
3. GENERAL INFORMATION FOR STUDENTS

3.1. Your Personal Information

Your personal information and academic information are held on UniHub. In accordance with the UK Data Protection Act 1988, the staff of Middlesex University and its partners will ensure the confidentiality of your information and will not disclose it to anybody (except under the circumstances permitted by University policies or for legal purposes) without your permission.

Please ensure that the University has your most up-to-date details and contact information - critical University communications (including those relating to your results, graduation, etc.) are sent automatically to the address listed on your student record.

Students must notify the Student Office immediately of any name changes by filling out the 'Change of Name' form. Current students can also update their address and local telephone number online via UniHub.

For third-year students who are graduating, the deadline to apply for a name change is the end of February.

Students must provide a valid local phone number in order for the University to be able to contact them in urgent situations.

See 'Change of Student Address and Contact Information' under the section: Communicating with the University.

3.2. Student Number

This is a personal number given to you on your admission to the University. This will remain the same during your stay even if you change or transfer your programme of study within the University, or return to study on another programme in the future. This number is shown on your Middlesex Student ID Card and is called the 'MISIS number'.

3.3. Student Identification (ID) Card

All students receive a Middlesex Student ID Card at the start of their studies from the IT Office. Your Student ID number (MISIS number) is shown on the Student ID Card. This card is to be used for the duration of your entire study period at Middlesex University. This card is needed for formally verifying your identity in several situations such as accessing examinations, the Library, Computer Labs, Student Activities Centre, the student network and other campus areas and facilities.

Students must carry their Student ID Card with them whilst on University premises and if asked to identify themselves, must present the card to University staff. Failure to do so is a violation of the Student Code of Conduct and may lead to disciplinary action.

It is mandatory that you bring your Middlesex Student ID Card with you when you attend an examination.

Your Student ID card should be surrendered to the IT Office after its expiration for renewal purposes. Lost or damaged ID cards will be replaced at a charge for undergraduate and postgraduate students (AED 105 for lost cards and AED157.50 as replacement charge for a lost card). You should return your Student ID card and complete clearance formalities at the Student Office once you have graduated.

The University may process personal data (including images) relating to its students and staff members in connection with the production of Student ID Cards, and the maintenance of the records relating to these cards; also that the University may contract with an external organisation for the production of these Cards. The University undertakes to maintain this personal data in secure conditions and to process and disclose this data only within the terms of the Data Protection Act 2018 and the University's Data Protection policy. Any third party involved in the production of the Cards will also be required to maintain personal data security, and process and disclose the data only within the terms of the Data Protection Act.

3.4. Your Student Email Address

As an enrolled student, you will have your own university email address. This is in the form xxnnnn@live.mdx.ac.uk, where xx are your initials, and nnnn is a number generated by the system. This code will be found on the reverse of your Student ID Card.

Your Middlesex University e-mail is an e-mail address that is available to you within the duration of Study and will be the principle tool the university will use to communicate with you. Your tutors, the student support team, the Learning Resource Centre and other areas of administration will use this e-mail address to contact you so it is critical that you check your account regularly. We will also use this account to tell you about events and activities that will help enhance your time at university.

For more details, please see 'Student Email' at <https://www.mdx.ac.ae/studentemail>.

3.5. Your Timetable for Classes and Examinations

Students will get information on the teaching timetable and receive their schedule of classes at the beginning of the academic year. The teaching timetable can be viewed electronically via the Middlesex University Dubai website (www.mdx.ac.ae/life-at-university/current-students/timetables).

Most modules will be taught using a combination of lectures, seminars, workshops, labs every week. The combination will vary according to a student's programme and the selected mode of learning. Lectures are given to large groups of students; seminars are in smaller groups to allow an opportunity for group discussion. Detailed information is provided in your Programme

Handbook and individual Module Handbooks. Students will be allocated their seminar session within their first week at University.

You must regularly check the website for updated versions of the timetable.

For final examination timetables, refer to <https://www.mdx.ac.ae/life-at-university/current-students/examinations/examination-timetables>. For more details on examinations, see 'Examinations' in the Teaching and Learning at Middlesex section.