are also required to include professional recognition where it is available and so, your Middlesex apprenticeship will also include the opportunity for you to gain professional recognition/status as *[insert professional status*] with the professional body, *[insert professional body].*

In summary, on successful completion of your degree apprenticeship you will have gained:

* A Middlesex University degree *([insert programme title]);*
* An Apprenticeship Certificate demonstrating that you have met the national Apprenticeship Standard for full occupational competence as *a [insert apprenticeship level and occupation];*
* Professional recognition/status as a *[insert professional status*] with *[insert professional body];*
* *[Insert length of programme (months)]* months’ applicable work experience working in the professional sector of your choice.
* Functional skills certificates in Level 2 English and/or maths (if not previously obtained).

**On-the-Job and Off-the-Job Training**

Degree apprenticeships at Middlesex take an integrated approach to your work and your education and therefore your programme has been designed with consideration for the typical work duties you will carry out as your time in employment progresses.

All apprentices, who work at least 30 hours per week must spend at least 20% of their normal working hours, over the planned duration of the apprenticeship practical period, on off-the-job training. For calculation purposes only, normal working hours are capped at 30 hours per week, which equates to an average of 6 hours of off-the-job training per week (i.e. 20% of 30 hours). Apprentices can work for more than 30 hours per week for their employer. Off-the-Job training is training that is received by the apprentice within their practical period, during the apprentice’s normal working hours, for the purpose of achieving the knowledge, skills and behaviours of the apprenticeship they are undertaking. By normal working hours we mean the hours for which the apprentice would normally be paid, excluding overtime. While all University-based training away from the workplace is classified as Off-the-Job training, it is required that to some extent you complete additional Off-the-Job training in your workplace in order to make sure that at least 20% of the overall programme is dedicated to learning and developing new KSBs. Your employer will assist you in allocating time away from the University for you to complete additional Off-the-Job training. In the workplace, your employer will allocate you a Workplace Mentor who will help you identify aspects of your role which can contribute towards your Off-the-Job training and which you will need to record on Aptem.

The remaining 80% (or less) of the training hours within your programme take place through the completion of your regular workplace duties. These hours are classified as ‘On-the-Job training’. On-the-Job training will be delivered by your employer who will be expected to provide training and supervision to help you perform the job that you have been hired to do. This will include skills and knowledge that fall outside of the apprenticeship standard, but which are needed for your job role Once you are assessed as being competent in completing certain duties in the workplace and are not required to receive additional training to improve upon them it is classified as On-the-Job training, and it is therefore recognised as evidence that you have developed a skill to a professional competency. You will demonstrate application of these skills in your End-Point Assessment. You will only be required to log details of your Off-the-Job training hours on Aptem.

We believe as a University that this integrated approach will make for an effective and coherent learning experience for you by learning applicable KSBs in a structured way which makes sense with your employer’s business goals and will as a result allow you to hold a more positive, impactful position in the workplace.

**Continuous Development and Tripartite Progress Reviews**

Your Workplace Mentor will discuss your ongoing development of KSBs and values in regular one-to-one meetings in the workplace, where they will also comment on your entries on Aptem you have used to evidence your development in each professional competency required to meet the apprenticeship standard.

You will also be required to undertake mandatory tripartite progress reviews between you, your employer and the University which occur regularly throughout the entirety of your programme. A preliminary schedule of tripartite progress reviews are available in your Training Plan signed at enrolment. These reviews will provide opportunity for open discussion to reflect on your professional development on the programme to date and to set individualised objectives for further improvement. They also provide you, your employer and University staff a platform for any feedback or queries you may have about the programme. Your Aptem activity will be used as an essential tool in steering the focus for these reviews and so it is highly important that you keep your profile regularly updated.

At Middlesex, we believe that a key part of being a professional is to continuously reflect and improve upon your own professional practice and to support others in doing so as well. We incorporate this belief into all of our apprenticeship programme modules where we allow opportunities for you to think about improved ways you, your peers and your employer could make professional practice in the role of a Level *[insert apprenticeship level and occupation]* more effective and innovative. We have designed your programme to enable you to become the kind of professional that can help to transform the *[insert relevant sector descriptor]* sector by raising the professional standards and to help you to become a leader for the future.

**Gateway**

Your final tripartite progress review before EPA is classified as a Gateway Review. To ‘meet Gateway’, you will have needed to:

* completed all required work / assessments which demonstrate all of the KSBs required in the apprenticeship standard;
* completed Level 2 functional skills qualifications in both English and maths (either during or prior to the apprenticeship programme);
* logged a minimum of 20% of your training hours on the programme as Off-the-Job using Aptem;
* completed all EPA preparatory work (variable by apprenticeship standard but may include portfolios, presentations, etc.)
* received sign-off from the University and your employer that these tasks have been completed and you are ready to undertake EPA.

The specific requirements for meeting Gateway and undertaking EPA for a *[insert apprenticeship level and occupation]* apprenticeship is detailed in the nationally approved EPA plan. This can be found [on the IfATE website](https://www.instituteforapprenticeships.org/apprenticeship-standards/) on the relevant page for your apprenticeship standard.

**End-Point Assessment (EPA)**

All apprenticeships in England are required to include an End-Point Assessment (EPA) as the final assessment of the programme to test that apprentices have understand and can apply all of the required KSBs in the apprenticeship standard TO full occupational competence.

There are two types of EPA for degree apprenticeships: integrated and non-integrated. The type of EPA which applies to your apprenticeship is pre-determined by the Institute for Apprenticeships & Technical Education (IfATE). While this will have no direct impact on you as an apprentice or your employer, integrated degrees will have their EPA assessed by Middlesex University, while non-integrated degrees will have their EPA assessed by an external body. The assessment body does not affect the awarding body for your apprenticeship, which will always be Middlesex University.The *[insert programme title]* for the *[insert apprenticeship level and occupation] is [an integrated / a non-integrated*] degree programme.

**End Point Assessment Details (specific to standard)**

## Your Modules

***Purpose:***

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

***Required:***

* ***List all modules and include a brief description of each Module (refer to the course webpage or adapt from the module aims)***
* ***Reference to information contained in Module Handbooks***
* ***Make reference to how to access Module Narratives*** Details of all the modules associated with your programme and online reading lists can be accessed from MyLearning.
* ***Details on the programme structure and what modules will be studied when for both FT and PT students.***
* ***Add details of any learning and teaching strategies related to the programme.***

## Optional modules *(amend as appropriate)*

Optional modules are usually available at levels 7, 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.

## Programme costs

The following course-related costs are included in the fees:

* A free electronic core textbook for every module, or an equivalent essential learning resource for your programme (such as subscription or software license) for example Adobe Creative Cloud);,
* All printing and copying required for your study,
* Self-service laptops available for loan for a maximum of 24 hours,
* Audio-visual equipment available for loan, including digital stills cameras, digital video recorders, digital audio recorders.

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. For apprenticeship programmes, either move costs below into the list above or remove all programme-related costs below completely (including the further details section below) as apprentices are not allowed to self-fund any aspect of their training.]*

* *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

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](https://unihub.mdx.ac.uk/your-study/become-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>

***[Apprenticeship Programmes Only]*** Additionally as an apprentice, you will be invited to regular tripartite progress reviews in the attendance of your employer and a representative from your University programme. As a pre-requisite for these reviews, both you and your employer will be asked to provide feedback on how your programme is progressing and how both all three parties can collaborate to enhance the overall apprentice experience. Further details are available in the previous section under [Degree Apprenticeships at Middlesex](#_Degree_Apprenticeships_at).

## 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 how we do this 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) is an independent agency appointed by the OfS which produce the [UK Quality Code](https://www.qaa.ac.uk/quality-code) which outlines the key expectations and practices placed on all UK Higher Education providers.

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>

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.

**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 to You

The university has extensive resources and support available to all students. This section briefly lists the different resources and learning support services available to you and full details can be found onMyMDX.

## Programme Level Resources

***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. Please check current and planned provision so that students are given up to date and correct information about services.***

***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 relevant IT facilities***

## Library Resources

The University provides a range of support and resources to help you with your studies and full details of the services can be foundat <https://mymdx.mdx.ac.uk/campusm/home#pgitem/419877>

As a Middlesex student you can access and expect the following from the Library;

* a free electronic core textbook for every module you study, or an equivalent essential learning resource for your programme (such as subscription or software license). This is chosen by your Module Leader and can be read online or downloaded to a computer or mobile device and is accessed via MyLearning.
* Access to other learning materials with the most important gathered together on an online reading list created by your Module Leader and Liaison Librarian. Your reading list will be in your module area on MyLearning.
* a variety of ways that you can get help with your studies, including access to **Librarians, Academic Writing and Maths teachers and IT experts** available to help you and provide advice. If your query is more in depth you can make an appointment with your Liaison Librarian or Academic Writing or Maths teacher, or use the drop-in services advertised, they will also be taking part in your seminars during the year to teach you skills which will help you succeed in your programme.
* The Liaison Librarian for you Faculty can be found at <https://libguides.mdx.ac.uk/liaisonlibrarians>
* Finally, there are online resources which you can use in your own time to study where and when you choose.

## Student Support at Programme Level

***[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.]***

## Student Support Services

UniHelp is the University’s central service through which you can access a range of wider support for the kinds of concerns that might arise throughout your study here, and details of all support available to you can be found at https://mymdx.mdx.ac.uk/campusm/home#pgitem/419459/ Some of the services include:

**Counselling and Mental Health Team** - Coming to university can be an exciting and rewarding time. It is also a time of change which can be stressful and a range of difficulties and dilemmas may arise that can affect your life and studies. The Counselling and Mental Health Team provide mental wellbeing support and a confidential individual counselling service to help you manage any challenges.

You can also download a mental fitness app and other online wellbeing platforms self-help guides to support your mental health.

 https://mymdx.mdx.ac.uk/campusm/home#pgitem/420620/

**Disability and Dyslexia Service** – supporting an inclusive teaching and learning environment which caters for all students. The type of support that might be available includes, but is not limited to:

* Ensuring that your teaching areas are accessible to you
* Providing learning materials in the appropriate format
* Receiving extra time in exams and in-class assessments
* Library support including longer loan periods for your library books
* Being able to audio record your lectures
* Undertake assessments for students applying for the Disabled Students' Allowance (DSA)
* Offers one to one confidential advice and liaison with Programme staff on your behalf.

**Student Welfare Advice Team** – At Middlesex, we understand that many of our students may experience financial difficulties. Contact the Student Welfare Advice Team (SWAT) for information and advice on money and funding matters, and housing.

**International Student Advice Team** – providing information and advice on visa and immigration concerns, for both international applicants and current international students;

**Progression and Support Advisors**

Progression and Support Advisors work with Faculties to help students progress with their studies.  Progression and Support Advisors are able to advise and support you with range of issues which may be impacting on your studies, including but not limited to the following:

* To provide advice and guidance if a change of personal circumstance (for example a period of illness or bereavement) impacts on your ability to engage with teaching and learning and/or meet assessment deadlines.
* Can help you to understand the progression rules for your specific programme, within University and Programme Regulations.
* Can help you to understand your module results and academic standing (this is your progression decision which is decided at the end of each year of study).
* To provide advice and guidance if you are considering making changes to your study – this includes changing your programme or programme pathway or changing your mode of study (e.g. full-time or part-time study mode).

 Please book a Study Support Consultation using the online link below:

[https://unihelponline.mdx.ac.uk/#/index/bookAppointment](https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Funihelponline.mdx.ac.uk%2F%23%2Findex%2FbookAppointment&data=05%7C02%7CK.Ridout%40mdx.ac.uk%7C8f138363ebfb42d64c0908dca01a2a23%7C38e37b88a3a148cf9f056537427fed24%7C0%7C0%7C638561281442292322%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=e16hEaP8LE0sK%2Fv6WZZabIZ5s6O%2BWF2NG2bj%2FBrq7Ac%3D&reserved=0)

If you experience difficulty booking a Study Support Consultation online please contact [Unihelp](https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Funihub.mdx.ac.uk%2Fsupport%2Funihelp&data=05%7C02%7CK.Ridout%40mdx.ac.uk%7C8f138363ebfb42d64c0908dca01a2a23%7C38e37b88a3a148cf9f056537427fed24%7C0%7C0%7C638561281442305305%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=Ke9zpxc9ljrhr8dO4LXzej4nVuKCG4ob00C%2FbDpp0%2B4%3D&reserved=0) who can assist you

## MDXworks Careers & Employability Service *[Non-Apprenticeship Programmes Only]*

MDXworks supports you to prepare for a **world of exciting jobs and opportunities** when you graduate.

Our services ensure that you can confidently step into the next chapter of your career journey, able to fully evidence your skills, knowledge and experience to future employers.

During your degree, you can access:

* one-to-one (1:1) career guidance to help you plan a route into employment, gain skills and experience for the workplace and secure a highly skilled graduate job
* advice and feedback on your application documents (e.g. CV and cover letters) and online profiles (e.g. LinkedIn, portfolios) and interview preparation help
* a range of extra-curricular programmes and events designed to boost your professional and personal skills; such as the Emerging Professional Programme and Gradstock careers festival
* support with starting your own business
* placements, internships, part-time work opportunities, industry projects, and additional work-related activities from MDXworks’ employer networks and alumni community

## Placements and Internships *[Non-Apprenticeship Programmes Only]*

Placements and internship module options are available across most programmes and the MDXworks team can help you to explore the best option for you. We will empower you to source, apply for and secure a placement by offering 1:1 advice through our Faculty Employability Advisers.

Please note that placements are not guaranteed and if you secure an opportunity, you must speak to the MDXworks team well in advance of starting your placement, so the team can approve this for you. **You will not be able to go out on placement until approval has been granted.**

You can find a wide range of work experience to complement your degree studies, including paid part-time work through our [Unitemps service](http://www.unitemps.com). Part-time roles pay the London Living Wage and provide flexible work experience opportunities, including becoming a Student Ambassador and Student Learning Assistant.

## Studying or Placement Abroad *[Non-Apprenticeship Programmes Only]*

A study exchange or a work placement abroad is a great way to have a fun, life changing experience and broaden your horizons at the same time.. A broad world view demonstrates to potential employers your ability to understand other perspectives, adapt to varying environments, work with diverse teams and bring an appreciation of insights and practices outside of your own.

[Study Abroad For Middlesex Students | Middlesex University (mdx.ac.uk)](https://www.mdx.ac.uk/study/study-abroad-and-exchanges/study-abroad-for-middlesex-students/)

## Middlesex Students’ Union (MDXSU)

Your Students' Union is here to support you throughout your studies and help you make the most of your time at university. Powered by students, we represent student views in university decisions and campaign on issues that students care about. We create lots of opportunities for you to meet new people at a huge range of social events, develop your skills throughout the year, campaign for change on campus and in the community - as well as even getting a job with us and earning the London Living Wage! Everything we do is for students.

Find out more about your students’ union and get involved at [www.mdxsu.com](http://www.mdxsu.com)

# Part Three - University Policies You Should Know

## Programme Regulations

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

***[Apprenticeship Programmes Only]*** Additional details of regulations which apply to our apprentice learners can be found here <https://www.mdx.ac.uk/about-us/policies> (scroll to university policies)

***Include additional details on the following:***

* ***Information on any programme-specific regulations***
* ***Contact details for staff for any further queries on regulations.***

## British Values *[Apprenticeship Programmes Only]*

The four fundamental British Values are defined as:

1. **The Rule of Law**
2. **Democracy**
3. **Individual Liberty**
4. **Mutual Respect and Tolerance for those with different faiths and beliefs**

As part of Ofsted’s [Education Inspection Framework](https://www.gov.uk/government/publications/education-inspection-framework), Middlesex University has an obligation for all apprentice learners to prepare them for life in modern Britain by:

* equipping them to be responsible, respectful, active citizens who contribute positively to society;
* developing their understanding of fundamental British values;
* developing their understanding and appreciation of diversity;
* celebrating what we have in common and promoting respect for the different protected characteristics as defined in law.

To develop our apprentice learners in this area, the University:

* Provides staff development and training to enable them to support learners’ understanding of these values;
* Ensures students have a voice that is listened to and valued and that a clear set of outcomes can be seen through the democratic process in University;
* Offers opportunities such as elections and debates to promote British values and help learners to argue and defend different points of view;
* Encourages student participation in working with the wider community;
* Encourages students to become responsible learners, critical thinkers and to actively participate in their own learning and development;
* Promotes British values through our values, culture and communications with learners.

Programme-specific methods of embedding British Values can be found in their respective Module Narratives and Programme Specification. In addition, the following policies apply to all of our learners in respect to British Values please search in MyMDX for further details:

:

**Rule of Law:**

* Student Conduct and Discipline Rules ;
* Policies related to students ;
* Apprenticeship regulations (<https://www.mdx.ac.uk/about-us/policies> (scroll to university policies);
* ID Badges and lanyards ;
* Student Charter;
* Student Computer Use Policy [Acceptable Use Policy (mdx.ac.uk)](https://unihub.mdx.ac.uk/__data/assets/pdf_file/0025/622951/Acceptable-Use-Policy.pdf)

**Democracy:**

* Student Complaints and Grievance Policy and Procedure ;
* Election of Student Voice Leaders for every programme ;
* Programme Voice Group meetings with staff;
* Focus groups with students in curriculum areas and/or to understand key themes across curriculum areas;
* Student surveys;
* Elected Student Governors, who are active members of the University.

**Individual Liberty:**

* Support, Health and Wellbeing Services ;
* Safeguarding with Care and Concern ;
* Changing the Culture Initiative: tackling sexual violence, bullying and harassment, hate crime and hate incidents working with different student groups to promote the work of this initiative .

**Mutual Respect Tolerance of Different Faiths and Beliefs:**

* Student Charter ;
* Student Conduct and Discipline Rules ([https://www.mdx.ac.uk/about-us/policies/university-regulations](https://www.mdx.ac.uk/about-us/policies));
* Transition to HE and Welcome/Induction programme;
* Safeguarding with Care and Concern;
* Changing the Culture Initiative: tackling sexual violence, bullying and harassment, hate crime and hate incidents working with different student groups to promote the work of this initiative ;
* Prayer room on campus and information on local places of worship ;
* MDX Students’ Union and Student-led events https://www.mdxsu.com/ .

## Research Ethics *[The following information should be made available to students, if relevant]*

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

***This section should provide details of the assessment regulations and practices that are applicable to the students in your programme area. 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,which should be submitted online, or where this can be located. Hard copy submission should be the exception and submitted to the UniHelp desk in the Sheppard Library (with the exception of large items – details for which must be included in the relevant Module Handbook).***
	+ ***An assessment schedule, including both formative and summative assessment.***
	+ ***Information about exams –only if the programme contains this type of assessment, including an examination timetable and advice on preparing and revising***
	+ ***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 assessments***
	+ ***Information on marking, second marking and moderation of assessment, bearing in mind the requirements set out in the academic regulations.***
	+ ***Information on the return of coursework, stressing that students are expected to keep a secure copy of all their coursework. Timescale for return of coursework should be stated.***
* ***Add a 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), See Guiding Principles listed below.*

***Guiding Principles***

* *Support the development of AI literacy among staff and students.*
* *Equip staff with the relevant knowledge and skills to guide students in the effective and ethical use of generative AI tools.*
* *Ensure students’ unique experience, perspectives, and story remain central to their studies and student experience*
* *Adapt our assessment methods to be authentic and promote the responsible and ethical use of generative AI, helping develop AI literacies in our students.*
* *Maintain our academic integrity, rigor, and fairness.*
* *Collaborate to share best practice across the University and beyond.*

***Generative AI and Assessment***

*The University encourages the ethical and responsible use of Generative AI within our assessment practices. How and when to incorporate AI will be at the discretion of the programme team and will be led by the nature of the discipline and the programme and module learning outcomes. It will be informed by the principles above and subject to a rigorous internal and external quality assurance process.*

*It may be that some assessments explicitly ask students to work with Generative AI while others specify that AI should not be used, or used in specific ways. It must be made clear to students within the assessment criteria when and how they can use AI for each assessment, and how to acknowledge appropriately when they do so.*

**Student Success Essentials** Course includes useful information about how to approach your assessments and complete them with honesty. The course also describes what plagiarism (cheating) is and how to avoid it so you don’t face any disciplinary action. For successfully completing this course, you will be awarded a certificate that will verify the knowledge you have gained. Certificates can be shared and promoted via LinkedIn and other digital channels. You will have to log into to MyMDX and then MyLearning to access the course. <https://mdx.mrooms.net/course/view.php?id=17199>

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 ability to meet an assessment deadline or performance in assessment and are brought to the attention of the Assessment Board when considering your academic performance.

For information search for Extenuating Circumstances 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 be searching ‘Appeals’ in MyMDX

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

**Student Complaints and Grievance Procedure**

Our [Student Complaints and Grievance Procedure](https://www.mdx.ac.uk/__data/assets/pdf_file/0021/532407/Student-Complaints-and-Grievance-Procedures.pdf) allows you to make complaints and ensures your complaint will be treated seriously and investigated as quickly as possible. Please see our [Frequently Asked Questions (FAQs)](https://unihub.mdx.ac.uk/__data/assets/word_doc/0031/526783/Frequently-Asked-Questions-for-Complaints.docx.doc) for more information about how we deal with complaints.

<https://mymdx.mdx.ac.uk/campusm/home#pgitem/419101/t>

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

**Attendance and Engagement**

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 you with a supportive learning environment online, remotely, face-to-face, or blended.

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

## 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.***

# Appendix 1  Apprenticeship Standard Mapping Document *[Apprenticeship Programme Only]*

This document details the process of mapping the modules for the Middlesex University programme, [*name of programme*] to the Knowledge, Skills and Behaviours of the Apprenticeship Standard, [*name of standard].* It also details the opportunities of where additional apprenticeship-specific programme requirements will be embedded into the programme’s modules. These include British values, safeguarding/prevent, and continuous development of functional skills in English and mathematics.

<https://www.mdx.ac.uk/about-us/policies/academic-quality/handbook> (Appendix 3j) ***[insert and complete Apprenticeship Standard Mapping Document]***