

University Regulations for
All Taught Programmes

F1 Infringement of assessment regulations/academic misconduct

The University is concerned to ensure that its assessment regulations are fully and fairly implemented. It will take action against any student who contravenes these regulations through negligence, foolishness or deliberate intent in any form of assessment.

These regulations apply to all students other than those registered for research degrees.

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

F2 Examples of academic misconduct

F2.1 Any transgression of Examination Room Rules (Section K of the University Regulations).

F2.2 Being party to an arrangement intending to break or avoid the regulations.

F2.3 The presentation by the student as their own work of a body of material (written, visual or oral) which is wholly or partially the work of another, either in concept or expression, or which is a direct copy:

Note: The work presented for assessment must be the candidate's own, or the work of a project group as requested by the tutor. Plagiarism is the representation of another person's published or unpublished work as the candidate's own by unacknowledged quotation. It is not an offence if the material is acknowledged by the candidate as the work of another through the accurate use of quotation marks and the provision of detailed references and a full bibliography, although the Assessment Board will not expect work to rely heavily on direct quotations.

F2.4 Copying the work of another student (see F2.3 above).

F2.5 Obtaining or seeking to obtain access to examination papers prior to the examination.

F2.6 Being party to an arrangement whereby a person other than the candidate would fraudulently represent them at the assessment.

F2.7 Failure to comply with the invigilators' instructions.

F2.8 Behaviour of a manner likely to prejudice the chances of another candidate(s).

F2.9 Offering a bribe or inducement to invigilators, academic or administrative staff, examiners or other persons connected with the assessments.

F2.10 Arranging for another person to complete an assignment for submission by a candidate as their own work.

F2.11 Including any material which is identical or substantially similar to the student's own material which has already been submitted for any other assessment within the University or elsewhere (self-plagiarism).

F2.12 Presentation of data in laboratory reports, projects, etc, based on work purported to have been carried out by a student which has been invented, altered, copied or obtained by unfair means.

F2.13 Presentation of unauthorised groupwork as the work of a single candidate.

F2.14 False declarations in order to receive special consideration by Assessment Boards, including deferrals and requests for exemption from work.

F2.15 The use of any form of unfair or dishonest practice in assessment not identified by the examples given above including an attempted infringement of the University's assessment regulations, any arrangement with others to do so or any incitement to others to do so.

F3 Recommended initial procedures**F3.1 Formal written examinations:**

- a) Where an invigilator suspects a candidate of infringing examination room rules they shall, if possible in the presence of another invigilator to act as witness to the action taken:
- i. Confiscate any unauthorised material in the possession of the candidate;
 - ii. 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;
 - iii. issue a new examination script booklet to the candidate(s) in question, clearly instructing them to continue (not to restart) the examination;
 - iv. 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 Secretary to Academic Board;
 - v. enter brief details of the incident on the invigilator's report;
 - vi. report the allegation to:
 - A The Chair of the Subject Assessment Board;
 - B The Assessment Officer.
- b) Where an internal or external examiner suspects a candidate of infringing examination room rules they shall:
- i. attach a cover note to the script detailing the alleged infringement;
 - ii. report the allegation to:
 - A The Chair of the Subject Assessment Board;
 - B The Assessment Officer.

F3.2 Assessed coursework (including oral examinations, exhibitions, performances, assignments):

Where an internal or external examiner suspects a candidate of contravening the regulations in assessed coursework, they shall, where appropriate:

- i. endorse the candidate's work on the front cover with a note detailing the location of any plagiarised passages or evidence of collusion;
- ii. report the allegation to:
 - A The Chair of the Subject Assessment Board;
 - B The Assessment Officer.

F4 Procedure for reporting the incident to the Secretary to Academic Board for investigation**F4.1**

(a) In all instances, except where F4.1(b) applies, if it is considered that there is sufficient evidence to suggest that the candidate has contravened the regulations, the Module Leader, on behalf of the Chair of the Subject Assessment Board should refer the incident to the Secretary to Academic Board, copied to the Deputy Dean, for investigation. The deadline by which evidence supporting an allegation of academic misconduct to be submitted by Schools should normally be no more than one month after the completion date for that component of assessment.

Please note: If a viva voce assessment of the student is considered appropriate before an allegation is reported to the Secretary to Academic Board, it must not be treated as a formal hearing to consider academic misconduct.

Exceptionally, where serious academic misconduct is discovered after the deadline for submission of an allegation of academic misconduct, an allegation may be pursued retrospectively under these procedures. Where a student has already graduated, the outcome may result in the revoking of a qualification already awarded.

(b) Allegations of academic misconduct at level 3 and level 4 (minor offences), of a straightforward and uncontested nature, may be dealt with locally at Faculty/School level. Such cases involving plagiarism or collusion only would normally involve resubmission of coursework as a standard penalty. Adoption of this fast-track procedure by Faculties is not mandatory and the

School or the student concerned have the right for the more formal procedures to be invoked, as described below. The Chair of the Subject Assessment Board would notify the Secretary to Academic Board of the outcome in each case. See F11 for the full fast-track procedure.

(c) In cases where the level of misconduct is low, as judged by the Academic Registrar, marking of the work with a grade penalty may be recommended, plus a written warning,

F4.2 Whilst an investigation is being carried out, the Assessment Board may note the incident and defer judgement.

A holding grade of U (allegation of academic misconduct being investigated) should be entered by the Assessment Officer on the student's module record (for cross-reference with other alleged infringements).

F4.3 To proceed with an investigation into an allegation of academic misconduct, the Secretary to Academic Board should receive the following **where appropriate**:

- i. the student(s)'s name and number;
- ii. a report of the incident;
- iii. the invigilator's report;
- iv. originals of scripts involved in alleged infringement of examination room rules;
- v. copy or original of unauthorised material used in an examination;
- vi. copy or original work with plagiarised passages marked;
- vii. copy of source material with passages which have been plagiarised marked;
- viii. summary of any informal interview with the student regarding the incident (it is preferred that no interview takes place before a written allegation is put to the candidate by the Secretary to Academic Board);
- ix. copy of the instructions given to the candidate regarding the component and a copy of the referencing instructions given to the candidate;
- x. module number and information regarding whether the work contributes to a final qualification;
- xi. the percentage of contribution of the component towards the overall assessment of the module;
- xii. name of the Module Leader, Chair of Subject Assessment Board, Deputy Dean and any other to whom the outcome of the investigation should be reported.

F5 Procedure for investigation by the Secretary to Academic Board

F5.1 As soon as reasonably practicable following receipt of any allegation and supporting documentation, the Secretary to Academic Board shall decide if there are reasonable grounds at first sight to suggest the candidate contravened assessment regulations.

F5.2 If the Secretary to Academic Board decides there are no reasonable grounds, they shall request the Assessment Board to consider the work on its academic merits and remove all record of the alleged misconduct from the student's record.

F5.3 If the Secretary to Academic Board decides there are reasonable grounds to suggest the candidate has contravened the regulations in assessment, they shall write to the student(s) concerned:

- a) To put the allegation.
- b) To request a written statement to explain how the allegation may have arisen and stating any mitigating circumstances which may be taken into account when considering a penalty (authenticated evidence to be provided where appropriate).
- c) To request a reply within 10 working days of the date on which the letter is sent and explaining the consequences of failure to reply.
- d) To refer to website.
- e) If appropriate, to enclose copies of any evidence or report.

F5.4

- a) If a written reply to the allegation is not received from the student within ten working days of the date on which the letter is sent, or if the student replies accepting the allegation, the Secretary to Academic Board shall report accordingly to the Chair of the Assessment Board and recommend an appropriate penalty.

- b) However, for Minor and Serious first offences only, the Secretary to Academic Board shall have the authority to simply impose the penalty, and inform the student, and Assessment Board, of the outcome.
- c) If the student does reply within the time limit denying the charge the Secretary to Academic Board shall consider the allegation in the light of the students response and in consultation with the module tutor, Programme Leader, Deputy Dean and/or other appropriate members of staff decide whether to proceed with the allegation or to convene a Panel of Investigation.

F6 Panel to investigate the allegation of academic misconduct

F6.1 Following F5.4(c), and if appropriate, the Secretary to Academic Board shall convene a Panel of Investigation which shall consist of two members of staff drawn from the following groups: Senior managers of the University; Deputy Deans; Heads of Department; Directors of Programmes; together with one student.

- a) Staff involved in the assessment of the student shall be required to attend as witnesses.
- b) The Chair of the Panel shall be the Secretary to Academic Board or nominee. For panels held overseas, the role of Chair may be delegated.
- c) No member of staff who has been involved in teaching or assessing the student shall be eligible to serve on the Panel.
- d) The student will be given 10 working days' notice, wherever possible, of the date, time, place and Panel membership, together with any documents to be consulted by the Panel.
- e) The student may object to the appointment of members of the Panel and to the date giving grounds for the objection. However, any change to the arrangement is solely at the discretion of the Chair.
- f) Due notice of the Panel of Investigation meeting will be considered to have been given on sending the notice and supporting information to the student's last recorded email address. At the discretion of the Panel the case may then be heard whether or not the student attends the meeting.

F6.2 All proceedings and papers associated with the meeting shall be strictly confidential to those invited to attend.

F6.3 The student shall have the right to be accompanied by a companion and to submit oral or written evidence to the meeting. Legal representation is not allowed at a Panel meeting.

F7 Procedure for the Panel of Investigation in session

F7.1 The Panel of Investigation may not be held in the absence of the Secretary to Academic Board or nominee.

F7.2 The Chair has discretion to organise the meeting as they see fit in order to achieve the principal aims of a hearing:

- a) to clarify evidence as necessary by questioning those who have submitted it;
- b) to enable the student to dispute the allegation and/or to present mitigating circumstances;
- c) to enable the Panel to reach a decision.

F7.3 Mechanical, electrical or electronic recording by any means shall be prohibited.

F7.4 The Panel shall consider its decision in private after the evidence has been heard and shall reach a decision by majority vote, in the light of the evidence presented and on the balance of probabilities, whether the student infringed assessment regulations. If the votes cast are equal, the Chair shall have a second or casting vote.

F7.5 The student and their companion shall normally be recalled for the Chair to inform them of the decision of the Panel which will be in the form of a recommendation to the Assessment Board. The recommendation in writing will be sent to the student normally within five working days of the Panel meeting.

F8 Decision of the Assessment Board

F8.1 Where an allegation of academic misconduct is not sustained following investigation, the work shall be assessed on its academic merit, and all record of the alleged misconduct shall be removed from the student's record.

F8.2 Where an allegation of academic misconduct is sustained, either by admission of the student or following investigation, the Assessment Board shall:

- a) receive the recommendation of the Secretary to Academic Board or Panel (except when F5.4(b) applies) and decide on a course of action;
- b) report its decision to the Secretary to Academic Board for their information.

Should an Assessment Board decide that a student be expelled from the University then the Chair will inform the Secretary to Academic Board. The Secretary to Academic Board will issue the notification of expulsion. Copies of the notification shall be sent to the appropriate Dean of School and Vice President (Academic) of the Students Union.

F8.3 Any reassessment following the Assessment Board's decision to fail the student in one or more units of assessment shall be at the absolute discretion of the Assessment Board under the programme assessment regulations.

F8.4 A student may appeal against the decision of the Assessment Board to impose a penalty following the Board's receipt of the report confirming an infringement of assessment regulations. Such an appeal will be made through the established appeal procedures and must be received by the Secretary to Academic Board within 10 working days of the decision being issued. The only subsequent involvement of the Secretary to Academic Board will be to refer the appeal for decision to a senior manager with appropriate academic background, outside the School to which student belongs.

Normally an appeal may be made on the following grounds:

- i. That there is new and relevant evidence which the student was demonstrably and for the most exceptional reasons unable to present to the Secretary to Academic Board or Panel of Investigation meeting. This may include evidence in mitigation.
- ii. That the procedures were not complied with in such a way that it might cause reasonable doubt as to whether the result would have been different had they been complied with.
- iii. That there is documented evidence of prejudice or bias on the part of the Secretary to Academic Board or by one or more members of the Panel of Investigation.
- iv. That the penalty imposed exceeds the maximum penalties listed in F9.4.

F9 Guidelines for penalties for academic misconduct

F9.1 The minimum penalty imposed shall normally exceed that which would follow if the student had merely failed the assessment.

F9.2 All confirmed offences must be recorded on the student's record as grade P. This grade to remain throughout the student's registration at Middlesex University and to be replaced on formal documents by grade 20.

F9.3 All records of disproved offences must be deleted.

F9.4 The University acknowledges that at the start of a student's career, plagiarism may be inadvertent and a result of inexperience or poor academic practice. In recognition of this fact, the following procedures have been developed.

The penalties listed must be taken as indicative of the maximum penalties which may be imposed.

ACADEMIC NEGLIGENCE

Guideline Criteria:

- a) Occurs at any level
- b) Is a result of poor academic practice
- c) No evidence of intent to deceive
- d) Is the first such incidence of plagiarism for that student.

Standard Penalty

- a) formal warning letter which will set out the possible consequences of any further cases of plagiarism and will provide direction to sources of advice and guidance to prevent any future breaches.
- b) The student may be invited to attend an Academic Misconduct Awareness Course
- c) The work will be marked with a grade reduction for over-reliance on external sources or poor referencing.

MINOR OFFENCE

Guideline criteria:

- a) Occurs in Levels 3 or FHEQ Level 4,
and
- b) will not be counted towards a final classification
or
- c) where the offence occurs at FHEQ level 5 or above, and the component of assessment contributes a relatively small percentage of the overall module assessment
and
- d) is the first and only offence or a repeated academic negligence offence

Standard penalty:

- a) Fail module, grade P
- b) If a first attempt, to resubmit work by a given deadline with maximum grade to be granted for the module of 16
- c) If a second attempt, any retake of this or a replacement module to receive a maximum grade of 16
- d) Written warning that further offences will have serious consequences for the final qualification
- e) The student will be invited to attend an Academic Misconduct Awareness Course
- f) The imposition of up to 1 warning point.

SERIOUS OFFENCE

Guideline criteria:

- a) Occurs at any FHEQ level,
and
- b) is a first infringement offence,
with
- c) documented mitigating circumstances

Standard penalty:

- a) Fail module, grade P
- b) If a first attempt, to resubmit work by a given deadline with maximum grade to be granted for the module of 16.
- c) If a second attempt, or if external requirements apply, or for substantial plagiarism in a project or dissertation module, to retake the module involved, with re-registration for the module and a new project title (where applicable), with a maximum grade of 16. Should another module be taken instead, the maximum grade for this replacement module will be 16. Where a student is debarred from retaking a module(s), then the alternative specified will be assessed for a maximum grade of 16.

- d) The imposition of up to 2 warning points except where the offence is one of:
- substantial copying from work previously published or submitted by another student
 - possession of unauthorised material in an examination
 - a simultaneous first offence at FHEQ level 5 or above where up to 3 points may be imposed.

GRAVE OFFENCE**Guideline criteria:**

- a) May occur at any FHEQ level
- b) No documented mitigating circumstances
- c) Includes offences such as: impersonation in examinations, a second or subsequent offence, substantial plagiarism in a postgraduate dissertation (please note, this list is not exhaustive).

Standard penalty:

- a) The reduction of a degree by a class and/or award a lower level qualification;
- or**
- b) repeat of year;
- or**
- c) Expulsion from the University, which may incorporate failure of any and all assessment taken that academic year.
 - d) The imposition of up to 4 warning points.

Please note: The member of staff associated with the student must exercise extreme caution in any further dealings or correspondence (eg, reference requests) and should contact the Dean of Faculty or Secretary to Academic Board for advice before taking action.

GUIDELINE ADDITIONAL ACTION BY THE ASSESSMENT BOARD

- a) Attend viva voce examination with regard to this work
- b) Submit a different piece of work
- c) Be reassessed under supervision

F10 General

The Secretary to Academic Board shall report annually to Academic Board on the number, distribution, grounds and outcome of cases of academic misconduct and the Board shall undertake any necessary review of the process.

F11 Fast-track Procedures for FHEQ level 3/4 cases of Academic Misconduct**F11.1 Scope**

That prima facie Minor Offence allegations of academic misconduct at level 3 and FHEQ level 4 may be processed through the School to which the subject belongs by this fast-track procedure within the limits defined in section F3 to deal with straightforward and uncontested cases. Adoption of this procedure by schools is not mandatory, and schools may continue to refer cases to Academic Registry under current procedures. (Refer to Regulation F4.1b).

F11.2 Purpose

- To streamline the system due to expected increase in detection.
- To reduce bureaucracy and the time taken to process cases.

F11.3 Definition of cases to be initially dealt with in this way

Must include all four criteria:

- 1) Is the first and only offence;
- 2) Occurs at level 3 or FHEQ Level 4;

-
- 3) Will not be counted towards a final qualification;
 - 4) Comes within any of the following categories:
 - Plagiarism
 - Apparent unauthorised collusion
 - Inclusion of material for assessment which has previously been assessed (at MU or elsewhere).

Please note: Infringements of examination room rules will still be dealt with by the Academic Registry.

F11.4 Standardised penalties to be used

In coursework where less than 20 percent of the total piece of work is plagiarised or unclearly referenced, and this is not the core content of the work:

Mark down as over-derivative, and

Written warning.

Penalty for all other confirmed offences (this penalty to be recorded as Assessment Notes):

- 1) For plagiarism and/or collusion: Fail coursework component;
- 2) Fail module, grade P (grade P is the penalty and is automatically replaced by grade 20 on the final Diploma Supplement);
- 3) If first attempt – to resubmit work by a given deadline for maximum grade 16.
- 4) If second attempt – to be allowed to repeat module (with attendance) for maximum grade 16 (with right of reassessment). If it is agreed by the Chair that a module may be replaced, the identified replacement module is to have a maximum grade of 16 (this is to be noted on Assessment Notes).
- 5) Written warning.

F11.5 Procedure

- 1) The incident is reported to the Chair of the Subject Assessment Board.
- 2) The incident occurred within the present assessment period. Where it does not, any plagiarised work may be assessed as over derivative, but no other penalty may be exacted unless there are likely to be serious professional consequences.
- 3) Chair agrees there is a case to answer and reports to Academic Registry that the case is being progressed under the 'fast-track' procedures.
- 4) The module is temporarily graded U.
- 5) The student's record is checked for previous or concurrent cases.
 - If there is a previous or concurrent case, the case file is forwarded to the Academic Registry.
- 6) The student is advised in writing or in person by the School:
 - that there is no case to answer;
 - of the details of the allegation;
 - of the proposed penalty with reason for this decision (which can save time in future);
 - that lack of response will be interpreted as acceptance of the allegation;
 - that the student may respond in one of two ways, using a signed proforma:
 - either**
 - accepting the allegation and proposed penalty
 - or**
 - not accepting the allegation, or not accepting the proposed penalty – which entails the case being referred to the Academic Registry.
 - enclosing 'Notes for Guidance' which explain their rights, options, outcomes and consequences.
- 7) The outcome of the process is notified to Academic Registry.
- 8) The student's record is updated.
- 9) The student has a right to appeal under the current regulations if, upon reflection, they believe the process or outcome has been unfair.

F12 Principles

- There must be consistency across the University in procedure and penalties imposed.
- It must be agreed whether such offences need reporting to relevant professional bodies.
- Monitoring and reporting of outcomes is carried out by Academic Registry.
- Procedures must be adhered to.
- Records must be kept.
- Written warnings will be given in all cases of proven academic misconduct.

F13

Administration charge – The University reserves the right to make a charge for administration of all cases of academic misconduct which are upheld.

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

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

G1 Definition of an appeal

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

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

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

And/or

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

Or

- c) Grounds listed in the Academic Misconduct regulations Section F8.4, following a penalty imposed for academic misconduct.

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

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

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

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

G2 Before making a formal appeal: Early Resolution

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

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

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

G2.3 Except where (a) applies, there is a time limit of 28 calendar days from the date of the Assessment Board results being published for submission of a formal appeal to the Secretary to

Academic Board.

- a) If an appeal arises following due process of the Informal Nursing Appeal procedure, Academic Misconduct procedure or Student Complaints and Grievance procedure, the time limit is 10 working days from the date the student receives the written result of this procedure. Regulations G2.1 & G2.2 shall not apply.

G3 How to make a formal appeal

G3.1 Complete the appeal form from UniHub:
<http://unihub.mdx.ac.uk/study/assess/appeals/index.aspx>

G3.2 Submit the completed form, including the statement and evidence, by email to the Appeals Officer within the time limit specified in G2.3. If it is received later than this, it is likely to be rejected unless a statement is attached of the circumstances which prevented the deadline from being met, and this is accepted as valid by the Secretary to Academic Board.

G3.3 An acknowledgement of receipt will be sent to the student within 5 working days. If this is not received, the student should contact the Appeals Officer without delay.

G3.4 In normal circumstances, the University shall aim to complete the appeal process within 90 calendar days from receipt of the full appeal. There will occasionally be circumstances when, for good reason, the University will need to extend the timeframe and affected students will be notified.

G4 Progression of a student while an appeal is being considered

G4.1 The decision of the Assessment Board remains in force until it is formally notified by the Secretary to Academic Board to have been rescinded. Therefore the student remains responsible for:

- a) Conforming to the requirements for a referral, resubmission of work to be assessed or re-sitting an examination pending the outcome of the appeal;
- b) The consequence of not complying with these requirements should the subsequent decision of the appeal process not be in the student's favour.

G4.2 While the appeal is being processed:

- a) Subject to regulation E2 and E3 concerning progression, the student shall normally be permitted by the Programme Progression Board to continue to the next stage of their studies, unless there are circumstances preventing it other than the decision in question of the Programme Progression Board. This will not prejudice the outcome of the appeal.
 - i. If the appeal concerns expulsion following an investigation into academic misconduct, the student is suspended and written permission is required from the Deputy Vice-Chancellor, Learning and Innovation or nominee for the student to continue to the next stage of their studies. The student shall email the request to acappeal@mdx.ac.uk. The Deputy Vice-Chancellor, Learning and Innovation or nominee has discretion not to permit the student to continue pending the outcome of the appeal.
 - ii. If the appeal concerns a failed prerequisite for placement, or the placement itself, written permission to attend a placement is required from the Chair of the Programme Progression Board. The Programme Progression Board, in exceptional circumstances, has discretion not to permit the student to enter, or to continue on placement pending the outcome of the appeal. This discretion may be exercised only where the Programme Progression Board judges that it would be against the interests of other people affected by the placement.
 - iii. This right is designed solely to ensure that a student whose appeal is upheld is not academically disadvantaged and it shall not be interpreted as acceptance of a failed student whose appeal is subsequently dismissed on a later stage of the programme, nor shall satisfactory progress during such attendance be admissible as evidence at any stage in the appeal procedure.
 - iv. During any such interim period of attendance, no fees would be demanded. In the event of the appeal ultimately being resolved in the student's favour and the student being formally reinstated onto the programme, the appropriate fee would be payable.

- b) The student may, if a final qualification has been made, inform prospective employers of the qualification awarded but that the decision may be reviewed following the appeal.
- c) The student may, if a finalist, attend the Graduation Ceremony.

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

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

G5 Confidentiality

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

G6 Consideration of Appeal

G6.1 Initial Scrutiny

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

Either,

an internal review of that decision by an independent reviewer within the University under section G10. Following the outcome to this review, the student may request an independent review by the Office of the Independent Adjudicator (OIA) under section G13 of these regulations;

Or,

an independent review by the Office of the Independent Adjudicator (OIA) under section G13 of these regulations. Students who wish to approach the OIA for review, and who are not seeking an internal review under section G10 of these regulations, will require a Completion of Procedures Letter to be issued by the University. A request for this letter must be made by email to the Appeals Officer within 28 calendar days of the date of the Appeal Letter of Outcome. A student may request a Completion of Procedures Letter after this deadline (see Regulation G13.1).

The Completion of Procedures letter will state that the student has not completed the University's internal processes. The student will be required to present exceptional reasons to the OIA for not requesting the University to review the appeal.

- c) Where an appeal has not been rejected under G6.1(b), the recommended outcome of initial scrutiny will be reported to the Secretary to Academic Board who will
 - i. Where necessary, request the Chair of the Assessment Board or any other appropriate person to provide information in the form of a written statement, suitable for use, if required, as evidence at an Appeal Panel.
 - ii. Require the Chair of Assessment Board to take immediate action if the material error was an administrative error associated with the calculation of marks and/or award classification or title.
 - iii. Refer the appeal for consideration in accordance with section G7 of these regulations.
 - iv. Dismiss the appeal as without grounds. A Letter of Outcome will be issued, normally within 50 calendar days from receipt of the full appeal, providing reasons for the appeal being dismissed.

A student whose appeal has been dismissed may request:

Either,

an internal review of that decision by an independent reviewer within the University under section G10. Following the outcome to this review, the student may request an independent review by the Office of the Independent Adjudicator (OIA) under section G13 of these regulations;

Or,

an independent review by the Office of the Independent Adjudicator (OIA) under section G13 of these regulations. Students who wish to approach the OIA for review and who are not seeking an internal review under section G10 of these regulations, will require a Completion of Procedures Letter to be issued by the University. A request for this letter must be made by email to the Appeals Officer within 28 calendar days of the date on the Appeal Letter of Outcome. A student may request a Completion of Procedures Letter after this deadline (see Regulation G13.1).

The Completion of Procedures letter will state that the student has not completed the University's internal processes. The student will be required to present exceptional reasons to the OIA for not requesting the University to review the appeal.

G7 The grounds for appeal are established

G7.1 Where the Secretary to Academic Board considers that there may be ground for appeal:

- a) They may offer the appellant an informal settlement of their appeal, normally within 50 calendar days from receipt of the full appeal.
 - i. An informal settlement means that the Chair of the Assessment Board has agreed, on the recommendation of the Secretary to Academic Board, that the Assessment Board will review its decision. This does not necessarily mean that the original decision of the Assessment Board is changed.
 - ii. Where appropriate the Chair of the Assessment Board may take Chair's Action in the student's favour, and this decision must be reported, in due course, to the Assessment Board.
 - iii. The Assessment Board review shall involve full consideration of the student's case and shall be attended by the Secretary to Academic Board or their nominee to ensure that the reconvened Assessment Board has taken due and proper account of the student's case.
 - iv. The Assessment Board shall make special arrangements (which must involve External Examiners if appropriate) for reviewing an assessment decision as soon as possible after the Chair's agreement to offer an informal settlement to the appeal and at latest during the next scheduled meeting.
 - v. The Secretary to Academic Board shall notify the student of the decision of the reconvened Assessment Board within 28 calendar days of the date of the Board.
 - vi. The student may choose not to accept the offer of an informal settlement, but should note that an Appeal Panel may also only request an Assessment Board to review its decision. A letter from the student stating the decision not to accept this offer must be received by the Secretary to Academic Board within 10 working days of the date on the letter offering the informal settlement.
 - vii. A student's failure to reply in writing within 10 working days of the date on the letter offering an informal settlement shall be taken as acceptance of the offer.
- b) They may convene a meeting of an Appeal Panel because the option for representation by the student is warranted. The student should note that an Appeal Panel shall not necessarily require an Assessment Board to review its decision.

G8 The Appeal Panel

G8.1 Following a decision under regulation G7.1(b), an Appeal Panel will normally be convened within 20 working days of notification of the outcome of initial scrutiny. It will normally consist of three members of staff drawn from the following groups: Senior managers of the University,

Programme Leaders, Directors of Programmes, together with one Student Union representative.

G8.2 If the student chooses not to attend the Appeal Panel meeting, the Panel will normally proceed in their absence.

G8.3 The Appeal Officer shall send agenda papers including all the appeal documents, if relevant, to the student (together with a copy for their companion), members of the Appeal Panel, the Chair of the Assessment Board, those in attendance and witnesses.

G8.4 The Appeal Panel will consider the appeal and may:

- a) Uphold the appeal and refer the case back to the Assessment Board for reconsideration at a reconvened Board;
- b) Dismiss the appeal as without grounds. A Letter of Outcome will be issued, normally within 10 working days of the date of the Appeal Panel meeting, providing reasons for the appeal being dismissed. A student whose appeal has been dismissed may request:

Either,

an internal review of that decision by an independent reviewer within the University under section G10. Following the outcome to this review, the student may request an independent review by the Office of the Independent Adjudicator (OIA) under section G13 of these regulations;

Or,

an independent review by the Office of the Independent Adjudicator (OIA) under section G13 of these regulations. Students who wish to approach the OIA for review and who are not seeking an internal review under section G10 of these regulations, will require a Completion of Procedures Letter to be issued by the University. A request for this letter must be made by email to the Appeals Officer within 28 calendar days of the date on the Appeal Letter of Outcome. A student may request a Completion of Procedures Letter after this deadline (see Regulation G13.1).

The Completion of Procedures letter will state that the student has not completed the University's internal processes. The student will be required to present exceptional reasons to the OIA for not requesting the University to review the appeal.

G8.5 The Appeal Panel has power to make any recommendations to the Dean of School, the Assessment Board or Academic Board, but the Appeal Panel may not dispute the academic judgement of the Assessment Board.

G8.6 If the Chair of the Appeal Panel and the Secretary to Academic Board consider that the reconvened Assessment Board has not taken due and proper account of the recommendations of the Appeal Panel they will prepare a brief account of the circumstances for report to Academic Board.

G9 Powers of Academic Board

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

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

G9.2 The decision of Academic Board is final and no further appeal is possible against it.

G9.3 The academic appeal procedures of the University are now complete. Should the student wish to take the matter further, they must follow the guidance in G10.

G10 Definition of a Review of the academic appeal process

G10.1 If the student is dissatisfied with the outcome of the appeal, they may, within 10 working days of receiving notification that the internal appeal procedures of the University have been completed, request a Review of the academic appeal process on any of the following grounds:

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

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

G10.3 The Review will be undertaken by a neutral Senior Manager of the University, who has not previously been involved in the appeal case, and who will be nominated by the Secretary to Academic Board.

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

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

G11 How to request a Review of appeal

G11.1 Obtain a Review form from the link provided in the Academic Appeal Letter of Outcome.

G11.2 Send the form, including the statement and any relevant evidence by email to the address on the form within 10 working days of the date of the Academic Appeal Letter of Outcome. If it is received later than this, it is likely to be rejected unless a statement is attached of the circumstances which prevented the deadline from being met, and this is accepted as valid by the Reviewer.

G12 Consideration of a Review

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

G12.2 The Reviewer shall:

- a) Scrutinise the documents received from the appellant, the full appeal case file including all documents available to and considered by the University in reaching its decision on the appeal, and, where relevant, the appropriate module and programme handbooks and University regulations;
- b) Request and consider any further information considered necessary to reach a just decision.

- c) Make their decision known in writing to the student and to members of staff. If further action is not required by the University, they shall also issue a Completion of Procedures Letter, normally within 20 working days of receipt of the Review request;
- d) Seek to resolve any injustice identified through appropriate action, which may include referring the case back to the formal appeal stage for reconsideration.
 - i. Any change to the formal appeal decision will be made with the agreement of the Assessment Board. The Assessment Board shall make special arrangements (which must involve the External Examiner Subject Board and External Examiner School Board if appropriate) for reconsidering an assessment decision if required to do so as a consequence of the Review, as soon as possible and at latest during the next scheduled meeting.
 - ii. Following completion of the Reviewer's recommended course of action, the appellant will be informed in writing of the decision of the University and the Appeals Office shall issue a Completion of Procedures Letter.

G12.3 The decision of the Reviewer is final and no further appeal or request for review is possible against it.

G12.4 The academic appeal review procedures of the University are now complete. Should the student wish to take the matter further, they must follow the guidance in G13.

G13 Higher Education Independent Adjudicator (OIA)

G13.1 Should the student wish to take the matter further, they may, within twelve months of receiving the Academic Appeal Letter of Outcome or, following an Internal Review, the Completion of Procedures letter, write to the OIA, Second Floor, Abbey Gate, 57-75 Kings Road, Reading RG1 3AB, United Kingdom, enclosing a copy of the Completion of Procedures letter requested from the University or issued by the University following an Internal Review, and stating reasons for seeking redress from the Higher Education Independent Adjudicator. Email enquiries may be sent to enquiries@oiahe.org.uk. The website address is www.oiahe.org.uk.

If the student requests the University to provide the Completion of Procedures letter beyond the 28 calendar day deadline specified in the Academic Appeal Letter of Outcome, the twelve month period of time for bringing the complaint to the OIA will run from the date of the Academic Appeal Letter of Outcome.

G14 General

G14.1 The Secretary to Academic Board may exceptionally modify any of the foregoing procedures to secure a just decision and shall inform Academic Board of such action in their annual report.

G14.2 Any change of decision by the Assessment Board due to the appeal process shall not be to the student's disadvantage.

G14.3 The Secretary to Academic Board has discretion not to consider an appeal from a student who has, without good reason, not complied with any given University requirement made of students in general.

G14.4 Students who knowingly submit false or forged evidence at any stage of the appeal process forfeit their right to consideration of the case and render themselves liable to disciplinary proceedings.

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

G14.6 The consideration of an appeal is an internal matter and the papers are confidential to the University. The student may seek advice from any source. Should a student instruct solicitors at any stage of the appeal process the Secretary to Academic Board may consult the University

solicitors. The Academic Board procedure does not allow legal representation at an Appeal Panel hearing. Documents shall be kept on file for up to six years. After that, apart from a copy of the notification to a student of the final decision, they may be destroyed.

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

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

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

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

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

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

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

G14.14 Where appropriate, and in accordance with F8.4 (academic misconduct) the Secretary to Academic Board is replaced in these procedures by the Deputy Vice-Chancellor Learning and Innovation or a Senior Manager with appropriate academic background.

STUDENT RESPONSIBILITIES
(SEE ALSO THE STATEMENT ON UNIVERSITY MEMBERSHIP)**H1 Enrolment and Registration**

- a) Students are entitled to enrol as members of the University at the time notified to them and register for the appropriate modules for their programme of study.
- b) It is the responsibility of students to confirm that they are continuing on their programme of study by enrolling at the beginning of each subsequent year their programme of study is pursued.
- c) It is the responsibility of students to ensure their programme of study falls within University Regulations and the Regulations for their intended qualifications. The University will offer such assistance and reminders as are reasonably practicable to prompt students to fulfil this responsibility, but shall not be under any liability for any loss of time, fees expended, for any study or assessment subsequently found to be invalid for the requirements of an intended qualification or any other loss or damage (whether direct or consequential) whether caused by negligence on the part of the University its agents and/or staff or otherwise.
- d) The qualifications of the University will only be conferred on students validly registered and enrolled.

H2 Contact address

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

- a) immediately of any change of address by updating their MyUniHub record;
- b) of a correspondence address immediately following the completion of a programme of study.

Students who fail to notify the UniHelp desk of an up-to-date address after completion of the programme of study will be expected to pay in full for the replacement of any certificate sent to a previous address.

H3 Fees

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

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

Notes

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

reassessment or deferred assessment) in modules to a value of 120 credits. Any modules taken in addition to this will be subject to further tuition fees.

No candidate shall have an automatic entitlement to be notified of their results or to receive a certificate or Diploma Supplement. The University reserves the right to withhold the conferment of qualifications unless or until all fees for tuition have been paid. Students with outstanding tuition fee debts will not be entitled to enrol to continue further with their programme of study.

Persistent failure by enrolled students to meet financial or material obligations to the University may lead to the suspension or exclusion of a student.

Such students will, exceptionally, have any work submitted for assessment assessed in the usual way but will not have their results formally confirmed by entry on the pass lists or results listings nor disclosed to them until they have paid their tuition fees in full.

Students who withdraw from the University before the completion of the programme of study will have outstanding fee debts deducted from any due refunds of tuition fees, and hall debts deducted from any due refund of accommodation charges.

H4 Materials and equipment

It is the responsibility of students to return all library materials, tool kits and other equipment loaned by the University by the agreed date, and under no circumstances later than the date of completion of the programme of study.

Failure to do so will result in the student not receiving results, confirmation of a qualification, certificate or Diploma Supplement until the equipment is returned or the University compensated for its loss.

H5 Conduct

It is the responsibility of students to observe the University's Code of Student Conduct and Discipline. Students who fail to observe the Code of Conduct and Discipline will be penalised according to the severity of the offence.

H6 Attendance and withdrawal

It is the responsibility of students to:

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

- i) (e) To inform the UniHelp desk immediately in writing if they are withdrawing from a programme of study.

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

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

H7 Assessment

It is the responsibility of students to:

- a) Familiarise themselves with, and observe, the University and programme assessment regulations including Examination Room Rules for candidates (Section K).
Academic misconduct: Students who attempt to gain unfair advantage over others through academic misconduct (contravening examination room rules, plagiarism, collusion, etc.) will be penalised by sanctions, according to the severity of the offence, which can include exclusion from the University (see section F).

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

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

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

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

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

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

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

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

- f) To inform the Assessment Officer in writing, by the date laid down in the University calendar in advance of the relevant meeting of the School Assessment Boards and Programme Progression Boards, of any personal circumstances which may have affected their performance and which they wish the Board(s) to take into account.

Students must provide corroborative evidence in support. The Assessment Officer will provide a synopsis of the statement and corroboration where required for the School Assessment Board and Programme Progression Board.

Unless the student declares otherwise, only the Chair and External Examiner School Boards of the appropriate School Assessment Board or Programme Progression Board will have the right of access to the original evidence, and where necessary will recommend a course of action (without further disclosure).

Failure without good cause to provide information on extenuating circumstances for a School Assessment Board or Programme Progression Board will mean that an appeal based on the later disclosure of these circumstances is unlikely to be successful.

- g) To produce assessment material which is legible to the examiners unless alternative means of assessment have been agreed for the candidate in advance of the examination (see (e) above).

Failure to submit legible work will lead to failure unless the student's work is transcribed into a legible form at the student's expense, which may delay the determination of the grade.

- h) To produce coursework which keeps within the specified word limit.

Any deviation from the specified word limit will be penalised as stated in the Module Handbook.

- i) Students whose academic or clinical work may involve personal details or case studies of individuals should ensure that no identifiers of these individuals are given in any part of their assessed work.

H8 Visas and Immigration

It is the responsibility of non UK/EEA students to ensure that they have, where applicable, a valid visa to reside in the UK and to study at Middlesex University. Students who do not have a valid visa, or who allow their immigration status to lapse, will be withdrawn from their programme and reported to the relevant authorities. In addition, students who hold a Tier 4 visa under the University's sponsorship must:

- a) Adhere to the conditions of their visa as stated by the Home Office within the "Tier 4 Policy Guidance"
- b) Inform the University immediately of any change in their immigration status by contacting the UniHelp desk.
- c) Supply the University with a copy of their passport and visa

Students who do not comply with these requirements may have their Tier 4 sponsorship cancelled and be withdrawn from their programme.

As per the immigration rules, the Home Office will be notified of any student who holds a Tier 4 visa under the sponsorship of Middlesex University and who withdraws/interrupts or is excluded/suspended from the University.

MIDDLESEX UNIVERSITY QUALIFICATIONS

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

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

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

Qualifications at this level are as follows:

Certificate (Cert)

Certificate of Higher Education (CertHE)

Certificate in Education (Further Education)(CertEdFE)

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

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

Qualifications at this level are as follows:

Diploma (Dip)

Diploma in Employability Studies

Diploma in Industrial Studies

Advanced Diploma Professional Practice

Diploma (Advanced) (DipAdv)

Diploma of Higher Education (DipHE)

Foundation Degree (FdA/FdSc)

Certificate in Management Studies (CMS)

Post-Experience Certificate

Post-Experience Diploma

Higher Diploma

J1.3 FHEQ level 6 - Holders of qualifications at this level will have demonstrated:

- a systematic understanding of key aspects of their field of study, including acquisition of coherent and detailed knowledge, at least some of which is at or informed by, the forefront of defined aspects of a discipline
- an ability to deploy accurately established techniques of analysis and enquiry within a discipline
- conceptual understanding that enables the student to devise and sustain arguments, and/or to solve problems, using ideas and techniques, some of which are at the forefront of a discipline; and to describe and comment upon particular aspects of current research, or equivalent advanced scholarship, in the discipline
- an appreciation of the uncertainty, ambiguity and limits of knowledge
- the ability to manage their own learning, and to make use of scholarly reviews and primary sources (eg refereed research articles and/or original materials appropriate to the discipline).

Qualifications at this level are as follows:

Diploma in Professional Studies (DPS)

Advanced Diploma (AdvDip)

Graduate Certificate

Bachelor of Arts (BA) – Ordinary Degree

Bachelor of Science (BSc) – Ordinary Degree

Bachelor of Arts with Honours (BA)

Bachelor/Master of Engineering (BEng/MEng)

Bachelor of Laws (LLB)

Bachelor of Music with Honours (BMus)

Bachelor/Master of Osteopathy (BOst/MOst)

Bachelor of Science with Honours (BSc)

Bachelor of Theology (BTh)

Graduate Diploma (GDip)

Graduate Diploma in Law (CPE)

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

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

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

Taught Qualifications at this level are as follows:

Postgraduate Certificate (PGCert)
Postgraduate Certificate in Education (PGCE)
Postgraduate Certificate of Higher Education (PGCertHE)
Postgraduate Diploma (PGDip)
Diploma in Management Studies (DMS)
Master of Arts (MA)
Master of Business Administration (MBA)
Master of Design (MDes)
Master of Education (MEd)
Master of Fine Arts (MFA)
Master of Laws (LLM)
Master of Music (MMus)
Master of Science (MSc)
Master of Research (MRes)

Integrated Masters Qualifications at this level are as follows:

Master of Complementary Medicine (MCM)
Master of Engineering (MEng)
Master of Mathematics (MMath)
Master of Nursing (MNurs)
Master of Osteopathy (MOst)
Master in Science (MSci)

Research Qualifications at the level are as follows:

Master in Arts (ArtsM)
Master of Arts by Research (MA by Research)
Master of Laws by Research (LLM by Research)
Master of Philosophy (MPhil)
Master of Philosophy by Public Works (MPhil by Public Works)
Master of Science by Research (MSc by Research)
Master of Business Research (MBR)
Master of Theology (MTh)

Professional Qualifications at this level are as follows:

Master of Professional Studies (MProf)

J1.5 FHEQ level 8- Holders of qualifications at this level will have demonstrated:

- the creation and interpretation of new knowledge, through original research or other advanced scholarship, of a quality to satisfy peer review, extend the forefront of the discipline, and merit publication
- a systematic acquisition and understanding of a substantial body of knowledge which is at the forefront of an academic discipline or area of professional practice
- the general ability to conceptualise, design and implement a project for the generation of new knowledge, applications or understanding at the forefront of the discipline, and to adjust the project design in the light of unforeseen problems
- a detailed understanding of applicable techniques for research and advanced academic enquiry.

Doctoral level qualifications are as follows:

Doctor of Philosophy (PhD)

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

Professional qualifications at this level are as follows:

Doctor in Arts (ArtsD)

Doctor of Business Administration (DBA)

Doctor of Education (EdD)

Doctor of Engineering (EngD)

Doctor of Professional Studies (DProf)

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

Doctor of Psychotherapy by Professional Studies (DPsych)

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

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

Higher Doctorates are as follows:

Doctor of Laws (LLD)

Doctor of Letters (DLitt)

Doctor of Science (DSc)

Doctor of Technology (DTech)

J1.6 Honorary awards

The University may also confer Honorary awards:

Master of the University (MUniv)

Doctor of the University (DUniv)

J1.7 Non-Middlesex qualifications

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

J2 Qualifications with merit or distinction

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

J3 Bachelor's qualifications

Bachelor's degrees may be granted as the following:

Bachelor's Degree with First Class Honours

Bachelor's Degree with Second Class Honours (Upper Division)

Bachelor's Degree with Second Class Honours (Lower Division)

Bachelor's Degree with Third Class Honours

Bachelor's Degree (Ordinary degree)

J4 Aegrotat awards

All qualifications may be conferred as aegrotat awards, providing that an Assessment Board is satisfied, from the work that has been submitted, that the candidate would, had they been assessed, have achieved the level necessary for the qualification. A candidate is not obliged to accept an aegrotat award but may elect to be reassessed if such opportunities exist. Aegrotat awards do not carry any Classification. 'Aegrotat' is not indicated on certificates.

J5 Posthumous awards

Any qualification listed above may be conferred posthumously and accepted on the student's behalf by a parent, spouse or other appropriate individual. The level of the award will be determined by the Faculty/School Assessment Board in consultation with the Academic Registrar.

J6 Rescinding of qualifications

The Academic Board may, in exceptional circumstances, rescind a qualification which it has conferred.

J7 Qualification certificates

Each person who is awarded a qualification of the University shall be given a certificate. The qualification certificate will be issued in the full legal name of the student at the point of conferment. Certificates are dispatched within 2 months of the publication of results. A replacement certificate will normally be issued once only on receipt of a written request and on payment of the appropriate fee.

J8 Undergraduate qualifications**A FHEQ level 4**

Certificate The standard of the Certificate is that expected of a student with prior knowledge and skills equivalent to five GCSE passes, who has successfully completed a programme of study at higher education level assessed at 40 credits at FHEQ level 4 or above. The Certificate is not available as an exit or interim qualification for students registered on other University programmes.

Certificate of Higher Education (CertHE) The standard of the Certificate of Higher Education is that expected of a student with prior knowledge and skill equivalent to passes in two subjects at Advanced Level, supported by passes in three other subjects at GCSE; who has successfully completed a programme of study assessed at 120 credits at FHEQ level 4 or above.

B FHEQ level 5

Diploma The standard of the Diploma is that expected for a student with prior knowledge and skills equivalent to two passes at Advanced Level who has successfully completed a programme of study assessed at 40 credit points at FHEQ level 5 or above. The Diploma is not available as an exit or interim qualification for students registered on other University programmes.

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

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

Diploma of Higher Education (DipHE) The standard of the Diploma of Higher Education is that expected of a student with prior knowledge and skill equivalent to passes in two subjects at Advanced Level, supported by passes in three other subjects at GCSE; who has successfully completed a programme of study assessed at not less than 240 credits at FHEQ level 4 or above, and including 90 at FHEQ level 5 or above.

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

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

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

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

C FHEQ level 6

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

Ordinary Bachelor's Degree The standard of the Ordinary Bachelor's Degree is that expected of a student with prior knowledge and skills equivalent to passes in two subjects at Advanced Level, supported by passes in three other subjects at GCSE; who has successfully completed a programme of study assessed at not less than 300 credits at FHEQ level 4 or above, including at least 150 at FHEQ level 5 or above and a minimum of 60 at FHEQ level 6 or above.

Bachelor's Degree with Honours The standard of the Bachelor's Degree with Honours is that expected of a student with prior knowledge and skill equivalent to passes in two subjects at Advanced Level, supported by passes in three other subjects at GCSE; who has successfully completed a programme of study assessed at not less than 360 credits at FHEQ level 4 or above including 210 at FHEQ level 5 or above and 120 at FHEQ level 6 or above.

Bachelor of Arts (BA) and Bachelor of Science (BSc) Honours degree programmes will lead either to the qualification of a BA or BSc or to a more closely defined qualification restricted to programmes of certain types of study.

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

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

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

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

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

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

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

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

D FHEQ level 7

Master of Engineering (MEng)

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

Master of Osteopathy (MOst)

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

Master of Complementary Medicine (MCM) This title is reserved for an undergraduate programme of study which leads to a postgraduate qualification in the field of complementary medicine. The programme is structured over 4 years full-time or 6 years part-time to achieve 480 credits which includes a 60 credit dissertation at level 7.

Master in Science (MSci) MSci is a generic integrated Masters qualification. It comprises an extended and enhanced undergraduate course, of four years of full-time study, or equivalent. The qualification requires 480 credits, including 240 credits at level 6 or above, with at least 120 credits at level 7. Thus study at Bachelor's level is integrated with study at Master's level and the programmes are designed to meet the level 6 and level 7 qualification descriptors in full.

Master of Mathematics (MMath) The title of MMath denotes an integrated Masters programme of study comprising an enhanced undergraduate course of four years full-time study in

mathematics. The programme of study is founded upon and extends knowledge attained in the corresponding BSc Hons programme.

Master of Nursing (MNursing) The title MNursing is reserved for professional specialised programmes of study in Nursing as an Integrated Master's programme. The qualification requires 480 credits, including 240 credits at FHEQ level 6 and above, with at least 120 credits at Master's level/one full academic year at level 7.

Honours degree as exit award from the Integrated Masters programme

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

J9 Professional qualifications

A FHEQ level 4

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

B FHEQ level 5

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

C FHEQ level 6

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

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

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

Graduate Diploma The standard of the Graduate Diploma is that expected of a student with prior knowledge and skills equivalent to an honours degree or Diploma of Higher Education, with substantial work experience who has successfully completed a programme of study assessed at not less than 120 credits at FHEQ level 6.

Graduate Diploma in Psychology The Graduate Diploma in Psychology is designed for graduates who wish to pursue a career in psychology but who do not have sufficient psychology in their degrees to allow them to gain eligibility for the graduate basis for registration (GBR) with the British Psychological Society (BPS).

Admission to the Graduate Diploma in Psychology requires a UK University degree or equivalent, plus GCSE Maths at Grade 'C' or above. Applicants must have successfully completed 60 credits in Psychology, which allows entry by students who have completed a minor in psychology. Applicants

whose degree is not in psychology or whose degree includes less psychology than is required for entry to the diploma (60 credits) will be able to access the Summer School Diploma in Psychology prior to entry. This qualification requires completion of 240 credits at FHEQ levels 5 and 6 with a minimum of 120 at FHEQ level 6. The number of credits at FHEQ level 5 will be dependent on prior experience.

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

J10 Taught postgraduate qualifications

A FHEQ level 7

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

Postgraduate Certificate (PGCert) The standard of the postgraduate certificate is that expected of a graduate who has successfully completed a programme of study at a level demanding more advanced study than a first degree, assessed at 60 credits including at least 45 at FHEQ level 7.

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

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

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

J11 Taught Master's degrees

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

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

Master of Design (MDes) The title MDes is reserved for programmes of study in all disciplines which focus on training in methods and practice of research and on the development of management level skills in design leadership and practice. It is assessed at 180 credits at FHEQ

level 7 and consists of both taught modules and a dissertation. The title of MDes is recognised as a management level qualification in the design professions and as an indicator that the holder has the skills to productively engage in strategic decision making and innovation processes.

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

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

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

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

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

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

Master of Research (MRes) The title of MRes is reserved for programmes of study in all disciplines which focus on training in methods and practice of research. The dissertation carries 100 credits.

J12 Higher qualifications in Work Based Learning

FHEQ level 7

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

FHEQ level 8

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

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

** Applies to new entrants from January 2003

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

J13 Research and higher qualifications

FHEQ level 7

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

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

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

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

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

FHEQ level 8

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

oral examination by both academic and professional peers. The programme of work will have created and interpreted new knowledge in its field.

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

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

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

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

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

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

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

J14 FHEQ level 8 (Higher doctorates)

Doctor of Laws (LLD)

Doctor of Letters (DLitt)

Doctor of Science (DSc)

Doctor of Technology (DTech)

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

and significant contribution to the advancement or application of knowledge in that field. (Full details of requirements for the qualification of higher doctorates are available from the Research and Business Office).

J15 Honorary awards

Honorary awards are made to those who have achieved regional or national eminence and who have a connection with the University.

Full details of the award of Honorary degrees are available from the Academic Registrar.

See also:

- Research Degree regulations - available from the Academic Registry
- MProf/DProf regulations - available from the Academic Registry.

K1 Preliminary information

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

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

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

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

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

K1.6 Candidates who believe that they will require support when sitting examinations due to a disability, medical issue or injury should contact the Disability 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, headphones, 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.

- e) Wearing face or head coverings during the examination, unless done so for religious, or other acceptable, reasons. In such cases, students may be taken to a private room for purposes of identification and/or checking for possession of unauthorised items (see K2.6).

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.
- 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 (e.g. disturbance in the examination room) note this on the invigilation report form.

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

L4.5 Complete and sign the invigilator's report mentioning any untoward circumstances, breach of examination room rules, etc. If a candidate is suspected of having infringed examination room rules send the report form, with a formal written report and any unauthorised material confiscated, to the Chair of the Assessment Board. Otherwise return the report form to the appropriate office.

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

M1 Principles

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

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

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

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

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

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

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

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

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

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

M1.6 The rigour and consistency of the assessment process is key to the achievement of standards expected by the University. All Programmes shall, at the very least, operate a system of moderation for assessed work. The precise forms of moderation, eg sampling, double-marking,

vivas, etc shall be stated in the Programme handbook. They may vary from Programme to Programme depending upon such factors and are outlined in paragraph 1.1. above. Precise arrangements shall include the minimum provision detailed in this Code of Practice and shall be included in the relevant Programme Handbook. All modules for that Programme shall adopt and implement the same policy. Policy may vary at different levels within a Programme.

M1.7 Assessed work at all levels, be it course- work, examination or other form of assessment which is deemed to be a fail by the initial marker, shall be marked by a second person. In the event of the two markers not agreeing the mark/grade, a third marker (moderator) shall be involved.

M2 Coursework – minimal requirements

M2.1 Normally, coursework shall be marked by one member of staff. At FHEQ level 5 and above coursework shall be subject to moderation. Arrangements for moderation by a second member of staff shall include sampling across the range of student work, drawn, normally, from all campuses on which the module is delivered. A minimum of 10 per cent of each coursework assignment shall be moderated. Precise arrangements for moderation shall be published in the Programme Handbook. The percentage of work moderated shall reflect the number of students completing a particular assignment but shall always meet the 10 per cent minimum.

M2.2 Students shall be provided with feedback on all coursework. The nature of the feedback shall be helpful and informative, consistent with aiding the learning and development process. The nature of the feedback shall be determined at Programme level but may take a variety of forms including: written comments; proforma comments; individual and group tutorial feedback; or other forms of effective and efficient feedback. Feedback to students will normally be provided within 15 working days of the published coursework component submission date. Coursework shall be retained for a period of six months following the date of the Assessment Board. A suitable sample of marked work with feedback may be retained at the discretion of the subject/programme in preparation for a QAA review, or in response to the requirements of professional bodies. In which case, arrangements will be made to provide the students with a copy of the feedback and, if necessary, the archived work.

M2.3 Students shall be expected to keep a copy of their coursework. The marked copy will not normally be returned to them, so retention of a copy is important so that they can relate any feedback comments they receive to their work. Where some work (e.g. design briefs etc.) is returned to a student this should be clearly indicated in Programme Handbooks along with deadlines after which it will be disposed of if not collected.

M3 Examinations – minimal requirements

M3.1 Each examination paper for a given module shall be subject to moderation by a second member of staff. Arrangements for moderation shall include sampling across the range of student work, drawn, normally, from all campuses on which the module is delivered. A minimum of 10 percent of examination scripts for the module shall be moderated. The percentage of work moderated shall reflect the number of students completing a particular examination but shall always meet the 10 percent minimum.

M3.2 Examination papers shall be set to assess specific and identified module learning outcomes.

M3.3 For modules in which the assessment grade is derived from a combination of coursework and examination, specific moderation arrangements to consider all borderline and fail candidates shall be determined by the Programme team and included in the Programme handbook.

M3.4 Policy on the recording of comments on examination scripts and marks shall be determined by the Programme Team following consultation with the External Examiner Subject Board and recorded in the Programme Handbook. Wherever possible, School-wide approaches should be adopted.

M3.5 All examination scripts shall be subject to scrutiny to ensure all student work has been marked and that marks are totalled correctly. Scripts should carry a signature to indicate that scrutiny has taken place. Normally, scrutiny will be undertaken by the module tutor.

M3.6 Arrangements shall be made for students continuing their programme at the University to receive some form of collective feedback on examinations. This might include: a written report by the module team indicating the strengths/ weaknesses of answers to real questions or the common misunderstandings which students demonstrated; or a tutorial covering this ground; or the provision of other forms of feedback. Again, the form of feedback shall be stated in the Programme Handbook.

M3.7 Students shall be provided with feedback on all examination scripts. The nature of the feedback shall be helpful and informative, consistent with aiding the learning and development process. The nature of the feedback shall be determined at subject/programme level. Students shall have the right to view examination scripts after they have been marked and after the assessment results have been published. Arrangements for this shall be made in accordance with existing University policy. Examination scripts shall not be released to students. They shall be archived for six months after the date of the Assessment Board. Retaining a suitable sample of scripts will be at the discretion of the programme in preparation for a QAA review, or in response to the requirements of professional bodies. A University-wide Policy on Archiving will 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 of assessment (e.g. works of art and design; performances; software development; placements; internships; presentations) shall be made in accordance with the principles detailed in Section 1 above. They shall be determined by Subjects/ Programmes and recorded in the Programme Handbook. They may vary according to the level of a module, but shall be consistently applied across all modules at a given level offered by the Subject/ Programme.

M6 Variations from this code of practice

M6.1 It is inevitable that a Code of Practice such as this cannot cover every eventuality related to the complexities of the assessment process. All assessment practice shall, however, conform to the principles outlined in Section 1 above and shall be consistent with the baseline specification detailed in other parts of this Code.

M7 Other issues

M7.1 This paper refers to moderation practices in several sections. It needs to be emphasised that if moderation suggests major differences of marking standards on specific pieces of work/ example questions, all scripts/coursework (rather than the initial moderation sample) will need to be re-marked or to have the same mark adjustment applied.

SUMMARY OF LEVEL DESCRIPTORS

Attainment at each level reflects the following abilities:

FHEQ Level*	Learning accredited at this level will reflect the ability to:
3	apply knowledge and skills in a range of complex activities demonstrating comprehension of relevant theories; access and analyse information independently and make reasoned judgements, selecting from a considerable choice of procedures, in familiar and unfamiliar contexts; and direct own activities, with some responsibility for the output of others
4	develop a rigorous approach to the acquisition of a broad knowledge base; employ a range of specialised skills; evaluate information using it to plan and develop investigative strategies and to determine solutions to a variety of unpredictable problems; and operate in a range of varied and specific contexts, taking responsibility for the nature and quality of outputs
5	generate ideas through the analysis of concepts at an abstract level, with a command of specialised skills and the formulation of responses to well defined and abstract problems; analyse and evaluate information; exercise significant judgement across a broad range of functions; and accept responsibility for determining and achieving personal and/or group outcomes
6	critically review, consolidate and extend a systematic and coherent body of knowledge, utilising specialised skills across an area of study; critically evaluate new concepts and evidence from a range of sources; transfer and apply diagnostic and creative skills and exercise significant judgement in a range of situations; and accept accountability for determining and achieving personal and/or group outcomes
7	display mastery of a complex and specialised area of knowledge and skills, employing advanced skills to conduct research, or advanced technical or professional activity, accepting accountability for related decision making including use of supervision

* Framework for Higher Education Qualifications in England, Wales and Northern Ireland

Scope

This section offers guidance on the generation and use of level descriptors for taught modules (including project and proposition modules). These descriptors are based on those devised by the England, Wales and Northern Ireland Credit Consortia¹.

Key definitions

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

Key features of the generic level descriptors

The level descriptors are designed to be generic in nature. As the use of the word 'generic' implies, the descriptors are intended to integrate vocational, academic and professional aspects of learning and apply to all learning contexts – classwork, practical work, work-based learning and so on. They are not intended to be prescriptive but are designed to provide a guideline to practitioners

involved in the design and delivery of the curriculum. They have been developed with the intention that curriculum specialists will use their professional expertise to translate them into their own subject areas.

The level descriptors should be seen as a developmental continuum. Each level subsumes the characteristics of lower levels.

In attributing a level to a module, it is not necessary to demonstrate that all characteristics of the credit level descriptor are present. Some descriptors are more relevant than others depending on the area of study. For example, certain descriptors will be important to physiotherapy, art and design and science courses but will play little or no part in history or English literature. Exactly which characteristics are relevant is a matter for professional judgement.

The level descriptors are designed to act as a guide to the writing of learning outcomes and associated assessment criteria for units. They can either be used directly to guide the writing of learning outcomes and assessment criteria, or to develop subject specific level descriptors, which in turn guide the writing of learning outcomes. Level descriptors: guidance on the characteristics and context of learning (see summary above).

Level 3

Summary of level descriptor

Learning accredited at this level will reflect the ability to:

- apply knowledge and skills in a range of complex activities demonstrating comprehension of relevant theories
- access and analyse information independently and make reasoned judgements, selecting from a considerable choice of procedures, in familiar and unfamiliar contexts
- direct own activities, with some responsibility for the output of others.

Level descriptors

Intellectual skills and attributes

Knowledge Apply knowledge in a range of complex activities demonstrating comprehension of relevant theories.

Skills Apply skills in a range of complex activities

Problem solving Analyse information and make reasoned judgements. Employ a range of responses, to well defined but often unfamiliar or unpredictable problems.

Information management Independently access and evaluate information.

Some understanding of theory and the ability to analyse information at a relatively low level is required. Relevant underlying principles must be understood and applied in mainly familiar but some unfamiliar situations. Performance at this level moves towards the generation of responses as opposed to the selection of routine responses.

Processes

Context Operate in a variety of familiar and unfamiliar contexts using a range of technical or learning skills.

Process Select from a considerable choice of procedures.

Role and function Present information to an audience.

The complexity at this level is defined in terms of the range of skills, the choice of actions, and the ability to present information to others. The organisation of such information should reflect the intellectual demands required at FHEQ level 6. Presentations should be examples of work products and as such can be visual, oral, aural etc.

Accountability

Autonomy Engage in self-directed activity with guidance/evaluation.

Output Engage in self-directed activity with guidance/evaluation

Quality Accept limited responsibility for the quantity and quality of the output of others.

At this level, there is a requirement for learners to become self-directed and, in some circumstances, undertake a leadership role. Supervision and support may be required.

FHEQ level 4**Summary of level descriptor**

Learning accredited at this level will reflect the ability to:

- develop a rigorous approach to the acquisition of a broad knowledge base
- employ a range of specialised skills
- evaluate information using it to plan and develop investigative strategies and to determine solutions to a variety of unpredictable problems
- operate in a range of varied and specific contexts, taking responsibility for the nature and quality of outputs.

Level descriptors:**Intellectual skills and attributes**

Knowledge Develop a rigorous approach to the acquisition of a broad knowledge base.

Skills Employ a range of specialised skills.

Problem solving Determine solutions to a variety of unpredictable problems, generate a range of responses, a limited number of which are innovative, to well defined but often unfamiliar problems.

Information management Evaluate information, using it to plan and develop investigative strategies.

A rigorous approach involves logical validity and accuracy in argument, judgement or conduct. There is a gradual shift at this level from well-defined to abstract thought processes. There is greater complexity of knowledge, skills and attributes and the generation of ideas through the analysis of well-defined information and concepts. At this level research and investigative skills are being developed; information must be processed and analysed in order to complete required activities.

Processes

Context Operate in a range of varied and specific contexts involving creative and non-routine activities.

Process Exercise judgement in planning, selecting or presenting information, equipment, services and techniques.

Role and function Organise work for self and/or others.

Increased complexity at this level involves a shift towards very varied methods and procedures, or towards those methods and procedures that are specialised and technical. Judgement is required in planning and selecting appropriate responses to a variety of information occurring in multiple contexts.

Accountability

Autonomy Undertake self-directed and a limited amount of directive activity, operate within broad general guidelines or functions.

Output Take responsibility for the nature and quantity of outputs.

Quality Meet specified quality standards.

Full responsibility and self-direction for all outcomes is required at this level. The individual still operates under general guidance. The leadership role may be extended.

FHEQ level 5

Summary of level descriptor

Learning accredited at this level will reflect the ability to:

- generate ideas through the analysis of concepts at an abstract level, with a command of specialised skills and the formulation of responses to well defined and abstract problems
- analyse and evaluate information
- exercise significant judgement across a broad range of functions
- accept responsibility for determining and achieving personal and/or group outcomes.

Level descriptors:

Intellectual skills and attributes

Knowledge Generate ideas through the analysis of information and concepts at an abstract level.

Skills Command wide ranging, specialised technical, creative and/or conceptual skills.

Problem solving Formulate appropriate responses to resolve well-defined and abstract problems.

Information management Analyse, reformat and evaluate a wide range of information.

At this level, one would expect analysis, abstraction, the generation of ideas, and the transformation of data into readily useable forms. The formulation of problems to be solved becomes a consideration.

Processes

Context Planning and design related to products, services, operations or processes.

Process Utilise diagnostic and creative skills to make and execute judgements across a broad range of functions. Exercise appropriate judgement.

Role and function Technical, professional or management/supervisory.

The utilisation of diagnostic and creative skills is introduced at this level to represent higher order aspects of problem solving. Increased emphasis on judgement and a command of a specialised area are key features at this level.

Accountability

Autonomy Accept responsibility and accountability within broad parameters.

Output Determine and achieve personal and/or group outcomes.

Accountability is defined more in terms of a function than a specific task. The ability to negotiate outcomes under guidance and to take personal responsibility for planning and delivery is required.

FHEQ level 6

Summary of level descriptor

Learning accredited at this level will reflect the ability to:

- critically review, consolidate and extend a systematic and coherent body of knowledge, utilising specialised skills across an area of study
- critically evaluate new concepts and evidence from a range of sources
- transfer and apply diagnostic and creative skills and exercise significant judgement in a

- range of situations
- accept accountability for determining and achieving personal and/or group outcomes.

Level descriptors:**Intellectual skills and attributes**

Knowledge Critically review, consolidate, and extend a systematic and coherent body of knowledge.

Skills Utilise highly specialised technical, scholastic or basic research skills across an area of study.

Problem solving Critically evaluate.

Information management Independently access new information, concepts and evidence from a range of sources.

At this level, there is the creation of ideas and solutions through analysis and transformation at an abstract level.

Processes

Process Transfer and apply diagnostic and creative skills in a range of situations

Role and function Exercise appropriate judgement in a number of complex planning, design, technical and/or management functions related to products, services, operations or processes, including resourcing.

This level is characterised by the exercise of significant judgement in a wide range of complex and variable contexts.

Accountability

Autonomy Accept accountability for determining and achieving personal and/or group outcomes.

At this level, students can be expected to take full responsibility and accountability for all aspects of work and learning including planning, resourcing, quality standards and/or secondary responsibility for the work and learning of others.

FHEQ level 7**Summary of level descriptor**

Learning accredited at this level will reflect the ability to:

- display mastery of a complex and specialised area of knowledge and skills, employing advanced skills to conduct research, or advanced technical or professional activity, accepting accountability for related decision making including use of supervision.

Level descriptors:**Intellectual skills and attributes**

Knowledge Display mastery of a complex and specialised area of knowledge and skills.

Skills Demonstrate expertise in highly specialised and advanced technical, professional and/or research skills.

The most significant characteristic is the exploration of boundaries where preceding levels focused on knowledge and skills within them.

Processes

Process Conduct research, or advanced technical or professional activity.

Role and function Design and apply appropriate research methodologies. Communicate results of research to peers.

Highly complex tasks and procedures are featured at this level.

Accountability

Autonomy Accept accountability in related decision making, including use of supervision.

Accountability is usually to peers rather than to superiors. The learner is responsible for initiating supervisory and peer support contacts.

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

Each of the classes comprises four grade points.

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

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

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

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

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

STUDENT CONDUCT AND DISCIPLINE RULES**1 Statement of Student Conduct**

1.1 As a Middlesex student, you are expected to conduct yourself at all times in a manner which demonstrates respect for the University, your fellow students and its staff. You are an ambassador for the University, and you are expected to behave in a way that enhances the reputation of the University and all of its students and graduates, and that is sensitive to our culturally diverse environment. You are encouraged, with the support of the University, to engage actively in the learning process, to be fully committed to your studies and determined to succeed.

2 Rationale for the Rules

2.1 These Rules are intended to provide fair and orderly procedures for maintaining reasonable student conduct and behaviour whilst enrolled at the University. The rules and regulations of the University, which require students to conduct themselves appropriately and enable the University to discipline students in the event of misconduct, form part of the terms of the contract between the parties which students become a party to on enrolment to the University.

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

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

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

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

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

2.7 The Student Conduct and Discipline rules operate within the Cause4Concern procedure which is the mechanism for channelling non-academic concerns regarding a student (unihub.mdx.ac.uk/your-support-services/cause-for-concern-procedure).

3 Types of Student Misconduct and Consequences

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

3.2 Section F of the University's Regulations refers to Infringement of Assessment Regulations / Academic Misconduct.

3.3 The University uses a system of warning points ranging from 0-4 to quantify the level of consequence as a result of the misconduct. The final column in the below table gives an indication of the range of the number of warning points such a behaviour is likely to carry. The number of warning points indicated next to the behaviour is for guidance purposes only as an indication to the gravity of the misconduct. Section 10 provides further information on the warning system.

3.4 Table of types of misconduct and consequences

Misconduct against the University		
Type of Misconduct	Example of Misconduct	Level of Warning
Obstruction of the working of the University	<ul style="list-style-type: none"> Acts/omissions/statements intended to deceive the University (e.g. withholding information required for statutory purposes) 	0-2
	<ul style="list-style-type: none"> Disruption of the functions, duties or activities of any student or employee of the University or any authorised visitor to the University 	0-4
	<ul style="list-style-type: none"> Disruption of the workings of the University: <ul style="list-style-type: none"> Administrative (e.g. refusal to present an student ID card when requested by an employee of the University); 	0-2
	<ul style="list-style-type: none"> Academic (e.g. disruption of teaching or learning environment through the usage of a mobile phone); Sporting and Social (e.g. disruption at an MDX house event). 	0-4
Reputational Damage	<ul style="list-style-type: none"> Behaviour which could have damaged the reputation of the University or could have brought the University into disrepute 	0-2
	<ul style="list-style-type: none"> Behaviour which has damaged the reputation of the University or brought the University into disrepute 	2-4
Deceitful Behaviour	<ul style="list-style-type: none"> Fraud/attempted fraud, deceit, deception or dishonesty in relation to the University or its staff or in connection with holding any office in the University or in relation to being a student of the University 	0-4
	<ul style="list-style-type: none"> Knowingly making a false and vexatious allegation against the University or against any student or staff member 	2
	<ul style="list-style-type: none"> Use or issue of fraudulent documentation relating to qualifications and academic performance. 	3
	<ul style="list-style-type: none"> Use of issue of fraudulent documentation NOT relating to qualifications or academic performance. 	4
	<ul style="list-style-type: none"> Blackmail, attempted blackmail 	4

Misconduct against Property		
Type of Misconduct	Example of Misconduct	Level of Warning
Damage to Property	Causing damage or defacement to university or associated property or the property of students, employees or visitors to the University caused by:	
	<ul style="list-style-type: none"> misuse/inappropriate use of property negligence 	0-1 1-2

	<ul style="list-style-type: none"> reckless behaviour intentional behaviour 	2-3 3-4
Unauthorised or Inappropriate Use Of Property	• Misuse of university premises or property, for example using a computer lab for a social gathering	0-2
	• Unauthorised use of/entry onto university premises or property, including computers and laboratory equipment	0-2
	• Unauthorised recording of a learning activity (see regulations C17 UG and C16 PG)	1
	• Unauthorised publication of a recorded activity (e.g. on YouTube, Facebook etc.) including malicious or defamatory comment	3
	• False activation of a fire alarm	3
	• Deliberate misuse of the university computer network e.g. hacking	3-4
Taking Of Property	• Taking property belonging to another person without permission	1-2
	• Stealing personal property excluding cash	2
	• Stealing cash and goods	3
	• Repeated act of stealing	4
Causing A Health Or Safety Concern	• Act/omission that did cause or could have caused a health and safety concern on University premises (for example, smoking cigarettes in non-designated areas)	1-4
	• Act/omission that did cause or could have caused serious harm, injury or impairment of safety on University premises or during University activities (for example, disabling fire extinguishers or covering up a smoke detector)	2-4

Misconduct against People

Type of Misconduct	Example of Misconduct	Level of Warning
Physical Misconduct	• Pushing	0-1
	• Shoving	0-1
	• Punching	2-4
	• Kicking	2-4
	• Slapping	2-4
	• Pulling hair	2-4
	• Biting	2-4
	• Use of inappropriate (violent, aggressive, abusive, threatening, defamatory or offensive) language	0-2
	• Sending inappropriate, messages by email, text or on social media	0-2
	• Repeatedly contacting another person (by phone, email, text or on social networking sites against the wishes of the other person)	1-3
	• Any form of harassment* in person, including acting in an	2-4

Abusive Behaviour	intimidating and hostile manner	
	• Any form of repeated harassment in writing, by email, via the internet (including social media) or otherwise	4
	• Threats to hurt another person	2-4
	• Abusive comments relating to an individual's sex, sexual orientation, religion or belief, race, pregnancy/maternity, marriage/civil partnership, gender reassignment, disability or age	2-4
	• Intimidation: verbal or physical	3
Sexual Misconduct	• Making unwanted remarks of a sexual nature	0-2
	• Inappropriately showing naked or semi-naked images to another person, for example, via social media	1-2
	• Intimate contact without consent i.e. kissing, touching	1-2
	• Indecent public exposure (flashing)	2-4
	• Sharing sexualised materials of another person (whether fully naked or not) without consent	3-4
	• Sexual harassment, stalking or persecution (virtual or real) of someone with unwanted and obsessive attention	2-4
	• Bullying behaviour (physical or non-physical) based on a person's sexuality or gender.	2-4
	• Attempted sexual assault or rape	4
	• Sexual assault	4
	• Sexual intercourse or engaging in a sexual act without consent	4

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

Misconduct against the Community		
Type of Misconduct	Example of Misconduct	Level of Warning
Antisocial behaviour on campus	• Smoking/E-smoking on University premises, other than in designated smoking area	1
	• Consumption of alcohol in a teaching/learning environment unless explicit permission has been granted e.g. as part of a private viewing or show	1
	• Excessive printing or copying, or other unauthorised use of printing or copying facilities as outlined in the <i>Printing and photocopying policy and guidance for students</i> .	1

Antisocial behaviour within a Hall of Residence	• Inconsiderate behaviour towards others within a hall of residence	0-2
	• Noise nuisance, such as playing loud music or slamming doors (within a hall of residence)	0-2
	• Offensive or disruptive behaviour in Halls of Residence	0-2
	• Repeated antisocial behaviour within Halls of Residence	2-4
Antisocial behaviour in any location	• Environmental damage including littering, dumping of rubbish, inappropriate usage of bins, fly-tipping	0-2
	• Inconsiderate or inappropriate use of vehicles, including inconsiderate parking and vehicle noise	0-2
	• Misuse of fireworks	2
	• Repeated inconsiderate behaviour towards others including parking	2-4

3.5 Penalties are determined depending upon the gravity of the case and/or the ongoing nature of the misconduct. The greater the severity of the misconduct, the greater the number of warning points and the greater the severity of the penalty. The range of penalties available include: a formal warning, restrictions/conditions, a written apology, suspension or expulsion.

3.6 Warning points issued under Academic Misconduct regulations (see section F) will be accumulated with warning points issued under these rules.

3.7 Where a student is enrolled on a programme leading directly to a professional qualification or to the right to practise a particular profession or calling, any conduct which renders that student a person not fit to be admitted to and practise that profession or calling is deemed to be misconduct.

Please note: for some professional programmes there are separate 'Fitness to Practice' panels which consider this issue and which work in conjunction with these regulations. Delegated authority is given to professional leads which are in a position to make professional standard judgements and undertake an appropriate risk assessment.

3.8 Students shall update on UniHub their term time and permanent addresses within seven days of any change to those addresses. They should also inform the UniHelp desk should they depart the University before the scheduled end of their programme.

4 Rationale and Scope of the Rules on Student Conduct and Discipline

4.1 In the exercise of the powers conferred upon it under Article 12.3 of the Articles of Government made on 29 March 1993 the Board of Governors makes the Rules in this document concerning the conduct and discipline of students. Action taken under these Rules shall supersede any action taken under any other rules relating to the conduct of those enrolled with the University.

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

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

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

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

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

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

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

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

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

The disciplinary process

5 Stage 1: Early Resolution and Reporting

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

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

5.3 With respect to student conduct and behaviour in a learning or teaching environment, appropriate senior managers are empowered to impose 0 warning points in the form of, for example, a written warning. Senior managers do not have the authority to impose sanctions greater than 0 warning points.

5.4 If it is not possible and/or appropriate to deal with an issue at a local level or the issue concerns misconduct which appears to be actually or potentially serious i.e. is deemed to warrant a sanction greater than 0 warning points, the matter shall be reported to the attention of the Director of Student Affairs (or nominee) or referred through the Cause4Concern procedure (<http://unihub.mdx.ac.uk/your-support-services/cause-for-concern-procedure>).

5.5 If a concern is reported to the Director of Student Affairs (or nominee), or referred through the Cause4Concern procedure, the student will normally be informed of this.

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

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

5.8 Suspension is most likely to be used only if the seriousness of the case warrants it.

5.9 A student who is suspended or excluded pending further investigation will have the opportunity to make representations or request a review of the decision at any stage to the Director of Student Affairs (or nominee) if there is a material change in circumstances.

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

6 Stage 2: Investigation

6.1 The Director of Student Affairs (or nominee) will commence the investigation stage which constitutes gathering information and collating evidence relating to the allegation of misconduct.

6.2 Evidence is likely to be, but not exclusively, in the form of a written statement from the reported party/parties; statements from other parties, for example, from a member of staff; reports from, for example, Halls of Residence or Security; other forms of evidence, such as CCTV footage, emails, text messages, messaging on social media, mobile phone screenshots. In addition, a student may be invited to attend an investigatory meeting where they will be asked questions relating to the alleged misconduct and provided the opportunity to present their version of events.

6.3 If an investigatory meeting is required, the student will be requested in writing to attend. The purpose of the investigatory meeting is for the student to answer questions pertaining to the alleged misconduct.

6.4 At an investigatory meeting, students are entitled to be accompanied by a student or staff member of the University or a Students' Union representative. Legal representation is not permitted.

6.5 On conclusion of the investigatory proceedings, the Director of Student Affairs (or nominee) shall consider the gravity of misconduct and determine the following:

- To take no further action;
- To issue a written warning;
- To order the making good or restitution of damage or loss i.e. to impose a fine;
- To exclude or suspend the student;
- To set up a disciplinary panel.

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

7 Stage 3: Disciplinary Panel

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

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

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

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

7.5 The student will be advised in writing of his or her requirement to attend a disciplinary panel and provided with no less than 5 working days prior notice.

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

7.7 At the disciplinary panel, the panel will consider: the evidence presented before them; the student's response to the allegation; any witness statements, including those provided to the panel in person; and, the gravity (and frequency) of misconduct. It is the panel's responsibility to determine the outcome of the disciplinary hearing and to decide one or more of the following options:

- To take no further action;
- To issue a written warning;
- To order the making good or restitution of damage or loss i.e. to impose a fine;
- To exclude or suspend the student;
- To expel the student.

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

7.8 The student will normally be informed of the panel's decision as soon as possible after the disciplinary hearing.

7.9 Should the student choose not to attend the panel they have the right to provide representation in the form of a written statement.

7.10 Should the student choose not to attend, the disciplinary panel shall continue in the student's absence. The Director of Student Affairs (or nominee) will contact the student in writing thereafter regarding the panel's decision.

8 Stage 4: Appeal

8.1 The student shall have the right of appeal to the Vice-Chancellor or nominee within 10 working days, giving the grounds for the appeal, if:

- The student is aggrieved by the verdict made by the panel at a disciplinary panel, and wishes to appeal the outcome;
- The student is aggrieved by the decision to suspend or exclude;
- The student is aggrieved by an order to make good of damage or loss i.e. the decision to impose a fine.

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

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

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

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

The OIA, Third floor, Kings Reach, 38-50 Kings Road, Reading, RG1 3M, United Kingdom.
Email enquiries may be sent to enquiries@oiahe.org.uk. The website address is www.oiahe.org.uk.

9 Flow Chart of the Disciplinary Process

Stage 1: Early Resolution & Reporting

- Misconduct resolved at local level by member of staff (by sanctioning a penalty of 0 warning points i.e. a warning letter)
- If resolution at local level not possible or inappropriate, the misconduct is reported to the Director of Student Affairs, nominee, or Cause4Concern.



Stage 2: Investigation

- The Director of Student Affairs (or nominee) gathers evidence (e.g. written statements, reports, emails).
- Student may attend investigatory meeting to answer questions and present their version of events.
- The Director of Student Affairs (or nominee) considers the evidence and determines the following:
 - to take no further action;
 - to issue a written warning
 - to order the making good or restitution of damage or loss in to impose a fine;
 - to exclude or suspend, pending further investigation;
 - to set up a disciplinary panel.



Stage 3: Disciplinary Panel

- Student advised in writing to attend disciplinary hearing in front of a panel to: answer questions about the alleged misconduct and give an account of their version of events.
- Student has the right to be accompanied by a student or staff member of the Students' Union.
- The panel considers all evidence presented before them to decide if:
 - to take no further action;
 - to issue a written warning;
 - order the making good or restitution of damage or loss;
 - to exclude or suspend the student;
 - to expel the student.
- Where 4 or more points have been exceeded, a verdict of suspension, exclusion or expulsion must be reached.



Stage 4: Appeal

- Student has the right to appeal to Vice-Chancellor (or nominee) within 10 working days if aggrieved by the verdict made by the disciplinary panel; the decision to suspend or exclude pending further investigation or; by an order to make good of damages or loss.
- The Vice-Chancellor (or nominee) will consider case.
- The verdict of the Vice-Chancellor (or nominee) ends the University's internal procedures. At this point, the student will be issued with a Completion of Procedures letter which allows recourse to the OIA.

10 Warning Points System

10.1 Where a student's behaviour is being considered by the Director of Student Affairs, either at Stage 2: Investigation or Stage 3: Disciplinary Hearing, then warning points may be used as a penalty (either alone or in combination with other penalties), if considered reasonable and proportionate in the circumstances. Warnings, where considered appropriate, are recorded according to the seriousness and nature of the behaviour. There is no requirement that the University apply warnings where a warning is considered inappropriate to the circumstances and an alternative penalty is applied.

10.2 Offences, for the purpose of warnings, fall into different levels of seriousness classified on a four point scale: minor — serious — grave — suspension/ expulsion.

10.3 A guide to the type of warning which might be issued is provided in paragraph 3.3 'Table of types of misconduct and consequences'. However this is only a guide and it is expected that the Director of Student Affairs will use their discretion and take into account the individual circumstances of each offence and vary the type of warning and/or penalty issued accordingly.

10.4 Warnings recorded remain on the student record for the duration of the student's enrolment at the University.

Accumulation of warnings

10.5 Each level of warning is scored on a 0 to 4 basis as follows:

Number of Warning Points:

0	Written
1	Minor
2	Serious
3	Grave
4	Suspension and/or Expulsion

10.6 Where the student has reached or exceeded 4 warning points on their student record, a decision about suspension, exclusion or expulsion must be made, and the student notified normally within two months after the most recent warning point is awarded.

Relationship with other penalties / warnings

10.7 The University, independent of these Rules, separately has financial and other penalties which may be imposed such as library fines, use of facilities for which a charge is made, refusal to provide information required by law, reimbursement for loss or damage to the University or personal property of staff, students or visitors, and whereby the use of facilities is regulated. Action taken by the University under those arrangements does not automatically, but may, lead to reference to the Director of Student Affairs for consideration of a warning or for other action under the Rules on Student Conduct and Discipline, any such warning to be additional to any of the foregoing penalties, charges or reimbursement.

10.8 In the case of false activation of a fire alarm, a fine of £1,000 will be imposed on the student. Where this misconduct occurs within Halls of Residence, notice to quit the halls shall be imposed.

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

10.10 In accordance with section 2.8 of Academic Policy Statement APS7 (Admissions policy), if an applicant has had previous study terminated, the University reserves the right to not consider their application to any programme of study.

11 Misconduct which is also a criminal offence

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

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

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

11.3 The criminal process takes priority. If the matter is being dealt with under the criminal process, then save for taking any necessary precautionary action, the disciplinary process will be suspended until the criminal process is at an end. In that way, the disciplinary process does not

duplicate the criminal process.

11.4 If the matter is not being dealt with under the criminal process or where the criminal process has concluded, then the University will consider whether a breach of discipline has occurred and, if so, will consider the matter through the University's Student Conduct and Discipline procedure.

12 Procedures for Misconduct Which May Constitute a Criminal Offence

Reporting Incidents

12.1 Anyone can make a report of criminal activity to the Police. Where the victim of a criminal offence is the reporting student the University will usually consider the decision to report a criminal offence is a matter for the reporting student.

Precautionary Measures

12.2 Where an offence under criminal law is reported to the University, action under this Code will be deferred pending any police investigation or prosecution save for taking any necessary precautionary measures:

- to ensure that a full and proper investigation can be carried out (either by police or a university investigator); and/or
- to protect the reporting student or others while the allegation is being dealt with as part of a criminal process or a disciplinary process.

12.3 Precautionary measures may be put in place if they are reasonable and proportionate and may include:

- Imposing conditions on the accused student (for example, requiring the accused student not to contact the reporting student and/or certain witnesses and/or requiring the accused student to move accommodation)
- Suspending the accused student from his/her studies on a full, qualified or partial basis
- Excluding the accused student (for example, prohibiting the accused student from going to certain accommodation blocks or using the sports facilities or from attending a placement).

Criminal Investigation/Prosecution

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

Disciplinary Investigation/Charge

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

12.6 Depending on the nature of the concern, the University will refer the misconduct which constitutes a criminal offence to the police.

12.7 Sanctions for misconduct involving an illegal act include the following:

- Consumption of and/or possession of illegal substances on University premises or within a Halls of Residence (0-2 Warning Points)
- Dealing illegal substances on University premises or within a Halls of Residence (4 Warning Points)

Supporting Students

12.8 The University will make available appropriate assistance and relevant information and support to all students involved in disciplinary matters which may constitute a criminal offence,

from the time when the incident is first reported to the University up until the time when the relevant criminal and/or disciplinary process has been concluded and in some cases, beyond that.

12.9 In cases involving allegations made by one student against another student, the University will afford the same duties and obligations to both students to ensure both are treated fairly. Due regard will be taken to, for example, exercise a duty of care, apply the principles of natural justice i.e. the right to a fair hearing before an impartial decision-maker, comply with equality law duties and uphold human rights.

12.10 It is the University's priority to ensure, where possible, that the disciplinary process does not impinge a student's academic studies. This may mean, for example, the implementation of no-go areas on the University campus, in place of suspending a student.

STUDENT COMPLAINTS AND GRIEVANCE PROCEDURES**1 Introduction**

1.1 The University is committed to providing a high quality experience for each student and encourages students to inform it where there is any cause for concern. The University's Student Complaints and Grievance Procedures therefore exist to enable students to make complaints about such matters.

1.2 These procedures seek to ensure that complaints made by students are treated seriously and, if found to be valid, are acted upon to ensure that the students' interests are protected as far as it is possible for the University to do so.

2 Definition and Scope

2.1 A complaint is defined as an expression of dissatisfaction about matters that affect the quality of the student's learning experience, or about a standard of service provided by or on behalf of Middlesex University.

2.2 These Regulations cover all students registered on programmes at Middlesex University's London campus, including research students, members of staff registered on University programmes, and those on work placements, engaged in work-based learning field trips, approved student exchange visits or during periods of approved interruption of studies. Overseas campuses follow the University regulations with the process administered by equivalent post holders. Former students may raise issues of complaint within the timescales stated in 3 below.

2.3 Students studying on Collaborative Partner programmes should refer to Appendix A. The complaints regulations and policy to be followed for other types of partnership programme will depend on the nature of the partnership; information will be set out in the Memorandum of Agreement and in the student's programme handbook which are available to the student.

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

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

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

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

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

2.8 A student will not be treated less favourably by the University or suffer any detriment or disadvantage if s/he makes a complaint in good faith, regardless of whether the complaint is successful. Anonymous or vexatious complaints will not normally be considered and the latter may lead to action under the Student Conduct and Discipline procedures.

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

University policy for staff.

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

3 Timeframe for making a complaint

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

4 Delegation of responsibility

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

- Stage 1 (Early Resolution) student complaints are dealt with by the appropriate Faculty/Schools and/or Professional Services departments as applicable.
- Stage 2 (Formal Stage) student complaints are dealt with by the appropriate Deputy Deans of Faculty/Schools (Deans normally assign responsibility for managing student complaints to a Faculty/School Senior Manager) or Head of Professional Service.
- Stage 3 (University-Level Review) investigations are managed by the on behalf of the Vice Chancellor. The Director of Student Affairs normally nominates a Senior Manager from a Faculty/School or Professional Service that was not involved in the Stage 2 process to carry out the review.

5 Complaints Procedure Stages

5.1 Stage 1: Early Resolution

- i. Initially, a student should seek to deal with his/her complaint at the level at which the event leading to the complaint occurred. This could be either at programme level, Faculty/School-level or within the relevant service department.
- ii. A student should, if at all possible, address his/her complaint to the member of staff most directly involved in the event leading to the complaint, in order to give that person the opportunity to address his/her concerns.
- iii. If for any reason the student does not feel that this is possible, s/he should seek advice from the Faculty/School Leadership Executive Officer (or equivalent) or the Director/Head of the professional service department in order to identify an appropriate alternative mechanism of early resolution. If necessary the Faculty/School Leadership Executive Officer (or equivalent) will nominate an Investigating Officer to deal with the student's complaint.
- iv. Every effort will be made by the Investigating Officer to enable the clear articulation of the issue and to resolve the complaint simply and quickly. The Investigating Officer may invite the student to a meeting to discuss the matter in an attempt to reach a resolution.
- v. Stage 1 complaints will be dealt with in a timely fashion. Those involved in investigating the complaint will establish appropriate timescales based on its nature and complexity. These timescales should be communicated to the student and the student kept informed of any changes. Where possible, the investigation should be completed within 28 working days.
- vi. At the end of Stage 1, a student will be provided with a written response to his/her complaint, copied to the Director of Student Affairs, which will either:
 - Detail the proposed resolution; OR
 - If no resolution has been proposed, explain why resolution has not been considered to be possible.

5.2 Stage 2: Formal Complaint

- i. If a student is not satisfied with the outcome of Stage 1, s/he may choose to submit a Stage 2 complaint, by completing the Complaints Form. This should be done within 21 working days of the release of the written response to Stage 1. A Stage 2 complaint will

- normally only be considered following the completion of the early resolution stage.
- ii. A student wishing to submit a Stage 2 complaint should do so to:
 - the Deputy Dean (for academic programme or Faculty/School-related complaints), or
 - the Head of the relevant service department or his/her nominee (for service related complaints).
 - iii. If the Deputy Dean or Head of the service department was involved in the case at Stage 1, s/he will nominate an appropriate alternative individual to consider the case. If no appropriate individual can be found within the Faculty/School or service department, s/he shall refer it to the Director of Student Affairs, who will then assign the case to an appropriate individual.
 - iv. The receipt of the complaint form will normally be acknowledged within 7 working days.
 - v. The Deputy Dean or his/her nominee or Head of the relevant service department or his/her nominee will consider the case appropriately. This will normally involve discussions with the student and/or the subject of the complaint.
 - vi. Complaints will be dealt with in a timely fashion. The Faculty/School Deputy Dean or Head of the relevant service department will establish appropriate timescales based on the nature and complexity of the complaint. These timescales should be communicated to the student and the student kept informed of any changes. Where possible, complaints should normally take no more than 21 working days to investigate from the acknowledgement being sent.
 - vii. The Faculty/School Deputy Dean or his/her nominee or the Head of the relevant service department or his/her nominee will inform the complainant, the subject of the complaint and the Director of Student Affairs, in writing, of the outcome of the investigation.
 - viii. Following the outcome of Stage 2: Formal Complaint, the student may request an internal review under section 5.3 of these regulations;
- Or,
- Students who wish to approach the OIA for review, and who are not seeking an internal review under section 5.3 of these regulations, will require a Completion of Procedures Letter to be issued by the University. A request for this letter must be made by email to the Student Casework Manager within 28 working days of the date of the Stage 2: Formal Complaint Outcome. The Completion of Procedures letter will state that the student has not completed the University's internal processes. The student will be required to present exceptional reasons to the OIA for not requesting the University to review the appeal.
- ix. A summary of the outcome will be reported to the Faculty/School Quality Committee or equivalent.

5.3 Stage 3: University-level review

- i. If a student considers that:
 - a) there has been a procedural irregularity in the conduct of the Stage 2 investigation; or
 - b) new information has come to light, which the student was unable to disclose previously and which would have had a material impact upon the investigation previously undertaken.
 - c) the decision reached was unreasonable based on the information that had been available to the University when the case was considered.

Then s/he can request a review of the outcome of the Stage 2 investigation. A student wishing to request a review must do so within 21 working days of the written response to Stage 2. The review request must be submitted to the Director of Student Affairs using the University Level Review Form (ULR).

- ii. This is not a reopening of the original complaint. Dissatisfaction with the outcome of the appeal is not alone a valid reason for requesting a review.
- iii. The receipt of a review request will normally be acknowledged within 7 working days.
- iv. The review will be carried out by a designated Senior Manager. The review will consider whether the outcome of Stage 2 was reasonable, or should be re-considered in the light of new information, rather than reconsider the original case and its evidence.
- v. Further discussions may be held with the student and/or subject of the complaint and with members of staff involved at Stage 1 and/or Stage 2.
- vi. Where possible, reviews should normally take no more than 21 working days to investigate from the acknowledgement being sent. The Senior Manager undertaking the review will establish appropriate timescales based on the nature and complexity of the

- case. These timescales should be communicated to the student and the student kept informed of any changes.
- vii. The Senior Manager will inform the complainant, the subject of the complaint and the Director of Student Affairs, in writing, of the outcome of the investigation.
 - viii. An annual report of student complaints prepared by the Director of Student Affairs, will be received by Assurance Committee.

5.4 The Office of the Independent Adjudicator

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

NOTES

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

Appendix A

Complaints from students studying at Collaborative Partner Institutions are subject to the definition in 2.4.

The University validates programmes offered at other institutions leading to awards of the University. The University has overarching responsibility for the quality and standards of the academic programmes offered by these institutions. Provision is therefore made for a student studying at a partner institution to complain to the University on matters related to the quality of his/her academic programme. This complaint can only occur following completion of the Collaborative Partner Institution's complaints procedures.

A. Initial Complaints Procedure

A student on a programme validated by the University who wishes to complain should follow one of the following courses of action depending on the nature of his/her complaint:

- 1) Complaints associated with non-academic matters, except those which relate to one of the University's services, must be pursued in accordance with the Collaborative Partner Institution's own complaints policy and procedures.
- 2) Complaints on matters related to the academic programme should first be pursued in accordance with the Collaborative Partner Institution's own complaints policy and procedures.
- 3) If, following completion of those procedures, a student considers the outcome to be unsatisfactory, s/he can request a review of the investigation by the University based on the criteria outlined in Section B below.
- 4) The student is required to submit the following to the Director of Student Affairs within 21 working days of receiving written confirmation of the final outcome of the investigation from the Collaborative Partner Institution:
 - The CPULR (Collaborative Partner University Review) form;
 - The Completion of Procedure Letter with details of the final outcome of the Collaborative Partner Institution investigation;
 - Any other supporting documentation.
- 5) The Centre for Academic Partnerships is responsible for obtaining the internal complaints procedure/policy from the partner institution.

- 6) Complaints associated with one of the University's services should be pursued in accordance with the University's Complaints Regulations. If a student wishes to complain s/he should seek advice from the Director of Student Affairs at Middlesex University.

B. University-level review

- 1) If a student considers that:
 - a) there has been a procedural irregularity in the investigation of a complaint regarding a matter related to his/her academic programme carried out by the Collaborative Partner Institution.
 - b) new information has come to light, which the student was unable to disclose previously and which would have had a material impact upon the investigation previously undertaken.
 - c) the decision reached was unreasonable based on the information that had been available to the collaborative Partner Institution when the case was considered.

s/he can request a review of the outcome of the investigation carried out by the Collaborative Partner Institution by completing the Collaborative Partner University Level Review Form (CPULR).

- 2) The student is expected to submit the CPULR form and all supporting documentation within 21 working days of receiving written confirmation from the Collaborative Partner Institution of the final outcome of the Collaborative Partner Institution investigation. The CPULR form must be submitted to the Director of Student Affairs.
- 3) The receipt of CPULR form will normally be acknowledged within 7 working days, and the Collaborative Partner Institution informed of the nature and substance of the complaint.
- 4) The CPULR form will be reviewed by the Director of Student Affairs or nominee. The University review will consider whether a) there has been a procedural irregularity in the investigation of the complaint by the Collaborative Partner Institution, or b) any new evidence has come to light which would have had a material impact on the investigation (See B1a and B1b). Discussions may be held with the student and/or subject of the complaint and with members of staff involved in the Collaborative Partner Institution's investigation process.
- 5) Where possible, reviews should normally take no more than 21 working days to investigate from the acknowledgement being sent. The Director of Student Affairs or nominee will establish appropriate timescales based on the nature and complexity of the case. These timescales should be communicated to the student and the student kept informed of any changes.
- 6) The Director of Student Affairs or nominee will inform all parties of the proposed outcome of his/her investigation and give all parties the opportunity to comment. Following consideration of any comments, the Director of Student Affairs or nominee will communicate the outcome of the review, with reasons and in writing, to all the parties within 21 working days.
- 7) An annual summary report of student complaints in relation to Collaborative Partner Institutions, prepared by the Director of Student Affairs, will be received by Academic Board.

C. The Office of the Independent Adjudicator

When the review has been concluded the student will be issued with a Completion of Procedures (CoP) letter. Following this, any student who is dissatisfied with the final decision on his/her case may be able to apply to the Office of the Independent Adjudicator (OIA) for Higher Education. Information and eligibility rules are available at: www.oiahe.org.uk/.

ALL STUDENTS

University membership/Membership of the Students' Union

UNIVERSITY MEMBERSHIP

All students following a programme of study leading towards a Middlesex University qualification, whether taught at Middlesex University, or at a collaborative partner on a joint, franchised or validated programme of study, are considered to be student members of the University.

Membership of the University gives rights and responsibilities. When you enrol on your programme of study, you become a student member of the University.

In the notes that follow, "home institution" refers to the home institution of study, whether this is Middlesex University, or, for students on validated and franchised programmes, the collaborative partner (or in the case of students on joint programmes, both).

When you enrol, you sign to give an undertaking to comply with these regulations in force for your programme of study. You should expect other student members of the University, and staff, to comply with these regulations.

- There are penalties for breaches of the regulations. In particular, plagiarism (the presentation of others' work as your own) will be severely dealt with.
- If you feel that anyone has breached the regulations you should raise the matter at the first opportunity.
- Your suggestions on improving the student experience are welcome.
- You have the right to complain and to have your complaint heard and dealt with in accordance with University procedures.

As a student member of Middlesex University, you are expected to:

- treat all, staff and students, with respect
- use the shared learning resources of your home institution thoughtfully and carefully
- participate in the study life of your home institution alongside other students and staff
- pay your fees (or to arrange for a sponsor to pay)
- register your contact details
- maintain the record of your programme of study as appropriate.

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

You should also expect:

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

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

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

Membership of the Students' Union

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

ALL STUDENTS

University membership/Membership of the Students' Union

If you are a student at one of the University's London Campuses you will automatically become a full member of MDXSU on enrolment unless you deliberately opt out. You can collect your MDXSU membership card, which gives you a range of concessions and privileges, as soon as you have enrolled. If you want to opt out of membership, you should notify the Clerk to the Board of Governors within two months of enrolment.

If you are a distance learner, or a Work Based Learning student in the UK or in other parts of the world, you can activate your membership of MDXSU as a full member by contacting the MDXSU Administration Manager.

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

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

For Further information, see the MDXSU website at: www.mdxsu.com

COMPUTER USE POLICY**Application of the Computer Use Policy**

This policy explains:

- how you as a student of the University ("Student") or alumnus ("Alumnus") (together, "User(s)") may use the University's computing facilities;
- how Users or the University may be liable in law for misuse of the University's computing facilities;
- how User's interests and the University's interests can be protected;
- the action which may be taken against Users if you fail to comply with the rules and regulations set out in this Policy; and
- details of the email and file storage services provided by Microsoft.

The University encourages all Users to use the University's computing facilities as tools to assist their studies and work; Users have no right to use the facilities for any other purpose. However, the University's computing facilities may only be used in accordance with this Policy. Any use of the University's computing facilities which use the electronic communications network used by the UK education and research community known as the Joint Academic Network ("JANET") is also subject to the JANET Acceptable Use rules. Users hereby agree to abide by these additional rules where applicable and to the extent relevant. These rules can be read by clicking here <http://www.ja.net/documents/publications/policy/aup.pdf>.

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

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

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

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

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

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

The University's computing facilities are provided to assist with day to day work or studies. Personal and recreational use is allowed; however the University reserves the right to place whatever limitations it deems appropriate on such usage in order to safeguard the function of its computing facilities and Users' compliance with any applicable laws and/or the contents of this Policy.

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

Basic Rules

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

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

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

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

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

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

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

Do not bypass the login procedure.

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

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

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

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

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

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

Unauthorised Use of the Internet

Do not, other than for ethically cleared, properly approved and lawful research purposes (as set out below) visit, view, store, download, transmit, display, print or distribute any material relating to:

- Sex or pornography;
- Lewd or obscene material of any nature or other material which may be likely to cause offence to another person;
- Terrorism or cults;
- Hate sites (racial or other).

Users seeking authorisation should obtain prior written approval from the appropriate Module Leader or Project Supervisor, and also the Dean of School (and this approval needs to be reconfirmed in writing every 6 months). In addition, Users should not intentionally do anything which enables others to visit, view, download transmit, display, or distribute any material relating to the items listed above.

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

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

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

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

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

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

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

The university reserves the right to approve and withdraw approval of any News and Community Group, Web Site, Wiki and Blog.

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

Unintentional Access to Inappropriate Internet Sites:

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

Email

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

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

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

No User should send any email that contains any material that the University considers or might reasonably be considered by the recipient 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 contact Unihelp.

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

The University and the University on behalf of its externally hosted providers, including Microsoft, reserves the right to automatically delete emails which are found to contain viruses. 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 the relevant Faculty/School Leadership Office in advance as to the precise reasons for such access and use and no such access and/or use may be undertaken without the express written approval of the Faculty/School Leadership Office. If the Faculty / School Leadership Office is in doubt they must contact CCSS for advice.

Software*Unauthorised Software:*

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

Introducing Software:

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

Educational Use Licences:

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

CHEST Software:

Software supplied by CHEST (Combined Higher Education Software Team) is subject to the CHEST Code of Conduct for the Use of Software and Datasets. Users are bound by that Code of Conduct, which should be read by clicking here <http://www.chest.ac.uk/Chest-Agreements/about-our-licences/user-obligations>

Distribution of Software:

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

Suspected Misuse:

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

Online Plagiarism and Online Purchasing of Assignments

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

Security and Viruses

It is each User's responsibility to log off from the system when leaving the computer being used to avoid inadvertent security breaches.

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

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

Offensive or Defamatory Material

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

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

Obscenity

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

Discrimination and Harassment

The University does not tolerate discrimination or harassment in any form whatsoever. This principle extends to any information distributed on the University's computing facilities or via the Internet. Users should not view, use or distribute any material which discriminates or encourages discrimination or harassment on racial or ethnic grounds or on grounds of gender, sexual orientation, gender reassignment, marital status, age, ethnic origin, colour, nationality, race, religion, belief or disability.

Data Protection

Any work involving processing, storing or recording personal data (information on an identifiable living individual) is governed by the Data Protection Act 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 from 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:

- where it is suspected that a User is misusing the University's computing facilities;
- to investigate misuse of the University's computing facilities;
- where the University has received a request from an authorised external party to monitor a User's use of the University's computing facilities;

- to prevent or detect crime (including 'hacking');
- to resolve system performance problems which may otherwise damage the computing services provided to other University users; or
- to intercept emails for operational purposes, such as protecting against viruses and making routine interceptions such as forwarding emails to correct destinations.

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

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

The University has a statutory duty under Section 26(1) of the Counter-Terrorism and Security Act 2015 ("the Act") when exercising its functions, to have due regard to the need to prevent people from being drawn into terrorism. The University may impose filtering and/or monitoring as required in its view, to support this duty.

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

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

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

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

Availability

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

Liability for Misuse and Disciplinary Action

Civil and Criminal Liability:

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

- defamation under the **Defamation Act 1996**;
- copyright infringement under the **Copyright, Designs and Patent Act 1998**;
- breach of confidence;
- negligent virus transmission;
- breach of the **Computer Misuse Act 1990 and the Police and Justice Act 2006**;
- breach of the **Obscene Publications Acts of 1959 and 1964**, the **Protection of Children Act 1978**, the **Criminal Justice and Immigration Act 2008** and the

Telecommunications Act 1984 and the **Communications Act 2003**;

- computer hacking;
- harassment and discrimination under the **Equality Act 2010**, the **Racial and Religious Hatred Act 2006** and the **Malicious Communications Act 1988**;
- the **Data Protection Act 1998**, the **General Data Protection Regulation 2018** and the **Human Rights Act 1998**;
- the **Regulation of Investigatory Powers Act 2000**, the **Privacy and Electronic Communications Regulations 2003**, the **Terrorism Act 2006**, the **Serious Organised Crime and Police Act 2005** and the **Counter-Terrorism and Security Act 2015**.

Misuse of the University's computing facilities (including failing to comply with this Policy) may expose both Users personally and/or the University to court proceedings attracting both criminal and civil liability. Users will be held responsible for any claims brought against the University for any legal action to which the University is, or might be, exposed as a result of User's misuse of the University's computing facilities including reimbursing the University for any financial liability which the University suffers as a result of Users actions or omissions.

The University considers failure or refusal to comply with this Policy to be a serious disciplinary offence which may, in accordance with the Regulations, lead to disciplinary action taken including withdrawal of services and/or expulsion with or without notice. Action (including certain penalties) may be taken under the 'Student Conduct and Discipline' section contained within the Regulations.

Users acknowledge that it is their own responsibility to create and maintain 'back-ups' of any data. The back-ups taken by the University are used for systems recovery purposes. Users hereby acknowledge and agree that it is not possible to recover any emails and files held on the Microsoft Facilities.

The University's Liability to Users:

The University does not exclude its liability under this Policy (if any) to Users:

- for personal injury or death resulting from the University's negligence;
- for any matter which it would be illegal for the University to exclude or to attempt to exclude its liability; or
- for fraudulent misrepresentation.

Except as provided above, the University will be under no liability to Users whatsoever (whether in contract, tort (including negligence), breach of statutory duty, restitution or otherwise) for any injury, death, damage or direct, indirect or consequential loss (all three of which terms include, without limitation, pure economic loss, loss of profits, loss of business, loss of data, loss of opportunity, depletion of goodwill and like loss) howsoever caused arising out of or in connection the use of the University's computing facilities.

This Policy is governed by the laws of England and Wales and is subject to the non-exclusive jurisdiction of the English Courts (save in respect of the Microsoft Facilities which are governed by the laws of the State of Washington, United States of America).

University policy

University policy regarding students with specific learning difficulties and disabilities is stated within the Equal Opportunities Policy and Codes of Practice 2001.

Definition of disability

For the purposes of the Equality Act, 2010, a person has a disability if they have a physical or mental impairment which has a substantial and long- term adverse effect on their ability to carry out normal day-to-day activities. However, Middlesex University acknowledges that a person is more likely to be disadvantaged by social and environmental factors than by a disability itself.

Disability in this context can include a wide range of issues and conditions. Typically this would be one, or combination of, the following categories.

Specific learning difficulty - e.g. dyslexia

- Visual impairment - partial sight or blind
- Hearing loss - partial hearing or profoundly deaf
- Mobility difficulties or wheelchair user
- Has restricted use of upper limbs
- Mental health problems
- Condition that is not visible, e.g. epilepsy, sickle cell anaemia, HIV
- Condition not listed above (e.g. back injury)

The above list should not be seen as exhaustive. If you feel that you do have a condition that is affecting your ability to study effectively, you should contact the University's Disability Support Service as soon as possible.

Middlesex University is committed to setting up systems to break down any barriers which might prevent people with disabilities from actively participating in the life of the University.

Disclosure of disability

You may develop a disability, or begin to suspect that you have a disability, after your studies have begun. We encourage you to disclose any disabilities, in confidence, at the earliest opportunity so that we can make provision for your needs.

You are advised to do this even if you do not believe that additional support is required. Your information helps us to monitor the success of our equal opportunities policies and enables the University to keep students informed of developments that may be of benefit or interest.

The Disability and Dyslexia Service team can discuss your situation with you and provide advice and guidance. Queries can often be resolved over the telephone or by letter, although personal visits are often the best way of assessing needs, facilities and the environment.

The Disability and Dyslexia Service

The University is continually improving its facilities to ensure equal opportunities for all students with disabilities and specific learning difficulties (for example, dyslexia).

The Disability and Dyslexia Service – based at the Hendon campus, provides advice and support for students with physical difficulties, sensory impairments, chronic (long-term) medical conditions or specific learning difficulties.

Support includes, but is not restricted to, special arrangements for examinations, liaison with tutors and needs assessments for students applying for support through the Disabled Students Allowance. Student Finance England and other funding bodies requires that students applying for Disabled Students' Allowance are assessed for their support at an accredited centre. The North London Regional Access Centre, based at the Hendon campus, is a fully accredited Centre.

ALL STUDENTS

Provision for students with disabilities and learning difficulties

Disability and Dyslexia Service

Middlesex University, The Burroughs, Hendon NW4 4BT
Tel: 020 8411 4945

Email: disability@mdx.ac.uk

See also information on the University's student information portal:
<http://unihub.mdx.ac.uk/support/disability/index.aspx>

Facilities and Support

The University provides an inclusive service for all our students. Advice and ongoing support is also provided through a variety of services, including:

- Scheduling classes in rooms that are appropriate for your needs.
- Providing special flexible arrangements for your end of semester assessments.
- Providing special flexible arrangements for your examinations.
- Alerting your tutors to your needs in terms of teaching and learning materials.

Examinations and assessments

Special and flexible assessment arrangements are permitted on the recommendation of the Disability Support Service, following discussion with the student and the submission of appropriate medical evidence and in the case of dyslexia or other specific learning difficulty the report of an education psychologist confirming the condition. Arrangements may include provision of a separate room and additional facilities such as appropriate seating. Unless specifically excluded by examining bodies external to the University, and on appropriate recommendation, amanuenses (someone employed to write for you) are permitted. Examination papers may be provided in alternative formats such as Braille or large type. In appropriate cases students may use a computer. Additional time to complete examinations may also be permitted.

Educational Support Assistants

The University employs a team Education Support Assistants (ESAs) who provides support to those students who require assistance while at University. The ESAs provision includes note-taking, readers and transcribers, amanuensis (scribes) for exams, sign language communicators and library assistants. The ESA provision is usually funded via the Disabled Students' Allowance (DSA), which is administered by the student's funding authority, typically Student Finance England or the NHS Bursary Dept in the case of Nursing or Social Work students.

Dyslexia support

Dyslexia is a type of learning difficulty. It has a variety of effects or symptoms, and it typically means that a person finds significant difficulty in reading letters and words, spelling, distinguishing sounds, and organising complex thoughts, especially in writing – or a combination of all these. This, needless to say, can make studying at University particularly difficult for some people. In fact sometimes it is only when people enter the challenging world of University that their dyslexia comes to light. Interestingly, and very importantly, dyslexia often correlates with high intelligence, with many of the world's most celebrated minds being dyslexic. For this reason, dyslexia is certainly not an issue of low intelligence, but is instead a highly complex phenomenon.

Extensive dyslexia support is available at Middlesex University (<http://unihub.mdx.ac.uk/your-support-services/disability-and-dyslexia/information-for-students>).

Financial Support

Disabled Students' Allowances

The Disabled Students' Allowance is a non-means tested grant which helps to fund the extra costs a student with a disability, long term medical condition, sensory impairment, physical difficulty, or specific learning difficulty (e.g. dyslexia) may have when attending their course.

ALL STUDENTS

Provision for students with disabilities and learning difficulties

To be eligible you must be on a full-time or part-time (at least 25% of a full-time course) higher education course.

If you wish to apply for funding through the Disabled Students' Allowances, you must contact your Funding Authority. In the case of Nursing Students or Social Work Diploma students the NHS Bursary Dept. Ask for forms relating to the Disabled Students' Allowance to be sent to you.

Access to Learning Fund

The Access to Learning Fund is a government grant available to UK students which is administered by the University. It provides some financial help to help you stay in higher education. It can provide help if you are a student on a low income or in financial hardship.

The fund can assist with costs that are not already met by other grants, for example childcare costs or for emergency payments to cover unexpected financial crises.

The fund can be used to help cover costs where Disabled Students' Allowances are insufficient to adequately fund the costs of your support provision. It can also fund the costs that cannot be met through the DSAs, such as, for example, some of the cost of dyslexia diagnostic assessment.

As a student, you would be expected to apply for all the loans, grants and bursaries (as appropriate) to which you are entitled before applying for help from the Access to Learning Fund.

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:

- personal information
- assessment information
- financial information

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:

- ensuring that all personal data provided to the University is accurate and up to date
- informing the UniHelp desk of any changes to information which they have provided, e.g. change of address
- informing the UniHelp desk of any errors or changes.

Students should ensure that they are familiar with the Data Protection Policy, copies of which are 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.

Full details of the following Statements and Policies can be found at:

Admissions Policy

http://www.mdx.ac.uk/_data/assets/pdf_file/0024/363480/APS-7-Admissions-Policy.pdf

Attendance Monitoring Policy for students

http://www.mdx.ac.uk/_data/assets/pdf_file/0031/363478/APS-25-Attendance-Monitoring.pdf

CMA Policy: Making Changes to Published Programme Related Information

http://www.mdx.ac.uk/_data/assets/pdf_file/0021/219540/Making-changes-to-published-programmes-APS-28.pdf

Data Protection Policy

<http://www.mdx.ac.uk/about-us/policies/public-policy-statements>

Ethics Framework Statement

<http://www.mdx.ac.uk/about-us/policies/university-ethics-framework>

Intellectual Property Rights: Students

<https://www.intra.mdx.ac.uk/media/intranet/document-library/j-k-l/KT-IP-Student-Policy.pdf>

Student Charter

<https://unihub.mdx.ac.uk/your-middlesex/student-charter>

Copies of this document can also be provided in braille or large print from the Disability and Dyslexia Service, or accessed from the University's website via: <http://unihub.mdx.ac.uk/>