

MIDDLESEX UNIVERSITY COLLABORATIVE STUDENTS' ENTITLEMENTS

Validated Collaborative Programmes

We would like to wish you a warm welcome and success for the forthcoming academic year.

Middlesex University works in collaboration with your institution to ensure your programme of study is of an academic standard and quality which meets the requirements of the national Quality Assurance Agency (QAA) and has therefore been validated as a formal qualification of Middlesex University.

The University works in partnership with a wide range of institutions globally. More information can be found on the University web pages: <http://www.mdx.ac.uk/>

As a student on a Middlesex University collaborative programme, you are studying for a qualification that is designed, taught and assessed by your College/Institution (our 'Partner' Institution) but which is validated as a Middlesex University qualification. This collaboration is formalised in a Memorandum of Co-operation which sets out all of the programme's academic and administrative arrangements and which is held on record.

Your main source of guidance will be from your programme team or the administrative staff within your institution who will already have established student support services to help you. In addition, both your Institution and the University have each appointed a Link Tutor to ensure the smooth running of your programme of study and clear and effective communication between our two institutions. Your Institution will be able to identify these members of staff to you.

The University Link Tutor will usually visit your institution during the year, either in person or virtually, to attend the Boards of Study (or equivalent) to which students are invited to discuss the running of the programme.

Included at the end of this document is a set of useful information outlining the range of entitlements open to you as a student on a collaborative programme with Middlesex University.

Janet Rix
Head of Academic Partnerships
Centre for Academic Partnerships
Middlesex University
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Student Identity	
You are a full student member of Middlesex University. The regulations governing student membership can be found in our formal document <i>University Regulations</i> , available on-line at http://www.mdx.ac.uk/aboutus/Strategy/regulations/index.aspx	
Your identity card is issued by your Institution and is entitled to say "This student is studying for [NAME OF PROGRAMME] leading to a qualification of Middlesex University". You will not receive a Middlesex University student ID card.	

Access to Middlesex University Resources	
Library	Your Institution will provide you with library resources. You would not normally have access to the University's library, although exceptional agreements can sometimes be made. Unfortunately, you may not use the SCONUL Access scheme via Middlesex University. More information about the library resources available to you can be found in your Programme Handbook.
Sports Facilities	As a UK student, you can access all of the University's sports facilities, including a modern fitness centre, a real tennis court, an outdoor multi-use games area, an Astroturf pitch and a sports ground at Worlds End Lane in Winchmore Hill. More information, including fees and subscription rates, can be found at http://www.mdx.ac.uk/facilities/sport/index.aspx or by calling + 44 (0) 20 8411 4734.
Student Support Services	Your Institution will provide support services, details of which will be found in your Programme Handbook.
Disability Support Services	The University's Disability Support Service will provide Disabled Students' Allowance and Study Needs Assessments (a grant is available to eligible UK funded students). More information can be found at http://unihub.mdx.ac.uk/support/disability or on + 44 (0) 20 8411 4945. Any further help beyond this will be provided by your own Institution.
Financial Support	Information and advice on financial support can be found within your Institution and at http://unihub.mdx.ac.uk/support/index.aspx . Unfortunately, Middlesex University is not able to provide anything beyond this.

Student Records	
The Centre for Academic Partnerships in Middlesex University holds details of students registered on Validated programmes on a separate student management system. These details include your name, date of birth, gender, ethnicity, your start date, anticipated end date of your studies and final qualification classification. We do not hold any of your programme details such as subjects studied or grades and credits achieved – these are held by your Institution.	

Completion of Studies	
Graduation Ceremony	<p>Your Middlesex University award will be conferred on you by your Institution's Assessment Board, which will be attended by Middlesex University staff. Your Institution may hold its own Graduation Ceremony at which Middlesex University will be represented.</p> <p>You are also entitled to attend one of the University's Graduation Ceremonies held at our Hendon Campus in London in July – invitations to register will be sent to you via your Programme Leader. More information can be found at http://unihub.mdx.ac.uk or by contacting the Graduation Ceremonies Office on + 44 (0) 20 8411 6770.</p>
Certification	<p>A full diploma supplement of the modules studied and grades and credits gained will be sent to you by your Institution.</p> <p>Your Qualification Certificate will subsequently be sent to you by your Institution</p>
Alumni Services	<p>You are entitled to access the University's Alumni Association's services. More information can be found at http://www.mdx.ac.uk/facilities/alumni/index.aspx</p>

Student Benefits	
Student Union Membership	<p>You can apply to become a member of your Institution's Students' Union as appropriate, however you will not be entitled to join Middlesex University Students' Union (MDXSU).</p>
NUS Extra Card	<p>You can apply for a NUS Extra card which is the ultimate must have student card. It features many exclusive student discounts. A 3-year card costs just £30 which is an exclusive discount for Middlesex University students. A one-year card is also available for £12 which can be upgraded to include ISIC for £2.99 extra. You can apply for this card online at www.nusextra.co.uk Further information on the ISIC can be found www.ISIC.org.</p> <p>To apply for the NUS Extra card, first go online to www.NUSExtra.co.uk. Specific details regarding the application process are as follows:</p> <ol style="list-style-type: none"> 1. After clicking apply, select Middlesex University Students' Union from the drop down menu as your Union 2. Complete the application process selecting delivery to your home address or other UK address you wish the card to be sent to. 3. You will be sent an email from NUS when your card has been despatched to you.

TFL 18+ Student Oyster Photocard	The 18+ Student Oyster Photocard discount scheme exists for all college/university students based within London who meet TFL criteria and who are studying at an institution that is registered with TFL for the scheme. Visit http://www.tfl.gov.uk/tickets/14312.aspx for more information, but please do not apply through Middlesex University as your application will be rejected
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Key Contacts	
Link Tutors	Each University collaborative programme is overseen by at least two Link Tutors (normally one each from your Institution and the University). These Link Tutors work to ensure the smooth running of the programme and the communication between our institutions, and will be able to answer many of your questions.
Centre for Academic Partnerships	The staff within the Centre for Academic Partnerships at the University will be able to help you with any questions of a collaborative nature which cannot be resolved by the staff within your institution or the University Link Tutor. Please contact Debra Cairncross on + 44 (0) 20 8411 6045.