

MIDDLESEX UNIVERSITY COLLABORATIVE STUDENTS' ENTITLEMENTS

International Franchised Programmes

I would like to wish you a warm welcome to your programme, delivered in collaboration with Middlesex University.

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 franchise programme, you are studying for a qualification that is franchised to and taught by your College/Institution (our 'Partner' Institution) but which has been designed and is assessed and 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 at your institution.

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 Programme Voice Group (or equivalent) to which students are invited to discuss the running of the programme.

In the following pages, you will find useful information outlining the range of entitlements open to you as a student on a collaborative programme with Middlesex University.

Please note that this letter is not intended to be used as a formal verification of your registration with the University. If you require a document of this nature, you should contact your Institution Link Tutor in the first instance.

I wish you success for the forthcoming academic year and for your studies.

Gurdip Binning
Director of International Recruitment and Academic Partnerships
Middlesex University
September 2020

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 https://www.mdx.ac.uk/about-us/policies/university-regulations	
You will enrol with both Middlesex University and your own College/Institution and you will receive a Middlesex University IT User ID and Password. These will give you access to the University's Student Portal myUniHub which you will use to enrol and to access technology supported learning via the MyLearning portal.	

Access to Middlesex University Resources	
Library	You will be entitled to make full use of the facilities within Library and IT Support including access to relevant electronic resources (where permitted by the publisher), listed in the Library Guide for your programme, https://libguides.mdx.ac.uk/partners and to the UniHelp desk https://unihub.mdx.ac.uk/support/unihelp . Postal loans, Inter-Library Loans and document supply from other libraries are not included. A full list of the services provided by the University's Libraries can be found at http://unihub.mdx.ac.uk/study/library/ . Should you wish to visit Middlesex University London and use our library facilities, you should contact PartnerOps@mdx.ac.uk who will arrange for a temporary access card to be made available to you.
Student Support Services	Your Institution will provide support services, details of which will be found in your Programme Handbook.
Financial Support	Information and advice on financial support can be found within your Institution.

Student Records	
The details of students on franchised collaborative programmes are held on the University's central student management system. These include your personal contact details, programme and module choices and formal grades. Students will be able to change a number of their own records, within certain parameters, using myUniHub and full information will be available to you when you log on.	

Completion of Studies	
Graduation Ceremony	Your Middlesex University award will be conferred on you at a University Assessment Board. Your institution may hold its own Graduation Ceremony at which Middlesex University will be represented. You will also be entitled to attend one of the University's Graduation Ceremonies held at our Hendon Campus in London in July. For those students that attend the ceremonies at Hendon, invitations to register will be sent to you by the Academic Registry's Graduation Office.

	Full information can be found on UniHub at https://unihub.mdx.ac.uk/student-life/graduation or by contacting the Graduation Ceremonies Administrator on +44 (0)20 8411 6770.
Certification	A full diploma supplement of the modules studied and grades and credits gained will be sent to your Institution Middlesex University. Your Qualification Certificate will also be sent to your Institution, normally within two months of graduation.
Alumni Services	You are entitled to access the University's Alumni Association's services. More information can be found at http://www.mdx.ac.uk/about-us/alumni .

Student Benefits	
Student Union Membership	You do not qualify for membership of Middlesex University Students' Union (MDXSU) but may qualify for membership of the Students' Union at your base institution. Contact your institution or see www.nus.org.uk for details.
ISIC Card	As a full time student you can apply for an International Student Identification Card (ISIC) which will give you discounts on travel, shopping and experiences worldwide. Further information on ISIC can be found at http://www.isic.org .

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.
International Recruitment and Academic Partnerships	The staff within this team 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 the Partnerships Operations Team on PartnerOps@mdx.ac.uk