***General guidance for programme handbooks produced by institutions running Middlesex validated collaborative programmes***

*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. It demonstrates to partners the information the University expects an institution to make available to its students in a suggested order and format and can be seen as setting out minimum expectations.*

*It is recognised that the template may not be suitable for all. For example, some of the more general information in this template about facilities or student support may already be available to students in an institution guide or on a student-facing website, alternatively the institution may also have its own template.To avoid unnecessary duplication and confusion it is acceptable for validated-collaborative programmes to have a student handbook which differs from this template on the condition that the applicable content is still made available to students in a clear, timely, current and transparent way. Furthermore, an institution may use their in house style for the presentation of the handbook.*

***\*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 *[Validated]***

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

**Validated by Middlesex University, London, UK**

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

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

***[Programme Leader Name]***

***[Institutional Link Tutor Name]***

***[Middlesex Link Tutor Name]***

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

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**Introduction**

# 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 ***[name and contact details].***

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 *[if 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).

## *[If applicable]* The University Regulations

As a student of Middlesex University you agree to abide by the [University Regulations](file:///\\Wgfp-nfs002\staff\shared\CLTE-region\QAS%20Files\Programme%20Handbook\2013-14%20handbook\mdx.ac.uk\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]

* ***Information about the institution – for example:***
  + - ***history, culture/ethos***
    - ***recent developments***
    - ***future plans, mission statement***
* ***The Middlesex University regulations (or institutional regulations if approved) and procedures – the importance of these and where to find them***
* ***Importance of students feeding back on the institution and their programme and the institution’s commitment to responding to such feedback.***
* ***General statement on who to go to for advice or help.***

## 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.***

## Introduction to Middlesex University

* ***Introduction to Middlesex University, including:***
  + ***An explanation of how students belong to both Institutions***
  + ***What being a Middlesex University student entitles you to***
  + ***Information about Middlesex University regulations (if applicable), including:***
    - ***Appeals (see below for text)***
    - ***Complaints (see below for text)***
    - ***Academic Integrity and Misconduct (see below for text)***
    - ***The Memorandum of Cooperation (see below for text)***
    - ***The QAA Quality Code (see below for text)***

**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 Boards of study, arrangements for appeals and complaints etc).***

**Quality Assurance Agency for Higher Education (QAA) UK Quality Code**

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

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

**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)

# 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, Programme Voice Groups should be included.***
* ***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***
* ***Library Staff***
* ***Administrative Staff***
* ***Support Staff***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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

***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)***
* ***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. (UK Programmes only)***
* ***Fitness to Practice information (if applicable)***
* ***Programme Structure Diagram and link to timetable***
* ***Attendance requirements, making reference to the attendance policy***
* ***Employability, including***
  + ***Careers advice***
  + ***Internships and Placements (if applicable)***
* ***Transferring to study at Middlesex University (if applicable)***

**Programme Specification**

***Please insert the weblink to the relevant programme specification(s) . Refer to the 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 or provide equivalent statement]***

The teaching on your programme may involve on 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]**

# Your Modules

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

***Required:***

* ***List all modules and provide a broad description of each Module***
* ***Reference to information contained in Module Handbooks***
* ***Make reference to the module narratives in appendix 1***
* ***Details on the programme structure and what modules will be studied when for both FT and PT students.***

# Your Feedback Opportunities

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

***All information is required:***

* ***Details of student representative schemes and any other formal feedback mechanisms in place at the partner institution.***
* ***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.***
* ***Details on student surveys***

*(Adapt as appropriate)*

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

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.

## 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/Subject-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/Partner VLE***
* ***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***
* ***Information about Academic Support, including the role of the Link Tutor***
* ***Information on Institutional Support services, such as counselling, financial support, disability/dyslexia support etc***
* ***Information about student services (such as student union/equivalent)***
* ***Academic Calendar***

## 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.***

***[SELECT RELEVANT TEXT TO USE FOR APPEALS, ACADEMIC INTEGRITY & MISCONDUCT, COMPLAINTS]***

* **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. You should follow the Appeal Regulations and Procedures (Section G) if you submit an appeal: <https://www.mdx.ac.uk/about-us/policies> (scroll to university regulations)

* **Academic** **Integrity and** **Misconduct *[if using Middlesex Regulations]***

You should be familiar with the Infringement of Assessment Regulations/Academic Integrity and Misconduct regulations (section F) as ***[institution]***and you have to act in accordance with these procedures in the case of any alleged academic misconduct: <https://www.mdx.ac.uk/about-us/policies> (scroll to university regulations)

* **Academic Integrity and** **Misconduct *[if using own regulations]***

Please note that ***[the institution]*** uses its own regulations for handling academic misconduct and therefore this section of the Middlesex University Regulations (section F) does not apply to you. More information about the appeal process is available from ***[insert relevant information, including a link if information is on line]***

* **Complaints**

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)

## 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) or the HTA Designated Individual (DI). 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.

# Learning, Teaching and Assessment

***Purpose: To give an overview of the learning, teaching and assessment methods employed within the programme.***

***Required:***

* ***Learning & Teaching information, including L&T methods***
* ***Assessment & Feedback – – including an assessment strategy, indicative assessment map for all years of study, how to submit, when and how feedback will be given.***
* ***An indicative assessment schedule (including formative and summative assessment)***
* ***Information on Assessment methods***
* ***Information on the submission, receipt, marking and return of assessment***
* ***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 External Examiners – see below;***
* ***Information on progression and achievement***
* ***Information on certificates/diploma supplements***
* ***Information on deferral, extenuating circumstances and re-assessment***

**External Examiners**

External Examiners are one way we assure the academic quality of your programme. They are subject experts who help assure that your Middlesex award is comparable to that at other UK universities by reviewing the programme curriculum, the assessment and the learning resources. Among other things they approve all exam papers before they are taken, attend the assessment board and write a report at the end of the year. You can obtain a copy of this report by contacting ***[insert relevant contact- e.g. the Programme Leader]***

You can read more about the role of External Examiners and quality assurance on the QAA website: <https://www.mdx.ac.uk/about-us/policies/academic-quality/handbook> (section 4)

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

Engaging with online and on-campus in-person learning and activities is integral to your success. *[Insert partner name]* 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 *[insert details].*

# Health and Safety

***Rationale: To 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.***