

General information

University Calendar 2012/13	2
Introduction and definitions	3

University regulations

Undergraduate Taught Programmes	4
A: The Learning Framework	5
B: General regulations for admission	7
C: Regulations for taught programmes of study	9
D: Regulations for Assessment Boards	12
E: Assessment and progression regulations for taught programmes	16
Postgraduate Taught Programmes	21
A: The Learning Framework	22
B: General regulations for admission	24
C: Regulations for taught programmes of study	25
D: Regulations for Assessment Boards	28
E: Assessment and progression regulations for taught programmes	32
All Taught Programmes	36
F: Infringement of assessment regulations/academic misconduct	37
G: Appeal regulations and procedures	31
H: Student responsibilities	45
J: Middlesex University Qualifications	48
K: Examination room rules for candidates	52
L: The invigilation of examinations	53
M: Code of Assessment Practice minimum requirements	54
Module level descriptors	56
Grade Criteria Guide	

Introduction and definitions

This document contains the university's main assessment and other formal regulations, which are also available at <http://unihub.mdx.ac.uk/mdx/regs> and www.mdx.ac.uk/regulations

Programme A valid combination of modules normally taken over several years to obtain a qualification. Qualifications will/Tnexample Crimino FT* (normally taken over several years to obtain a qualification)

The academic provision of the university is based on credit accumulation. Students accumulate credits by passing modules in order to gain the qualifications of the University (for example 360 credits for an Honours degree). Modules are at various levels, from foundation level (FHEQ (Framework for Higher Education Qualifications in England, Wales and Northern Ireland) level 3) through to doctoral level (FHEQ level 8).

Throughout this document some common terminology is used to describe the framework.

Academic Year The academic year is divided into three main terms each of 12 learning weeks: the autumn term (October to December/January), the winter term (January to April) and the spring term (April to July). The remaining weeks from July to September comprise the summer term, during which the Summer School operates (from June to August). Students starting in October study over 24 learning weeks in the autumn and winter terms, followed by end of year examinations where appropriate. Undergraduate students starting in January study their first year over 24 learning weeks in the winter and spring terms followed by end of year examinations where appropriate. (January start students who successfully complete the first year, progress to year 2 in October and then follow the October start pattern). Reassessment and deferred assessment takes place in late August for both October and January starters.

Module A self-contained, credit-rated and assessed unit of study which is the responsibility of a single School. Modules normally run for an academic year of 24 learning weeks, but some are different in length. Within a programme, modules are designated as compulsory or optional.

Module codes Each module has an identification code. The first three letters indicate the subject within which the module is located:

BIS0010 Introduction to Computers in Business (FHEQ level 3) (foundation or pre degree level, numbered between 0001 and 0999)

HRM1200 The Business Environment (FHEQ level 4, certificate level, numbered between 1000 and 1999)

FNA2230 Art Practice and the Community (FHEQ level 5, intermediate level, numbered between 2000 and 2999)

CRM3305 Criminal Law, Court & Prisons (FHEQ Level 6, honours level, numbered between 3000 and 3999)

MGT4131 MA Dissertation (FHEQ level 7, masters level, numbered between 4000 and 4999)

Module Run The location and time span of a module.

Subject A group of modules with a coherent academic focus (for example Criminology or Business Information Systems).

, modules

University Regulations for Undergraduate Taught Programmes

University regulations for undergraduate students

A1

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

These University regulations shall normally apply for all programmes. Any deviation from these University regulations must be identified at, and approved by, Academic Programmes Planning Group. Where deviations are agreed, these must be identified and published within the Student Programme Handbook.

The academic work of the University is delivered by several Schools. Each School is in the overall charge of a Dean of School. Each School is responsible for the provision of learning, teaching and assessment in a number of programmes which lead to university qualifications. In addition, the Institute for Work-Based Learning (IWBL) has responsibilities normally equivalent to those of a School, within the context of University Regulations. There are overseas campuses in Dubai (since January 2005) and Mauritius (since January 2010).

Students receive administrative and other forms of support from a Central helpdesk (UniHelp) at London campuses. Support for students in relation to Disability, Money & Welfare advice, Employability and a Counselling Service is available on each campus. On the Dubai and Mauritius campuses the Campus Directors will oversee the provision of administrative support for students in the context of these regulations.

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

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

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

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

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

A1.1

The academic title conferred upon a student who has successfully completed a valid programme of study, for example, BA Criminology. Qualifications are awarded at various levels requiring different amounts and levels of credit, for example, Degree

with Honours: 360 credits at FHEQ level 4 or above (including at least 210 at FHEQ level 5 or above and 120 at FHEQ level 6 or above). A full table of qualifications is given at the end of this section (Table A2).

A1.2

The academic year is divided into three main terms each of 12 learning weeks: the autumn term (October to December), the winter term (January to April) and the spring term (April to July). The remaining weeks from July to September comprise the summer term, during which the Summer School operates (from June to August). Students starting in October study over 24 learning weeks in the autumn and winter terms, followed by end of year exams where appropriate. Students starting in January study their first year over 24 learning weeks in the winter and spring terms followed by end of year exams where appropriate. (January start students who successfully complete the first year, progress to year 2 in October and then follow the October start pattern).

Re-assessment and deferred assessment normally takes place in late August for both October and January starters.

A1.3

A collection of modules with a coherent academic focus.

A1.4

A self-contained, credit-rated and assessed unit of study which is the responsibility of a single School. Modules normally run for an academic year of 24 learning weeks, but some are different in length. A 30 credit module is normally equivalent to 300 study hours. Within a programme, modules are designated as compulsory or optional.

A1.5

Modules which must be passed to complete a qualification.

A1.6

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

A1.7

A module which must be passed before entry to a future module (normally at FHEQ level 6 or above) is allowed in order to ensure a suitable grounding has been established before moving to a more demanding level of study. Entry to a module would normally be denied if the prerequisite has been failed.

A1.8

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

FHE

BIS0010 Introduction to Computers in Business

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

FHE

eg HRM1200 The Business Environment
Certificate level modules are numbered between 1000 and 1999

FHE

eg FNA2230 Art Practice and the Community

Intermediate level modules are numbered between 2000 and 2999

FHE
eg CRM3315 Violent Crime

Honours level modules are numbered between 3000 and 3999

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

A1.9

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

* The Framework for Higher Education Qualifications in England, Wales and Northern Ireland - <http://www.qaa.ac.uk/academicinfrastructure/fheq/ewni/default.asp>

** The Framework for Qualifications of the European Higher Education Area - <http://www.qaa.ac.uk/academicinfrastructure/fheq/EWNI08/default.asp#p3.3>

A1.6

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

A1.7

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

A1.8

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

A1.9

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

A1.10

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

The Learning Framework

- American TOEFL – 550 (paper test) or 80 (internet based test)
- Council of Europe level C1 or equivalent qualification

See

<http://www.mdx.ac.uk/courses/international/apply/entry/index.aspx>

B3.3 An applicant who does not meet the minimum standard through one of the above qualifications or other acceptable qualification or an equivalent may be required to undertake English Language instruction before admission.

For any particular programme, students with attainment at a level below the minimum stated above may be admitted where formal language study is integrated into the curriculum. The lower admus/MCID 3 >

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

17 **Recording of lectures**

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

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

In all cases,

Violation of this regulation will be managed under the student disciplinary procedures. Further guidance is available within the document

University regulations for undergraduate and postgraduate students

1 A school will have several Programme Progression Committees, each of which considers the progression of all continuing students on a group of programmes that have been aligned to that committee.

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

Director of Programmes

Programme leaders

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

Secretary Assessment Officer (or nominee of the Chair).

To receive all module grades determined by Subject Assessment Boards for those students on programmes aligned to this committee who are not being considered for an exit qualification, and to decide on the academic standing of those students.

2 To make recommendations to the Academic Registrar on changes to the regulations and procedures governing the academic standing of students.

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

B: A

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

1 F I S I E A S S E S S F B A O S SUBJECT ASSESSMENT BOARDS

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

External Examination Assessors All external examiners with responsibility for modules which comprise the Subject;

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

Overseas Campuses and Franchised Programmes One or more representatives from academic staff delivering modules at overseas campuses, where appropriate, should contribute to the outcomes of the Board. This contribution may be by previous communication between the Chair or nominee, and staff at the overseas campus, or attendance

at the Board by via audio or video conferencing.

Secretary To be determined by Chair.

To recommend to the Deputy Dean, within the approved University regulations, the form and nature of assessment and reassessment for all modules which comprise the Subject.

2 To determine the grade awarded to each student in respect of all modules which comprise the Subject.

3 To make recommendations to second tier boards, where appropriate, on the classification of final qualifications awarded.

2 S C H O O L A S S E S S M E N T B O A R D S

SCHOOL ASSESSMENT BOARDS

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

Chair Deputy Dean, or nominee;

External Examination Auditors Normally two, nominated by the Dean of School and appointed by the University;

Internal examiners Directors of Programmes, Programme leaders;

Overseas Campuses and Franchised Programmes. One or more representatives from academic staff responsible for programmes at overseas campuses, where appropriate. This contribution may be by previous communication between the Chair or nominee, and staff at the overseas campus, or attendance at the Board by via audio or video conferencing;

Secretary to be determined by the Chair.

To award, in the light of recommendations from the appropriate subjects, qualifications in respect of programmes aligned to the School Assessment Board on behalf of Academic Board.

2 To consider the implementation of University assessment policy and related matters of principle at School level and to make any recommendations arising to Academic Board through the Assessment and Academic Regulations Committee.

1 A B A A A B A

The Assistant Academic Registrar (Collaborative Programmes) of Middlesex University will be informed by the Partner Institution of the progression decisions each year. The Progression Boards will normally be chaired by the Partner Institution.

2 F I S I E A S S E S S M E N T B O A R D

(a) The composition of the Programme Assessment Board is as set out in the Programme Handbook (as agreed at Validation).

(b) The Chair of the finalist Assessment Board

shall be the appropriate Deputy Dean, (or nominee). The approved nominee may include the University Link Tutor, senior staff of the University, or, after three years of operation, senior staff of the Institution.

(c) The Conferment List confirmed by the institution's Assessment Board must be signed by the Chair of the Programme Assessment Board and by the External Examiner appointed to the Programme (wherever possible at the Board or within 7 days).

(d) The Middlesex University Link Tutor is responsible for passing the decisions of the Programme Assessment Board (in the form of a Pass/Conferment List) direct to the Centre for Academic Partnerships of Middlesex University for the issuing of certificates. Certificates will be issued within 2 to 4 months from receipt of accurate and complete conferment lists. The Link Tutor should keep a copy in case of subsequent queries. All Conferment Lists should be completed clearly and in accordance with the published Conferment of Finalists Guidelines (available from the Centre for Academic Partnerships).

(e) Students who are subject to the regulations of the institution, must abide by the University regulations on Academic Misconduct and on Student Appeals, unless the institution's own regulations have been approved by the Academic Registrar.

1 A A A

Chair Head of Teaching and Learning

Assistant Academic Registrar (Assessment and Conferment) or nominee

School Exchange Coordinators

USA exchange visit coordinator

Secretary Student Exchange Coordinator

To receive all module grades determined by Exchange Partner Universities for those students taking part in approved student exchanges.

2 To agree and convert received grades from local grades to Middlesex University grades, using agreed conversion scales for European, Australian and USA partners, and to award ungraded credit where appropriate, and where no agreed conversion scale exists.

3 To make recommendations to the Head of Teaching and Learning on issues arising from assessments undertaken at partner universities and to suggest any changes to regulations and procedures governing the assessment of students while on exchange visits to an approved partner.

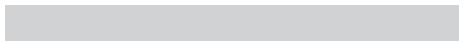
4 To report annually to the University Assurance Committee.

2 A B A A A

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

be to enable all students to be assessed on equal terms.

(b) All work submitted by students for a



Assessment and progression regulations for taught programmes

and form of assessment will remain unchanged. Normally, deferred assessment or reassessment will not be permitted beyond two years following commencement of study for the module (normally the fourth opportunity for assessment of the module component).

9
E9.1 No student is permitted to repeat the assessment of a module which has already been passed except to satisfy the requirements of professional bodies.

E9.2 A student may normally repeat a module which has been failed, on one occasion only, with payment of the fee. For such a repeated module, including a module repeated at Summer School, the grade will not be restricted to the maximum grade at reassessment unless it is applied as a penalty following a student being found guilty of academic misconduct. An assessment board may withhold permission to repeat a module, where the past academic performance of the student is such that future success in the module is considered unlikely, or due to the requirements of a professional body.

E9.3 Where a student is given formal permission to repeat a stage on compassionate grounds, this may exceptionally include permission to repeat a module that has already been passed. In such cases, the credit achieved at the first attempt will not be counted towards the final qualification.

10
a. C:

FHEQ Level	Normal maximum compensation	Exceptional maximum compensation
3	30	N/A
4	30	60*
5	30	30**
6		30**

* relevant learning outcomes have been met (E10.1.2)
** student has extenuating circumstances (E10.1.3 note (ii))

E10.1 Compensation is granted only at the discretion of the Progression Committee or School Assessment Board.

E10.1.1
At the foundation level, grades of 17 or 18 may be compensated subject to satisfactory overall performance. Compensation is limited to a maximum of 30 credits within a 120 credit foundation level programme.

E10.1.2
At the certificate stage, grades of 17 or 18 may be compensated subject to satisfactory overall performance. Compensation is normally limited to a maximum of 30 credits at this stage. However the Programme Progression Committee may allow compensation in an additional 30 credits out of the 120 credits total at FHEQ level 4 for a progressing student, where it is satisfied that the relevant learning outcomes have been met elsewhere.

E10.1.3
Failure at grade 17 or 18 in modules at FHEQ level 5 and above may be compensated at

the discretion of the Programme Progression Committee or School Assessment Board. It is subject to satisfactory overall performance, and is normally permitted for a maximum of 30 credits out of the 240 credits total at FHEQ levels 5 and 6.

11
i Compensation should not normally be granted by a Programme Progression Committee for any module where opportunities for reassessment are available, unless the student's progression would be delayed in undertaking such reassessment.

ii Any compensation should be taken in the context of a student's extenuating circumstances; without extenuating circumstances compensation should not normally exceed 30 credits beyond the certificate stage.

iii Compensation should not normally be agreed for project or dissertation modules.

iv Where compensation is granted for a compulsory or pre-requisite module, the student may continue with their proposed qualification unless prohibited from doing so by the requirements of a professional body.

v Compensation should be particularly considered by School Assessment Board when a student is due to graduate and has sufficiently good performance elsewhere, in order not to unnecessarily delay the graduation of a student.

vi Compensation will not be granted in modules which have been deemed "non-compensatable" in the programme specification, due to their special contribution to the achievement of programme learning outcomes. However compensation should be considered where a student is unable to progress on qualification, but who may, with compensation, be granted an alternative generic exit qualification (e.g. to be awarded the Certificate of Higher Education, Diploma of Higher Education or, subject to regulation C10.2, the BA/Bsc Combined Studies). However, this should not be considered a "compensated pass" towards the original qualification.

vii For the exit qualifications of Cert HE, Dip HE and ordinary degree, the maximum total credit that may be compensated is 30, 60 and 90 credits respectively.

viii Compensation is not normally permitted in programmes of less than 120 credits.

E10.2 Compensated failure will count towards the total credit required for a qualification but will be indicated as such on a student's academic record by the addition of a 'C' (e.g. 17C).

E10.3 A compensated failure will be treated as a grade of 16 for the purposes of classification profiling.

11
E11.1 Extenuating circumstances which have affected a student's performance in assessment may be submitted by a student in writing and may be taken into account by a Programme Progression Committee or School Assessment Board.

E11.2 Guidelines to Assessment Board

E13.3 A Certificate of Achievement may be awarded to a student who has successfully completed an assessed credit-bearing or non-credit bearing course which does not fulfil the requirements of a University qualification. The design and wording of such Certificates must be approved by the Academic Registry.

E13.4 A Certificate of Recognition may be awarded for confirmation of attendance, participation or completion of approved activities.

E13.5 Certificates will normally be sent within 4 months of the publication of results, and to the student's registered home address, unless it has been agreed for specific batches of certificates, usually for overseas franchised programmes, to be sent in bulk to a collaborative partner or regional office. The certificate will state the qualification and date it was awarded (which will normally be the date of the meeting of the Assessment Board), the name and location of the partner institution, where relevant, and, where appropriate, the classification and subject. Qualifications validated on behalf of other institutions will state the name and the location of the institution where the qualification was taken and be sent to the home institution for distribution. All qualifications are subject to the approval of the Academic Registrar on behalf of Academic Board.

University Regulations for
Postgraduate Taught Programmes

considered for the award of a Masters degree, provided that all programme learning outcomes have been met.

A3 Mode of study

Full-time student A full-time student will normally take 120 credit during the academic year (24 learning weeks), followed by a 60 credit dissertation. Students may take additional credit up to 30 credits in Summer School, with payment of the appropriate fee.

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

Part-time student A part-time student will normally take up to 90 credits per academic year and may take additional credit of up to 30 credits during Summer School.

A4 Associate student

A student attending the University but not registered for a qualification. Modules taken may be assessed and if so may count toward a qualification for which the student subsequently registers

Associate students will, upon request, receive a credit statement covering the modules successfully completed.

A5 Programme of study

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

A6 Progression

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

A7 Collaborative Partnerships and University Regulations

A7.1 Franchised programmes

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

A7.2 Joint programmes

The university regulations shall normally apply for all joint programmes run with collaborative partners. Any deviation from university regulations must be identified at, and approved by, Programme Planning Group.

A7.3 Validated programmes

Validated programmes run by collaborative partners may run under their own regulations, or adopt some, or all, of the university regulations. Where programmes do not adopt Middlesex regulations in full, they must be submitted to Academic Registry for consideration prior to validation. Comments from Academic Registry will be considered at validation.

A7.4 Validated programmes approved prior to September 2007

Validated programmes whose most recent validation was prior to September 2007 may continue to operate under the university regulations 2006/7, until, at the latest, the programme is subject to review, when either the current university regulations should be adopted, or the programme continues under its own regulations.

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

Qualifications

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

Standard distribution

The minimum number of credits which must be under Middlesex control is normally 33.3% of the total required for the qualification where up to 30 credits from other institutions are used.

REGULATIONS FOR TAUGHT PROGRAMMES OF STUDY

University regulations for postgraduate students

C1 Enrolment

C1.1 Every student must enrol at the start of the programme of study and shall undertake to comply with the regulations of the University. Students must confirm that they are continuing on their programme of study by enrolling on UniHub at <http://unihub.mdx.ac.uk>. This should normally take place at the beginning of each subsequent year the programme of study is pursued or at any other time determined by the University. The programme of study of a student who fails to enrol is deemed to have lapsed. No student shall be entitled to enrol unless the prescribed fees have been paid or satisfactory arrangements made to ensure that they would be paid. No student may be enrolled simultaneously on more than one full-time taught programme of study at Middlesex University.

C2 Attendance

C2.1 Every student must attend those organised teaching sessions (ie lectures, seminars, tutorials, workshops etc.) and undertake such assignments, as specified in the regulations governing the module, to be eligible for formal assessment and/or continuation on their programme of study.

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

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

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

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

C2.5 Students must make themselves available at all times to attend all formal assessments of the programme of study at the times given, including viva voce examinations. Failure to do so without good reason will result in a grade of 20 in that module should the required learning outcomes not satisfactorily be met.

C2.6 Where a student fails to attend all sessions

within in a programme for a consecutive period of 4 weeks or longer, without good reason (as in C2.4), the University may deem the student to be withdrawn from study on that programme, and cease to be an enrolled student of the University.

C3 Transfer between programmes of study

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

C4 Interruption of study

A student who wishes to interrupt the programme of study before completion shall give notice in writing to the UniHelp desk. Students who interrupt their studies must be aware that their current academic programme cannot be guaranteed to resume following re-admission as if no interruption had occurred and that it is their responsibility to make themselves familiar with any changes in assessment policy or practice in the programme of study syllabus that may have taken place during their absence. Where the length of interruption of study is extensive, students must be aware of the maximum indicative length of a programme (see Table A2 in section A) and the limit of time within which deferred assessment or reassessment is available (see E8.4)

C5 Withdrawal and return from withdrawal or transfer

C5.1 A student who wishes to withdraw from the University before the completion of the programme of study shall give notice in writing to the UniHelp desk. The student may request any qualification for which they are eligible.

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

C5.3 If a student's return is more than two years after their withdrawal or transfer, they must apply via the relevant Admissions Office.

C6 Oral examination (Viva voce)

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

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

A candidate whose assessment performance has been or is likely to be impaired because of ill health or other extenuating circumstances must inform the Assessment Officer, before the specified deadline and provide, where appropriate, a medical certificate or other supporting evidence. The Programme Progression Committee or School Assessment Board shall consider the information provided by the candidate and may take it into account when making a recommendation. (See section D8).

C8 Written coursework, dissertations, projects submitted for assessment**C8.1 References to the work of others**

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

C8.2 Joint authorship of assessed work

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

C8.3 Submission of coursework

(a) As directed within the module handbook, all coursework must be either

(i) submitted electronically by a specified deadline, or

(ii) submitted in printed or other form to a nominated submission point, normally on the campus where the module was taken, and be received. Submission must be not later than 9pm at the Hendon campus, and 4pm local time at other University Campuses. In exceptional circumstances, coursework may be submitted by 'recorded delivery' post to the nominated submission point on campus, and the Post Office receipt retained. The submission date will be taken as the date of posting as shown by the recorded delivery receipt.

(b) The deadline date for each component of assessment must be laid down in writing by the Module Leader at the commencement of the module.

(c) Coursework must not normally be submitted direct to a tutor.

(d) The university reserves the right to submit any item of assessed work through specialist software for the detection of academic misconduct.

(e) Failure to submit assessment by the published deadline will result in consequences as specified in E6 and E8.

(f) Where electronic submission of coursework on the day of the deadline is not possible, due to failure of university systems, for a significant period of time leading up to the final time for submission, the submission deadline may be extended by at least 24 hours, at the discretion of the Academic Registrar or Deputy.

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

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

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

C8.6 Additional regulations for a Masters dissertation

(a) A candidate for a Masters degree must present a dissertation or other work in its place on a subject relevant to the programme of study, or such work as may be specified in the programme specification. The choice of subject shall be determined in a manner specified by the programme specification.

(b) Work submitted for another degree may not normally comprise part of the submission for a Masters degree.

(c) A part-time candidate for a Masters degree may elect to take double the length of time to complete their dissertation than full-time candidates.

(d) The Assessment Board or Assessment Officer may permit a candidate to submit their dissertation or other work after the specified date. The Assessment Board may defer the date of submission by not more than twelve months at any one time.

(e) Supervision of dissertations or other work is conditional on attendance at the University unless explicitly agreed otherwise.

(f) The dissertation shall conform to the following requirements:

i be typed on A4 size paper;

ii be hard or soft bound;

iii all pages should be numbered;

iv the title page shall bear the title, approved in accordance with the module narrative, the candidate's name, the degree for which they are a candidate and the year in which the dissertation is presented;

v the degree, year and candidate's name shall appear on the spine;

vi a summary of the work, not exceeding three hundred words in length must be bound in each copy immediately after the title page;

vii wherever possible, subsidiary papers and other material should be bound in but a candidate is at liberty to submit such material separately for consideration by the examiners.

(g) Except where, owing to the nature of the subject, the module narrative explicitly indicates alternative modes, or language, of presentation, the dissertation shall be written in English. The summary must always be written in English.

(h) Two copies of the dissertation must be submitted to the UniHelp desk. A candidate is advised to keep an additional copy for personal use, as the copies submitted will not be returned.

(i) No alterations or additions may be made to a dissertation after it has been submitted except with the agreement of the Assessment Board.

(j) A selection of copies of dissertations for the degree of Master may be placed in the University library, after formal assessment,

and are available for anyone to consult. It is a condition of acceptance of a dissertation that the University Librarian is empowered to reproduce the dissertation by photocopy or otherwise and to lend copies to those institutions or persons who, in the Librarian's opinion, require them for academic purposes.

If the dissertation contains matter of a confidential nature the author may instruct the Librarian to restrict access to a dissertation without the further permission of the author, their supervisor or sponsoring body, as the author deems appropriate, for a period not exceeding five years. Application must be made in writing to the Academic Registrar for any extension to this period. (See also "Management of Confidential Information" page 70.)

C9 Ownership and return of students' assessed work

C9.1 Regulations

(a) A student shall hold the intellectual property inherent in their own work produced for any form of assessment except in those conditions set out in the Middlesex University Policy Statement "Intellectual Property Rights: Students".

(b) The material produced by students for formal assessment (projects, scripts, essays, artworks, computer disks, etc.) is the property of the University.

(c) The University will endeavour to return to students assessed work which has significant intrinsic value whenever a student explicitly requests this.

C9.2 Procedures

(a) The University will retain assessed work pending possible appeals.

(b) Schools will return only the work identified above in C9.1 (c), direct to the student.

(c) The University will retain any assessed work that has not been returned to the student not more than six months after the Assessment Board has taken place, except in cases of partial completion of the assessment in a module due to failure or deferral, whereby items should be held until six months after the remainder of the assessment has been completed.

C10 Titling of qualifications

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

The title will reflect the area of study, e.g. MA Education. For Postgraduate Diploma and Postgraduate Certificate, where the majority of credit does not fall in one subject, a generic School title may be used.

C11 Accreditation of placement or similar work-based activity

C11.1 Programme specifications may identify modules where an approved placement is an accredited part of the programme. All periods of approved placement will:

another institution. Credit which has already been re-used towards other qualifications must not normally be used towards a second qualification at the same or lower level. Normally credit towards a new qualification must have been gained no more than five years before the programme of study commences.

116 Recording Lectures

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

(i) It is explicitly permitted as part of the learning activity;

(ii) It is explicitly permitted for an individual student as a "reasonable adjustment", within the meaning of the Equalities Act;

(iii) The tutor has given permission for such activity to take place.

In all cases,

Violation of this regulation will be managed under the student disciplinary procedures. Further guidance is available within the document *Recording Lectures*, available on Myunihub and the staff intranet.

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

University regulations for undergraduate and postgraduate students

A: A school will have several Programme Progression Committees, each of which considers the progression of all continuing students on a group of programmes that have been aligned to that committee.

Chair/Deputy Dean (Learning and Teaching Enhancement) or a nominee independent of the group of programmes;

Director of Programmes

Programme Leaders

Overseas Campuses and Franchised Programmes.

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

Secretary Assessment Officer
(or nominee of the Chair).

To receive all module grades determined by Subject Assessment Boards for those students on programmes aligned to this committee who are not

Section D

D8.2 G, a, q, q, q

(a) No student shall be put in a position of unfair advantage over other candidates; the aim should be to enable all students to be assessed on equal terms.

(b) All work submitted by students for assessment shall be graded on its merits without consideration of any extenuating circumstances known to the marker. Extenuating circumstances will not be used by Subject Assessment Boards to alter the grades of students.

(c) Students must submit extenuating circumstances to the Assessment Officer, with documentary evidence, by the specified deadline (normally the last day of examinations).

(d) Extenuating circumstances will be considered by Programme Progression Committees and School Assessment Boards in the following circumstances:

i in considering whether a student may progress to the next stage of the programme

ii in determining the classification for a qualification where the student is borderline or there are conflicting classifications in the profiles of grades

iii consideration for an aegrotat award.

(e) Normally extenuating circumstances shall not be taken into account where the circumstances have already been allowed for (for example, by special assessment arrangements, see Regulation H1.7 (e)). Special assessment arrangements should be agreed at enrolment in cases of known disability and in any case agreed with the student before an examination period begins.

(f) Extenuating circumstances brought to the attention of the Chair of the School Assessment Board or Programme Progression Committee after the deadline specified in (c) should normally be considered only if the student was unable or, for valid reasons, unwilling, to disclose them before the deadline.

D8.3 q, ., t, q

(a) The student's extenuating circumstances will be summarised by the Assessment Officer at the time of the affected assessment, noting what documentary evidence had been supplied, and the summary made available to the second tier Assessment Board or Programme Progression Committee on the result grids. Access to the original evidence is restricted to the Chair, Secretary and the External Examination Auditor(s) of the School Assessment Board or Programme Progression Committee, and the Academic Registrar, for the purposes of assessment, unless the student declares otherwise.

(b) Only extenuating circumstances submitted directly by the student to the Assessment Officer will be recorded and considered by the Assessment Board or Programme Progression Committee. Tutors and other staff should advise students accordingly.

(c) The School Assessment Board or Programme Progression Committee will consider the full history of summarised extenuating circumstances. Where necessary the Chair or Secretary will obtain the original evidence from the Assessment

Officer prior to the meeting. The extenuating circumstances may be taken into account in accordance with Regulation D8.2(d), and it should be noted where this is used in determining the classification of the qualification awarded.

D8.4 G, q, q, q, ., q, a, q, q,

D8.4.1 In considering extenuating circumstances the second tier Assessment Board will wish to:

(a) note whether acceptable evidence has been supplied;

(b) consider whether the student has performed unexpectedly badly in a given module or modules; whether there is a significant difference between the student's performance in the year in which they experienced difficulties and their previous or later performance; and whether it correlates with the evidence provided;

(c) consider whether, where extenuating circumstances are judged to be very severe and it is not possible for the student to undertake **Q1004 has specific information** aegrotat degree (which a2ll

s

(f) To be fully involved in decisions:

i reached by the assessment board following a request for review by a student, where it has been agreed to settle the request informally

ii made by the assessment board following the upholding of requests for review via the appeals process (see section G)

iii reached by the assessment board following the recommendation of the Secretary to the Academic Board (see section F8.2).

11

D11.1

External examination auditors are appointed to School Assessment Boards. The rights and responsibilities of external examination auditors include:

(a) To attend any meetings of the School Assessment Board at which the results of a final stage assessment will be determined other than undergraduate programmes and generic exit qualifications.

(b) To advise on the appropriateness, effectiveness and consistency of the internal assessment processes at the award stage, the appropriateness and effectiveness of the relevant assessment regulations and procedures in respect of qualifications, and the appropriateness of the standards against which the qualifications have been awarded

(b) See 21st G385pTjcrib -1.959 TDUnhe rsity.1

of e8j1en28.34C /P 1 7cat 1 Tf(T)TjT*(Board (see26on audit3BEMC /P sses26o(A)-31ans)jTPiii1 see279 TD((b))TjEMC EMC /P A/CID 9 94.0269 /T(WD(reani

Section E

ASSESSMENT AND PROGRESSION REGULATIONS FOR TAUGHT PROGRAMMES

University regulations for postgraduate students

E1 Calendar of assessment

E1.1 There are three main periods of assessment during the academic year:

~ ^] R ^ \ _ [T c X L W H T P a b c d S H d P d V W c modules in April/May (July for January starters)

~ P a T P b b T b b \ S T J U T a P b b T b b \ T T a X X P late August/early September

~ ^] R ^ \ _ [T c X L P K P b c T S a X b b T a c P c X ^]

In addition there is an assessment period for Summer School modules in August.

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

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

Where assessment or reassessment is deferred, this will normally be to the next assessment opportunity, either in late August or in April/May. The assessment period at the end of the spring term (July) is normally for first assessment of January start students only.

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

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

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

E2 Progression of postgraduate students

E2.1 Applies only to undergraduate students

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

- i Pass the required number/level of credits; or
- ii Be permitted by the Programme Progression Committee to proceed with a credit deficit.

This will be made up by reassessment, and/or deferred assessment and/or taking up to 30 additional credits.

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

Notes:

(a) The Programme Progression Committee may require a student to complete reassessment or deferred assessment before allowing progression to the next stage of the programme.

(b) The Programme Progression Committee will take into account the student's commitment to their programme of study as shown by the number of X and P codes and 20 grades or where there is substantial doubt about the student's ability to complete the qualification.

(c) When a student fails, after reassessment, a required element of the qualification, the student's profile will be considered by the appropriate Second Tier Assessment Board.

(d) A student may be permitted to proceed to the next stage with a requirement to change modules or target qualification (where programme specifications allow).

(e) Modules which have been compensated (see E10) shall be treated as passes.

E2.3 Applies to undergraduate students

E3 Progression of postgraduate students

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

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

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

E4 Qualifications and classification

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

E4.1 – E4.4

Apply to undergraduate students

E4.5 Postgraduate Certificate/Diploma

These qualifications will not be classified unless

exceptionally approved by the University and specified in individual programme specifications.

E4.6 Masters degrees

(See table A: Classification by distribution of grades)

Masters degrees are classified as Pass, Merit and Distinction based on the profile of grades at FHEQ level 7 (or above), and the grade of the dissertation. A minimum of 60 graded credits from a dissertation/independent project is required for classification.

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

(a) Requirements for Distinction

The 60-credit dissertation must be at grade 4 or better, and 50 per cent or more of the remaining

credits at grade 7 or above.

* References within the regulations to External Examiners apply to both External Examination Assessors and Auditors

E7 Reassessment in modules

E7.1 A student has the right to be reassessed

unless there is strength in the student's overall performance. However compensation should be considered where a student is unable to progress on qualification, but who may, with compensation, be granted an alternative generic exit qualification (e.g. to be awarded the Postgraduate Certificate or Postgraduate Diploma). However, this should not be considered a "compensated pass" towards the original qualification.

vi Compensation will not be granted in modules which have been deemed "non-compensatable" in the programme specification, due to their special contribution to the achievement of programme learning outcomes.

E10.2 Compensated failure will count towards the total credit required for a qualification but will be indicated as such on a student's academic record by the addition of a 'C'.

E10.3 A compensated failure will be treated as a grade of 16 for the purposes of profiling.

E11 Extenuating circumstances

E11.1 Extenuating circumstances which have affected a student's performance in assessment may be submitted by a student in writing and may be taken into account by a Programme Progression Committee or School Assessment Board.

E11.2 Guidelines to Assessment Boards for taking extenuating circumstances into account are given in section D8.

E12 Publication of results

E12.1 Formal notification of results will include grades or administrative codes for each module and any decision by an Assessment Board or Progression Committee. This formal notification will be made via UniHub by student number at the end of each assessment period.

E12.2 A student shall not normally be permitted to query the absence of a grade, or the validity of grades, more than six months after the assessment has been completed.

E12.3 Formal notification of qualification results will be published via UniHub. This will include those students considered for the award of a qualification but who have deferred or not completed. The pass list, signed by the Chair of the Assessment Board, must be sent to Academic Registry within 10 days of the date of the meeting of the Assessment Board.

E12.4 Students in debt to the University will not have a qualification conferred, will not be notified of their final results, receive a Certificate or Diploma Supplement, nor be entitled to attend their Graduation Ceremony until all outstanding debts to the University have been paid.

E12.5 Where an Aegrotat award is offered, the student or representative shall be given 14 days from the date of notification to decide whether to accept the qualification.

E13 Certificates, transcripts/ diploma supplements and credit statements

E13.1 (a) A credit statement, transcript or Diploma Supplement will be issued to a student currently or formerly enrolled at Middlesex

University who has:

i

University Regulations for All Taught Programmes

Infringement of assessment regulations/academic misconduct
Section F

ALL STUDENTS

Appeal regulations and procedures for programmes of study leading to research qualifications are available on request from the Research and Business Office.

Forms for submitting an appeal, together with explanatory notes, are available from UniHub

<http://unihub.mdx.ac.uk/study/assess/appeals/index.aspx>

G1 Definition of an appeal

G1.1 An appeal is a request from a student that a decision of an Assessment Board or Programme Progression Committee (hereafter included in the term 'Assessment Board') should be reviewed because it is believed that an injustice has occurred.

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

G1.2 An appeal may only be made against a published assessment result which has been confirmed by an Assessment Board. This includes decisions made by specially delegated Boards and provisional decisions made by a Board at which an External Examiner has been involved.

G5.5 In exceptional circumstances, if the student is unable because of severe illness or other valid reason to submit the appeal, another person may complete and submit the appeal on the student's behalf, normally with the student's written consent.

G5.6 The appeal, once submitted, is considered as the definitive statement of the appellant's case and may not be added to unless the Secretary to Academic Board³ seeks clarification from the appellant.

G5.7 The Academic Registry will send an acknowledgement of receipt to the appellant within seven days. If this is not received, the appellant should contact the Academic Registry without delay.

G6 Progression of an appellant

the appellant of the decision of the reconvened Assessment Board within one month of the date of the Board.

vi The appellant may choose not to accept an informal settlement, but should note that an Appeal Panel may also only request an Assessment Board to review its decision. A letter from the appellant stating the decision not to accept this offer must be received by the Secretary to Academic Board³ within 10 working days of the date on the letter offering the informal settlement.

vii An appellant's failure to reply in writing within 10 working days of the date on the letter offering an informal settlement shall be taken as acceptance of the offer.

viii A decision on an appeal by an Assessment Board is final and no further appeal is possible against it.

ix The academic appeal procedures of the University are now complete. Should the appellant wish to take the matter further, they must follow the guidance in G16.

(b) They may convene a meeting of an Appeal Panel. The appellant should note that an Appeal Panel shall not necessarily require an Assessment Board to review its decision.

G11 Preparation for the Appeal Panel

G11.1 Constitution

(a) An Appeal Panel will normally consist of three members of staff drawn from the following groups: Senior managers of the University, Deputy Dean, Programme Leaders, Directors of Programmes, together with one student.

(b) The Chair of the Appeal Panel will be nominated by the Secretary to Academic Board³ and shall be a member of Academic Board.

(c) No member of staff who has been involved in teaching or assessing the appellant is eligible.

(d) The Secretary to Academic Board³, who is not a member of the Appeal Panel, shall be the Secretary and shall attend the meeting.

(e) Where an appeal is against a penalty imposed for academic misconduct, the Secretary to Academic Board, who is not a member of the Appeal Panel, shall attend the meeting.

G11.2 Notification to appellant

The Secretary to Academic Board³ shall arrange with all those involved in the hearing, including the Chair of the Assessment Board, a suitable date and shall give the appellant in writing:

(a) At least 10 working days notice, wherever possible, of the date, time and place of the hearing, and the names of expected Appeal Panel members;

(b) A requirement that the appellant acknowledges receipt of the notification of the Appeal Panel meeting;

(c) A statement that the appellant is entitled to be accompanied by a companion at the hearing and to call witnesses. (The companion may not be legal representative and should not also be a witness-see regulation G17.6)

(d) A warning that any information given to them whether or not in writing, is strictly confidential, and must not be disclosed to others unless they are directly assisting the appellant in preparing for the hearing, nor discussed in any way with any member of the Appeal Panel;

(e) A statement that the appellant may object to the appointment of any member of the Appeal Panel and to the date but that any change to the arrangements is solely at the discretion of the Secretary;

(f) A warning that if the appellant fails to attend the Appeal Panel meeting, the Panel will normally proceed in their absence.

G11.3 Breach of confidentiality

(a) The publication of appeal papers by the appellant in any form may result in the appeal being ruled closed by the Secretary to Academic Board³.

(b) Such a breach of confidentiality will be the subject of a preliminary issue of the Appeal Panel who will have the power to dismiss the appeal if such a breach is substantiated.

(c) An appellant who has published appeal papers in the course of a previous appeal and who submits a new appeal against a later Assessment Board decision shall not receive papers until a maximum of one hour before any hearing that may be called nor disseminate the appeal that

recalled for the Chair of the Appeal Panel to inform them of its decision, which will in due course also be given in writing to the appellant and all those previously notified.

G13 Decision of the Appeal Panel

G13.1 If the Appeal Panel finds that injustice appears to have been caused to the appellant it will:

- (a) Require the Assessment Board to review its decision;
- (b) Appoint a representative (normally the Chair) to attend the reconvened Assessment Board together with the Secretary to Academic Board³.

G13.2 If the Appeal Panel finds that an injustice has not been caused to the appellant:

- (a) This decision is final and no further appeal is possible against it.
- (b) The academic appeal procedures of the University are now complete. Should the appellant wish to take the matter further, they must follow the guidance in G16.

G13.3 The Appeal Panel has power to make any recommendations to the Dean of School, the Assessment Board or Academic Board, but the Appeal Panel may not dispute the academic board.514C /StyleSpan es20 -oard, but , th givany mus Panel

Student responsibilities

(See also the Statement on University Membership)

H1 Enrolment and Registration

(a) Students are entitled to enrol as members of the University at the time notified to them and register for the appropriate modules for their programme of study.

(b) It is the responsibility of students to confirm that they are continuing on their programme of study by enrolling at the beginning of each subsequent year their programme of study is pursued.

(c) It is the responsibility of students to ensure their programme of study falls within University Regulations and the Regulations for their intended qualifications. The University will offer such assistance and reminders as are reasonably practicable to prompt students to fulfil this responsibility, but shall not be under any liability for any loss of time, fees expended, for any study or assessment subsequently found to be invalid for the requirements of an intended qualification or any other loss or damage (whether direct or consequential) whether caused by negligence on the part of the University its agents and/or staff or otherwise.

(d) The qualifications of the University will only be conferred on students validly registered and enrolled.

H2 Contact address

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

(a) immediately of any change of address by updating their MyUniHub record;

(b)

Studentwh toailts to notify th(UniHelp ders of)TjO -1.25 Tdf aup-to-driatct Ct/PafisteOsv7ecatio iy the bs exct37ed tpaity on for the placatemen of anyertalifice

Middlesex University qualifications

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

Taught undergraduate qualifications

J1.1 FHEQ* level 4

Holders of qualifications at this level will have demonstrated:

- ~ Z] ^ f [T S ^ M d W d] S T a [h R X] R T P d B principles associated with their area(s) of study, and an ability to evaluate and interpret these within the context of that area of study
- ~ P] P Q X f X c h b T T e P [d P c] S X] c T a _ a T c qualitative and quantitative data, to develop lines of argument and make sound judgements in accordance with basic theories and concepts of their subject(s) of study.

Qualifications at this level are as follows:

- Certificate (Cert)
- Certificate of Higher Education (CertHE)
- Certificate in Education (Further Education) (CertEdFE)

J1.2 FHEQ level 5

Holders of qualifications at this level will have demonstrated:

- ~ Z] ^ f [T S P] R a X c d] R P h a b c P] S X W T well-established principles of their area(s) of study, and of the way in which those principles have developed
- ~ P] P Q X f X c h [d h] S T a [h R X] R T P d B principles outside the context in which they were first studied, including, where appropriate, the application of those principles in an employment context
- ~ Z] ^ f [T S ^ M d W [P X] T c W ^ S U f] ^ d X X h their subject(s), and ability to evaluate critically the appropriateness of different approaches to solving problems in the field of study
- ~ P] d] S T a b c P] S X W Y X \ X d b W T X a knowledge, and how this influences analyses and interpretations based on that knowledge.

Qualifications at this level are as follows:

- Diploma (Dip)
- Diploma in Employability Studies
- Diploma in Industrial Studies
- Diploma (Advanced) (DipAdv)
- Diploma of Higher Education (DipHE)
- Foundation Degree (FdA/FdSc)
- Certificate in Management Studies (CMS)
- Post-Experience Certificate
- Post-Experience Diploma
- Higher Diploma
- * Framework for Higher Education Qualifications in England, Wales and Northern Ireland (FHEQ)

J1.3 FHEQ level 6

Holders of qualifications at this level will have demonstrated:

- ~ P b h b c T \ R c] S R a b c P] S X T W b _ T R c b of their field of study, including acquisition of coherent and detailed knowledge, at least some of which is at or informed by, the forefront of defined aspects of a discipline
- ~ P] P Q X f X c h [P R R d a P E f d] R Q [X b W T S techniques of analysis and enquiry within a discipline
- ~ R ^] R T _ d d B [T a b c P] S W P V P Q [d W T student to devise and sustain arguments, and/or to solve problems, using ideas and techniques, some of which are at the forefront of a discipline; and to describe and comment upon particular aspects of current research, or equivalent advanced scholarship, in the discipline
- ~ P] P _ _ a T R X T P c W d] R T a c P X] Q K V d X c h and limits of knowledge
- ~ c W P Q X f X P h P V d W T X] a [T P a] X P] S c ^ make use of scholarly reviews and primary sources (eg refereed research articles and/or original materials appropriate to the discipline).

Qualifications at this level are as follows:

- Diploma in Professional Studies (DPS)
- Advanced Diploma (AdvDip)
- Graduate Certificate
- Bachelor of Arts (BA) – Ordinary Degree
- Bachelor of Science (BSc) – Ordinary Degree
- Bachelor of Arts with Honours (BA)
- Bachelor/Master of Engineering (BEng/MEng)
- Bachelor of Laws (LLB)
- Bachelor of Music with Honours (BMus)
- Bachelor/Master of Osteopathy (Bost/MOst)
- Bachelor of Science with Honours (BSc)
- Bachelor of Theology (BTh)
- Graduate Diploma (GDip)
- Graduate Diploma in Law (CPE)

Taught Postgraduate Qualifications

J1.4 FHEQ level 7

Holders of qualifications at this level will have demonstrated:

- ~ P b h b c T \ R c] S R a b c P] S X] V f [T S P] S a critical awareness of current problems and/or new insights, much of which is at, or informed by, the forefront of their academic discipline, field of study, or area of professional practice
- ~ P R ^ \ _ a T W T] b] S f T b c P] S X T R W] X ^ d T b applicable to their own research or advanced scholarship
- ~ ^ a X V X X P] W P h _ [X R P U X] ^ f [T S V T together with a practical understanding of how established techniques of research and enquiry are used to create and interpret knowledge in the discipline
- ~ R ^] R T _ d d B [T a b c P] S W P V P Q [d W T

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

Qualifications at this level are as follows:

- Postgraduate Certificate (PGCert)
- Postgraduate Certificate in Education (PGCE)
- Postgraduate Certificate of Higher Education (PGCHE)
- Postgraduate Diploma (PGDip)
- Diploma in Management Studies (DMS)
- Master in Arts (ArtsM)
- Master of Arts (MA)
- Master of Arts by Research (MA by Research)
- Master of Business Administration (MBA)
- Master of Business Research (MBR)
- Master of Design (MDes)
- Master of Education (MED)
- Master of Fine Arts (MFA)
- Master of Laws (LLM)
- Master of Music (MMus)
- Master of Research (MRes)
- Master of Science (MSc)
- Master of Science by Research (MSc by Research)
- Master of Theology (MTh)

Integrated Masters of Complementary Medicine (MCM)

J1.5 FHEQ level 8

Holders of qualifications at this level will have demonstrated:

- ~ c W T a T P c P] S X] c T a _ a T c P T K ^] knowledge, through original research or other advanced scholarship, of a quality to satisfy peer review, extend the forefront of the discipline, and merit publication
 - ~ P b h b c T \ P R R R X b R] S d] \$ T a b c P] S X] V of a substantial body of knowledge which is at the forefront of an academic discipline or area of professional practice
 - ~ c W T T] T P Q X f X c h] R T _ c d B [T b X P] B implement a project for the generation of new knowledge, applications or understanding at the forefront of the discipline, and to adjust the project design in the light of unforeseen problems
 - ~ P S T c P X d] S T a b c P] S X] V [X R P Q [T techniques for research and advanced academic enquiry.
- Doctoral level qualifications are as follows:
- Higher qualifications in Work Based Learning
 - Master in Professional Studies (MProf)
 - Doctor in Professional Studies (DProf)
 - Doctor in Psychotherapy by Professional Studies (DPSych)

Doctor in Counselling Psychology and

Psychotherapy (DCPsych)

Research and higher qualifications

Master of Philosophy (MPhil)

Doctor in Arts (ArtsD)

Doctor of Education (EdD)

Doctor of Engineering (EngD)

Doctor of Philosophy (PhD)

Doctor of Business Administration (DBA)

Higher Doctorates

Doctor of Laws (LLD)

Doctor of Letters (DLitt)

Doctor of Science (DSc)

Doctor of Technology (DTech)

J1.6 Honorary awards

The University may also confer Honorary awards:

Master of the University (MUniv)

Doctor of the University (DUniv)

J1.7 Non-Middlesex qualifications

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

J2 Qualifications with merit or distinction

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

J3 Bachelor's qualifications

Bachelor's degrees may be granted as the following:

Bachelor's Degree with First Class Honours

programmes of certain types of study.

J11 Taught Master's degrees

Master of Arts (MA) and Master of Science (MSc) Programmes of study at Master's level may lead either to the MA or MSc, or to a more closely defined qualification restricted to certain specific areas of study. The title of Master of Arts (MA) is generally used in art and design, the arts and humanities and in other areas of study where a more specialised title is not appropriate. The title Master of Science (MSc) is generally used where studies are substantially based on science or mathematics and their applications. Programmes of study leading to the MA or MSc will normally have a title which gives a more specific indication of the subject(s) studied. The qualification requires 180 credits at FHEQ level 6 or above, including at least 150 at FHEQ level 7 or above, including a 60 credit dissertation/project. Exceptionally, where the dissertation /project is not 60 credits, this should be stated in the programme specification.

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

Master of Design (MDes) The title MDes is reserved for programmes of study in all disciplines which focus on training in methods and practice of research and on the development of management level skills in design leadership and practice. It is assessed at 180 credits at FHEQ level 7 and consists of both taught modules and a dissertation. The title of MDes is recognised as a management level qualification in the design professions and as an indicator that the holder has the skills to productively engage in strategic decision making and innovation processes.

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

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

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

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

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

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

J12 Higher qualifications in Work Based Learning

FHEQ level 7

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

FHEQ level 8

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

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

* Applies to new entrants from 2003/04;

** Applies to new entrants from January 2003

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

J13 Research and higher qualifications

Full details of requirements for research qualifications are available from the Research and Knowledge Transfer Office.

FHEQ level 7

Section K

K1 Preliminary information

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

K1.2 In the event of an examination timetable clash, it is the responsibility of the candidate to make this clash known to the Examinations Office, via the UniHelp desk and to follow the instructions given to them in relation to the clash (including supervision in the period between examinations). Failure to comply with these instructions may be regarded as a contravention of examination room rules.

K1.3 Candidates are warned that any breach of examination room rules will result in severe penalties, including the risk of expulsion from the University, and/or that the Assessment Board may deem the candidate to have failed an assessment or series of assessments.

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

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

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

K2 Before the examination

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

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

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

K2.4 Candidates may, with prior approval, following recommendations from the University Disability Support Service, bring into the examination room any necessary disability related assistive aids and equipment. Where possible and practicable such aids will be provided by the University. (Refer to Regulation K1.5 above)

K2.5 Any coat, bag or other item brought into the examination room shall be deposited as directed

by the invigilator(s).

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

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

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

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

K3 During the examination

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

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

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

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

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

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

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

K3.8 Candidates who leave the examination room during the period of the examination without the express permission of the invigilator, shall be

considered to have completed their work and shall not be readmitted.

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

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

K3.11 The following practices are STRICTLY FORBIDDEN:

(a) Being in possession of any unauthorised information, either written or printed or electronically stored.

(b) Borrowing instruments or materials from another candidate except by permission of the invigilator.

(c) Attempting to read the work of another candidate or communicating, or attempting to communicate, with another candidate by any means whatsoever.

(d) Causing a disturbance in the examination room.

K4 After the examination

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

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

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

L1 Appointment of invigilators

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

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

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

(a) Whenever more than one examination is held in one room at the same time a senior invigilator must be appointed responsible for ensuring that two invigilators are present throughout the examination.

(b) In addition, the ratio of candidates to invigilators shall normally not exceed twenty-five to one. The Academic Registrar shall delegate an appropriate member of staff to be responsible for deciding the number of invigilators to be appointed on any one occasion.

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

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

L2 Guidelines to invigilators

L2.1 Before the examination

(a) Copies of both the University examination room rules for candidates and regulations governing attempts to gain unfair advantage should be available in the examination room.

(b) It is recommended that to discourage unfair practice, rows of desks should be at least three feet apart, desk numbers/seating cards should be used and/or a seating plan made of the examination.

(c) Collect in good time from the appropriate office the sealed envelopes containing examination papers together with any additional material provided. The invigilator has responsibility for the examination from this time and the papers should not be left unguarded.

(d) Check that the examination room has adequate seating, lighting, ventilation and a clock visible to all candidates and that any special facilities required by disabled students have been provided. If there are any problems with the facilities before or during the examination contact Estates and Facilities.

(e) Ensure that the examination papers to be set out are correct. Examination papers, stationery, seating cards, attendance slips, where used, etc. should be set out before students are allowed to enter the room, unless otherwise instructed. Students should be allowed to enter the room at least 10 minutes before the examination is scheduled to start.

L2.2 To start the examination

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

Before starting the examination:

(a) Instruct candidates to bring briefcases, coats etc. to a specified point in the room where they are not within reach of any candidate.

(b) Remind candidates that no unauthorised papers or items may be brought into the examination room and ask that any such papers or items are handed in before the start of the examination.

(c) Advise candidates that they are expected to have read the examination room rules and remind them that they must not communicate with each other during the examination, may not leave the room without permission and in any case may not leave during the first thirty minutes or last ten minutes of the examination. Candidates who leave without permission will not be allowed to re-enter the examination room.

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

L2.3 During the examination

(a) Complete the attendance register.

(b) Do not allow any students to enter the examination more than 30 minutes after the scheduled start of the examination, or allow any student to leave the examination during the first 30 minutes.

(c) If a candidate requests permission to leave the examination room temporarily ensure wherever possible that they are accompanied by an invigilator. If this is not practicable note on the invigilation report form the name of the candidate, the time of leaving the room and the time of return. Only allow one candidate at any one time to leave the examination room unaccompanied.

(d) If the invigilator is aware of a candidate re-entering the examination room after leaving without permission they must require them to terminate the examination and note the time and reason for termination on the candidate's examination script and the invigilation report form.

(e) If there is an emergency (eg fire, bomb scare) ensure that candidates evacuate the room quietly but that they do not remove anything from the room without the express permission of the invigilator. Candidates should remain in one place under the supervision of the invigilator until a decision is taken as to whether they may return to the examination room or not.

L3 Academic misconduct

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

L3.2 If a candidate is suspected of infringing

examination room rules the invigilator should:

(a) Confiscate any unauthorised material in the candidate's possession;

(b) Endorse the candidate's script on the front cover with a note of the time when the alleged infringement is discovered. In the case of suspected collusion they should endorse the script of each candidate involved. Wherever possible they should require another invigilator to act as witness by countersigning the endorsement;

(c) issue a new examination script booklet to the candidate(s) in question, clearly instructing them to continue (not to restart) the examination;

(d) inform the candidate(s) in question, at the end of the examination, that a report of the incident will be submitted to the Chair of the Assessment Board and to the Academic Registrar;

(e) enter brief details of the incident on the invigilator's report;

(f) report the allegation for information to the Chair of the Subject Assessment Board and the Assessment Officer.

L4 To finish the examination

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

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

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

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

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

L4.5 Complete and sign the invigilator's report mentioning any untoward circumstances, breach of examination room rules, etc. If a candidate is suspected of having infringed examination room

be published.

M4 Dissertations/ Projects, or equivalent modules

(major pieces of work submitted towards the end of a programme of study) – minimal requirements

M4.1 All dissertations/projects shall be double-marked. Precise arrangements for double-marking shall be determined at Subject/Programme level and recorded in the Programme Handbook. In the event of the two markers not agreeing the mark/grade, a third marker (moderator) shall be involved.

M4.2 Feedback, normally in the form of a standard School-level proforma report, shall be made available to students upon request. It is expected, however, that as standard practice students shall receive feedback as part of the supervision provided during the period leading to the submission of the project/dissertation.

M5 Other forms of assessment –minimal requirements

M5.1 Arrangements for the moderation and provision of feedback for other forms



Guide to warnings likely to be applied

(This is a guide only and serious cases of any behaviour may incur more serious action to that indicated)

Warnings	Against property of the University, staff, students and visitors	Against the person	Against the work of the University	Against the good name of the University
Minor Warning (1 Warning Point)	Negligent damage Inconsiderate behaviour towards others including parking	Harassment: verbal physical Unauthorised recording of a learning activity	Disruption of the teaching/ learning environment eg by the use of mobile phones	Offensive or disruptive behaviour affecting people adjacent to a Hall of Residence
Serious Warning (2 Warning Points)	Petty theft of personal property excluding cash	Repeated harassment: verbal physical Unauthorised recording of a learning activity (second offence)	Deliberate refusal to provide information required for statutory purposes	Knowingly making a false and vexatious allegation against the University or against any student or staff member
Grave Warning (3 Warning Points)	Theft of cash and goods. Deliberate damage to property and goods; the deliberate false activation of a fire alarm (also carries a financial penalty)	Intimidation: verbal physical Unauthorised publication of a recorded learning activity (eg on YouTube, Facebook, etc)	Repeated disruption of teaching	Use / issue fraudulent documentation NOT relating to qualifications / academic performance
Suspension/ Expulsion (4 Warning Points)	Repeated theft or deliberate damage. Deliberate misuse of the University computer network, eg hacking	Physical violence, serious sexual assault Unauthorised publication of a recorded learning activity (eg on YouTube, Facebook, etc) including malicious or defamatory comment (3/4 points)	Major disruption of the academic programme or of the running of the University	Serious sexual assault Dealing drugs Use / issue fraudulent documentation relating to qualifications / academic performance

NB: This code of conduct is applicable in any circumstances and in any location in which the student has been granted access by virtue of his or her status as a member of the University

The conduct covered in this section shall constitute misconduct if it takes place on University property or premises or elsewhere if the student concerned was involved in a University activity, was representing the University or was present at that place by virtue of his or her status as a student of the University, including any work placement.

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

C Misconduct which is also a criminal offence

The following procedures will apply where the alleged misconduct constitutes an offence under criminal law if proved in a court of law.

1 Where the offence under criminal law is considered not to be serious, action under this Code may continue, but such action may be deferred pending any police investigation or prosecution.

2 In the case of all other offences under the criminal law, no action (other than suspension or exclusion) will be taken under this Code unless the matter has been reported to the police and either prosecuted or a decision not to prosecute has been taken, at which time the Vice-Chancellor or nominee shall decide whether disciplinary action under this Code should continue or be taken.

3 Where a finding of misconduct is made and the student has also been sentenced by a criminal court in respect of the same facts, the court's penalty shall be taken into consideration in determining any warning points under this Code.

4 Except in cases considered not to be serious, if the victim will not report the matter to the police or will not co-operate in their enquiries the University

will not use its internal procedures to proceed with the matter. Only in exceptional circumstances will the University report an alleged crime to the police contrary to the wishes of the victim.

5 If the police or the Crown Prosecution Service decide not to prosecute, the University may, exceptionally, proceed with action under this Code depending on the reasons for the non-prosecution.

6 The University will normally refer all offences relating to controlled drugs to the police.

D Consideration of misconduct and warnings

Where a student engages in any activity which may constitute misconduct under these Rules the following procedures shall apply.

1 Where issues concerning student conduct and behaviour arise in the day to day running of the University, it is hoped that these issues will be resolved at a local level by a member of staff or a contractor. For example, in relation to the running of the Halls of Residence, clauses 27 and 28 of the Terms and Conditions of Residence set out how such issues will be dealt with at a local level.

If it is not possible and/or appropriate, to deal with the issue at a local level or the issue concerns misconduct which appears to be actually or potentially serious, then the issue should be drawn to the attention of a Deputy Academic Registrar or nominee in writing and the student informed that this will happen.

2 A Deputy Academic Registrar or nominee shall consider the gravity of the misconduct and shall determine whether:

- 2.1 further action is necessary;
- 2.2 to issue a written warning;

2.3 to impose a charge in cases of damage or loss;

2.4 to deal with the student concerned by setting up an appropriate disciplinary meeting, where the Deputy Academic Registrar or nominee shall have authority to take any action listed within this section. Should the student fail, after reasonable notice, to attend such a hearing, the meeting may proceed to take any action listed within this section;

2.5 to recommend expulsion, exclusion or suspension of the student;

2.6 to report the matter, with a recommendation for further action, to a member of the Executive Team or nominee from Senior Management;

3 Vice-Chancellor's Executive Team or nominee from Senior Management

A member of the Executive Team or nominee from Senior Management as above shall consider reported misconduct and determine whether to:

3.1 order the making good or restitution of damage or loss;

3.2 expel, exclude or suspend the student.

3.3 a student who is the subject of a complaint of misconduct or against whom a criminal charge is pending or who is the subject of a police investigation may be suspended or excluded by a member of the Executive Team or nominee from Senior Management pending the disciplinary hearing or the trial.

4 Definitions

4.1 (a) 'Suspension' refers to a total prohibition on attendance at or access to the University and on any participation in University activities but it may be subject to qualification, such as permission to attend for the purpose of assessment.

(b) 'Exclusion' involves selective restriction on attendance at or access to the University or prohibition on exercising the functions or duties of any office or committee membership in the University or the Students' Union, the exact details to be specified in writing.

(c) 'Expulsion' involves the permanent withdrawal of the student from all activities concerned with the University.

4.2 An order of suspension or exclusion may include a requirement that the student should have no contact of any kind with a named person or persons.

4.3 No student shall be suspended, excluded or expelled unless he or she has been given an opportunity to make representations

4.2

Management.

5 The member of the Executive or nominee from Senior Management will consider the appeal and either uphold the decision of the Student Credit Control Team or agree to other arrangements for the payment of debt.

This decision is final. The student may subsequently approach the OIA, as described in F2.

Auentomtdy the Student Busive/4rggree t7T*(F2.)TjEMC Suentequently approa(t)TjTBoardP 4brggre6Jtlr12 -305 (0 Ju12 1999,ld theebt.)Tjreview/4rggree tFir

The person receiving the appeal shall:

~ P R Z] ^ f [T X W F R T E X _ c e W W] a f f ^ e Z X] V days;

~ X] U ^ c a W F X R T 2 W P d W P d P _ a _ T W [P b been received;

~ S T R X : S T] U ^ a c R M X \ _ [T \ T] c P ^ c U W J T recommendations made at the end of the Formal stage;

~ S X b \ X W R P b V X e X T V b ^ X F a X c X] V *

~ b T T E Z V a T T \ T ^ R] P [c T a] P c D X U T recommendations;

~ S T c T a \ X W T c W W a T a T d U R X E f d] S b to convene a Student Complaint Panel and, if so, shall

~ T b c P Q P B b W S T 2] c \ _ [P X P c] T d ^ W T P W T appeal.

In such cases the decision shall be final.

3.9 The Student Complaints Panel shall involve four persons. These shall be the member of the Executive, or their nominee from Senior Management, (the Chair) who considered the appeal; the Academic Registrar; a student representative appointed by the Students' Union; and a member of Academic Board who has no involvement in the case.

3.10 A Student Complaints Panel shall hear the complaint within ten weekdays of receipt in accordance with the procedures detailed in Appendix 1.

3.11 The Chair of the Panel shall submit, within five weekdays of the last Panel meeting a written report to the Vice-Chancellor. The decision of the Panel shall be final. If necessary the Chair shall have a casting vote.

3.12 The Chair of the Panel shall seek to ensure that any actions arising from the decision of the Panel are taken within the timescale identified in the report and shall report any failure to complete actions to the Vice-Chancellor and to the appropriate Dean of School or Director of Service.

3.13 If the student wishes to take the matter further, he or she may, within three months of receiving notification that the internal procedures of the University have been completed, write to the OIA, Third floor, Kings Reach, 38-50 Kings Road, Reading, RG1 3AA, United Kingdom. They should enclose a copy of the final decision of the University and state the reasons for seeking redress from the Higher Education Independent Adjudicator. Email enquiries may be sent to enquiries@oiahe.org.uk. The web address is www.oiahe.org.uk

4 Notes

4.1 In these procedures:

~ a T U T a E R B c d S T X b P Z E T \ T P] P] individual student or groups of students; it includes research students and members of staff registered on University programmes in their capacity as students;

~ 8] c W P Q b T] R T V P R P c X a X] [[] T ^ U W T person holding a named post in the procedures the person deputising for them during the time of their absence shall substitute. In cases when

the complaint involves the nominated deputy, a member of the Executive or nominee from Senior Management shall be consulted and shall determine who shall be responsible for handling the complaint.

~ c W D] X e T a f X W F P d S P R ^] b X B T a

Computer Use Policy

Application of the Computer Use Policy

This policy explains:

- W ^ h ^ d P b b c d S T ^ l d W D] X e T a b X c h ("Student") or alumnus ("Alumnus") (together, "User(s)") may use the University's computing facilities;
- W ^ D b T d l a c W D] X e T a \ P X Q H X P Q [P f for misuse of the University's computing facilities;
- W ^ D b T a X b c T a P b S c W D] X e T a b X c h { b interests can be protected;
- c W P R c X W X R P W Q T c P Z P J V P X D b d A b U you fail to comply with the rules and regulations set out in this Policy; and
- S T c P X l W T \ P X [] S [T b c ^ a P b V T a e X R T b provided by Microsoft.

The University encourages all Users to use the

withdrawal of services and/or expulsion following a proper hearing of the case. Users will be held responsible for any claims brought against the University in respect of any legal action to which the University is, or might be, exposed as a result of User's misuse of the University's computing facilities, including reimbursing the University for any financial liability which the University suffers as a result of a User's actions or omissions. The University will not hesitate to contact the police if it discovers unlawful use of the University computing facilities.

Unintentional Access to Inappropriate Internet Sites:

The University accepts that mistakes can be made due to unintended responses of search engines, unclear hypertext links, misleading advertisements and typing errors taking Users to inappropriate web pages.

E-mail

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

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

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

No User should send any email that contains any material that the University considers or might reasonably be considered by the recipient to be bullying, harassing, obscene, racist, sexist, defamatory, offensive, "chain mail", incitement to commit a criminal offence or threatening or which contains any malicious code; for example a virus. If you receive an email containing any such material, and you are concerned about this you should inform your relevant Dean of School or Director of Service.

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

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

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

Legitimate Use

There may be circumstances where a User feels that the nature of their work or studies means they have a legitimate reason for accessing and/

or using material prohibited under this Policy. In this circumstance the User must discuss this with their line manager in advance as to the precise reasons for such access and use and no such access and/or use may be undertaken without the express written approval of the line manager. If the line manager is in doubt they must contact CCSS for advice.

Software

Unauthorised Software:

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

Introducing Software:

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

Educational Use Licences:

The University licenses computer software from a variety of outside sources and many software packages are licensed only for educational use. The University does not own this software or related documentation and, unless authorised by the software owner, does not have the right to reproduce it. The software used on the local area network or multiple/individual machines may only be used in accordance with the relevant licence agreement and in no circumstances for any commercial use without the express authorisation of CCSS.

CHEST Software

Software supplied by CHEST (Combined Higher Education Software Team) is subject to the CHEST Code of Conduct for the Use of Software and Datasets. Users are bound by that Code of Conduct, which should be read by clicking here <http://www.eduserv.org.uk/chest/conduct.html>

Distribution of Software:

Users are prohibited from using the University's computing facilities to distribute software unless (and not without the University's express written approval) it is directly associated with the University's business and where such distribution does not contravene any other part of this Policy.

Suspected Misuse:

Users should immediately notify CCSS of any misuse or suspected misuse of software or associated documentation.

Online Plagiarism and Online Purchasing of Assignments

The University is aware of online plagiarism and that sites exist where it is possible to purchase assignments. Users hereby acknowledge and agree that the University actively monitors Internet use and submitted assignments for evidence of plagiarism. Any abuse or evidence of plagiarism is considered to be a serious offence, and will be dealt with under the academic misconduct procedures in section F of the Regulations.

Security and Viruses

It is each User's responsibility to log off from the

system when leaving the computer being used to avoid inadvertent security breaches.

Users must not disclose (including by sending via or placing on the Internet) any material, which incites or encourages or enables others to gain unauthorised access to the University's computer facilities.

It is vital that all Users take all necessary steps to safeguard the University's computer facilities from viruses. Accordingly, all Users using personal computers on JANET must ensure that anti virus software is installed on their desktop / laptop computer and kept up to date and that any unsolicited documents or attachments received are deleted immediately.

Offensive or Defamatory Material

Emails and the Internet are considered to be a form of publication and therefore the use of the Internet, email and the making available of any information online, must not be offensive, (including without limitation bullying, harassing, discriminatory, pornographic, homophobic, excessively violent, obscene, blasphemous, seditious, incite racial hatred), defamatory or in any way break any law relating to published material. Misuse of email or inappropriate use of the Internet by viewing, accessing, transmitting or downloading any such offensive information will amount to a serious offence and/or gross misconduct pursuant to the Regulations and may result in withdrawal of services, expulsion or any other penalties as set forth in the Regulations.

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

Obscenity

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

Discrimination and Harassment

The University does not tolerate discrimination or harassment in any form whatsoever. This principle extends to any information distributed on the University's computing facilities or via the Internet. Users should not view, use or distribute any material which discriminates or encourages discrimination or harassment on racial or ethnic grounds or on grounds of gender, sexual

Any work involving processing, storing or recording personal data (information on an identifiable living individual) is governed by the Data Protection Act 1998. It is the User's responsibility to ensure that personal data is collected and used in accordance with the Act. Further information can be obtained by contacting the University's Data Protection Officer on DPA-Officer@mdx.ac.uk from whom Users may obtain a copy of the University's data protection policy. If you believe that your work involves the processing, storing or recording of personal data Users must first obtain confirmation from the Data Protection Officer that consent to such processing, storage or recording has been obtained.

Monitoring

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

- to monitor the use of the University's computing facilities;
- to ensure that the University's computing facilities are used for lawful purposes;
- to monitor the use of the University's computing facilities from an authorised external party to monitor a User's use of the University's computing facilities;
- to ensure that the University's computing facilities are not used to damage the computing services provided to other University users; or
- to protect the University's computing facilities from viruses and making routine interceptions such as forwarding emails to correct destinations.

The University reserves the right to automatically block certain network protocols and sites in order to minimise the risk of viruses, hacking, network scanning and other inappropriate file transfer activities.

The University maintains logs of user and network activity which may be used in investigations of breaches of University computing regulations, performance monitoring or provision of statistical reports.

Users should be aware that the CCSS has adopted a formal Investigations Procedure which will be instigated where the University reasonably suspects misuse of the facilities or breach of this Policy.

The University reserves the right to make and keep copies of emails and data documenting use of email and/or the Internet systems, for the purposes set out above.

Users hereby acknowledge and agree that the University has the right to retain copies or delete copies of any data stored on the system so as to comply with the University's statutory obligations or, at its own discretion, in accordance with the legitimate purposes stated above.

In using the University's computing facilities, Users implicitly accept this Policy. Consequently Users agree to their activities being monitored in

the circumstances given above.

Availability

Users acknowledge that the University's computing facilities may not be available for 24 hours 7 days a week. The University retains the right to limit or prevent access to the University's computing facilities for the purposes of carrying out planned or unplanned maintenance, virus monitoring and/or clean up or investigation. Except where the University cannot exclude or limit its liability as a matter of law, the University shall have no liability to any User in connection with the non-availability of the University's computing facilities howsoever arising, including in negligence.

Liability for Misuse and Disciplinary Action

Civil and Criminal Liability:

Users and the University are potentially at risk for a range of civil and criminal liability arising from misuse of the University's computing facilities.

Legal liability can arise from:

- Defamation Act 1996;
- copyright infringement under the Copyright, Designs and Patent Act 1998;
- S T U P \ P a d X S T a W D e f a m a t i o n A c t 1996;
- Q a T P R U W ^] S T] R T *
-] T V [X V X d B U ü V R ^] S T] R T *

ALL STUDENTS Provision for students with disabilities and learning difficulties

Disability Support Manager

Bryan Jones

Telephone: +44 (0)20 8411 5367

Email: b.jones@mdx.ac.uk

Disability Support Officer

Sobia Hussain

Telephone: +44 (0)20 8411 4945

Email: S.Hussain@mdx.ac.uk

Disability Support Service Administrator

Telephone: +44 (0)20 8411 2514

Fax: +44 (0)20 8411 6237

Email: disability@mdx.ac.uk

LDU Dyslexia Support Administrator

Telephone: +44 (0)20 8411 6073

Email: dystutor@mdx.ac.uk

LDU Dyslexia/SpLD Support Co-ordinator

Pauline Sumner

Telephone: +44 (0)20 8411 4189

Email: p.sumner@mdx.ac.uk

Copies of this document can also be provided on a disc, in braille or large print from the Disability Support Centre, or you can access from the

Strategic Statement

Mission

Middlesex University aims to be a global university committed to meeting the needs and ambitions of a culturally and internationally diverse range of students by providing challenging academic programmes underpinned by innovative research, scholarship and professional practice.

Vision

Over the next ten years Middlesex University will develop its role as a leading London-based international university, championing a socially inclusive approach to participation in higher education. We will deliver outstanding academic and training programmes on our campuses in London and around the world, enabling those who choose to study at Middlesex to transform their lives and shape their own futures. We will prepare our students to be professional, skilled individuals fitted for the modern world, committed to lifelong learning and able to contribute to the communities in which they live and work.

At Middlesex we will always put the needs, welfare and experience of our students first.

We will place a high value on developing a mature approach to learning in which students are encouraged to challenge conventional wisdom, handle complexity and benefit from difference and diversity.

We will pioneer the development of new knowledge, scholarly understanding and professional practice to promote innovation in the curriculum and support the sustainable development of business and the wider community. We will celebrate the rich cultural and international diversity of the University's community, drawing on its benefits in the design of our programmes. We will be committed to an adaptive culture through the development of talented, highly skilled and motivated staff, effective governance, management and leadership and beneficial collaboration with other institutions in London and internationally.

Priorities

To deliver

~ T g R T [[X]] R T P a] R] S c T P R W X] V

~ T g R T [[X]] R T b T P a b R W W ^ [P P h S c X V T
development of professional practice

~ P b c X \ d [P l e c d] S V T I] g _ T a X T] R T

By developing

~ c P [T] c W S V b W h [P T S S T [[\ ^ c X d e P c P I U S U

~ P ` d P [X c T P a] R] S f ^ a Z X T] e X a ^] \ T] c

~ T U U T R c X T T] P] R I P V T \ T P d S

leadership

~ W X S W P] S U ^ R P S T \ X R V a P \ \ T b

~ P b c a ^ P V S a ^ Q d b P] R X P b X c X ^]

~ Q T] T R a X T P c X ^] b X W Q d b X] P b S c W T
community

~ _ a ^ S d R c R a d] T a b R W X W W ^ R [b [T V T b
and other universities.

Data Protection Act

Middlesex University is required by law to comply with the Data Protection Act 1998 and is committed to ensuring that every current employee and registered student complies with this Act regarding the confidentiality of any personal data held by the University in whatever medium.

The University needs to keep and process certain information about its past, current and potential employees and students to allow it to function effectively and monitor performance and achievements. To comply with the law information must be collected and used fairly, stored safely and not disclosed to any other person unlawfully.

Data held and processed on past, present and future students may include:

~ _ T a b ^ P P] [U ^ a \ P c X ^]

~ P b b T b b \ X] d U ^ a \ P c X ^]

~] P] R X X P] [U ^ a \ P c X ^]

and it is processed to comply with the requirements of official bodies, eg the Higher Education Funding Council, Student Loans Company.

It is a condition for acceptance onto a programme of study that students agree to provide and allow the processing of this information.

Students are responsible for:

~ T] b d a X J W P e] T a b ^ S P [c P a ^ e X S T S V T
University is accurate and up to date

~ X] U ^ a \ X W W] X 7 T S] T b Z U P] h R W P] V T b
information which they have provided, eg change of address

~ X] U ^ a \ X W W] X 7 T S] T b Z U P] h T a a ^ a b
changes.

Students should ensure that they are familiar with the Data Protection Policy, copies of which are held in each Learning Resource Centre. Any breach of the Policy, whether deliberate or through negligence, may lead to disciplinary action being taken, access to University facilities being withdrawn or even a criminal prosecution.

The management of confidential information

The Code of Practice on confidential information covers that part of intellectual property concerned with confidential information required, especially where registration of designs or patents may be sought. It covers practices and procedures to be followed where confidential information is to be disclosed to staff or students and also cases where such information is generated by staff or students.