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## **3. ESSENTIAL ACADEMIC INFORMATION**

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## 3.1 Enrolment

All new students have to enrol prior to attending classes. To enrol you need go online to UniHub (at <http://unihub.mdx.ac.uk/>) and follow the simple instructions. Returning students can also enrol for their new academic year if they are not in debt to the University and have no outstanding progression problems.

All new and continuing students must enrol at the start of the programme of study and shall undertake to comply with the regulations of the University. Students must confirm that they are continuing on their programme of study by enrolling on UniHub at <http://unihub.mdx.ac.uk/>. It is important you provide your correct contact details such as (address, phone number and email) when enrolling online, as we will use this information to contact you about important announcements.

Students who do not enrol at the beginning of term can face significant issues with their student records, including de-registration from their modules or from their programme entirely.

The programme of study of a student who fails to enrol is deemed to have lapsed. No student shall be entitled to enrol unless the prescribed fees have been paid or satisfactory arrangements made to ensure that they would be paid. No student may be enrolled simultaneously on more than one full-time taught programme of study at Middlesex University.

An online video at <https://www.youtube.com/watch?v=nw1Bril-XDM> shows you how to enrol step-by-step. If you experience any problems during the enrolment process, contact the Student Office on +971 (0)4 3678100 for assistance.

## 3.2 Module Registration

For returning students, compulsory modules are registered before the start of every academic year. Students that are required to select optional modules for next academic year will need to complete the relevant programme planning forms (see: Programme Planning).

For new students, this process is completed at Induction.

It is your responsibility as a student to make sure you are registered for the correct modules. You can check your current module registrations on UniHub (see: 'UniHub' under the section: Learning Resources).

Module descriptions can aid you in choosing your optional modules as they include the aims, learning outcomes, syllabus, reading lists and assessment components of each module. Module descriptions are available for you to view within your programme handbook; this can be found within your programme area of MyLearning within MyUniHub. They can be found towards the end of the handbook. Module descriptions can also be searched and viewed via MyUniHub.

### 3.3 Academic Guidance

Campus Programme Coordinators are available for programme planning and academic advice. You will find the contact information for your Campus Programme Coordinator in your Programme Handbook and via our 'Staff Directory' which is available on our website at [www.mdx.ac.ae/about-us/our-people/academic-and-research-staff](http://www.mdx.ac.ae/about-us/our-people/academic-and-research-staff)

#### Change in Programme / Optional Modules

Any requests for change in programme or adding/deleting optional modules should be made within the initial 2 weeks of the academic year.

Students may change their optional modules of study by completing the 'Add/Delete Form' at the Student Office. Any proposed changes must be in line with the programme specifications for the current programme and must be in agreement with the relevant Programme Coordinator.

#### Programme Planning

By Week 18 of the academic year, students will have the opportunity to seek advice from Programme Coordinators on their programme path and select optional modules for their next year of study. Students must choose their optional modules by the end of Week 22. Selecting optional modules gives you the opportunity to focus your degree on the subject areas you are most interested in or are hoping to get into following your graduation. It is important that you select your optional modules as early as possible as class sizes are limited and modules can reach their capacity quickly.

#### Changing your Programme

Programme of study may be changed till the end of the second week of the start of the academic year.

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

To change a programme the student must collect a 'Change of Programme/Mode Form' from the Student Office and obtain an approval and signature from the new Programme Coordinator concerned, after discussing the proposed change. This form must be then submitted to the Student Office for updating the student record. Remember that this may have an impact on your tuition fees and payment plans.

## Attendance

The University lays down formal regulations about attendance (see the 'University Regulations' section in this publication). The main points are:

You should attend all scheduled classes and prescribed activities. Studies have shown that a good attendance record has a positive impact on performance and therefore is an important factor in helping you to fulfil your academic potential. For each module, the attendance requirements will be listed in your Module Handbooks. Generally, you are expected to attend at least 75% of the scheduled taught sessions for each module – in many cases the requirements are higher (check your Module Handbooks).

On-line support material on MyUniHub is provided as a guide to the content of the class but is no substitute for interaction with your tutor and classmates. In accordance with University Regulation C2.1 for taught programmes of study, it is the responsibility of students to attend scheduled classes and prescribed activities for the modules on which they are registered.

If you experience difficulties beyond your control, which prevent you attending, you should notify your tutor and Student Office who may be able to offer support and guidance. The University Regulations (C2.1) state every student must attend those teaching sessions specified in the regulations governing the module/programme. In addition, for those who are on student visas, Dubai's regulatory authorities require attendance to be monitored.

Where your attendance fails to meet the minimum required to meet the learning outcomes of the module (as published in the module/programme handbook) you may be excluded from the assessment. You may have the opportunity of taking the whole module again with permission from the Programme Leader, without grade penalty, though you will have to pay the relevant tuition fee for the module.

## Things you should know about attendance

Your punctuality and attendance are important, not just for you but for your cohort and peers. If you are frequently late or your attendance falls below the required amount specified in your programme/module handbook, your record will be reviewed.

- Many parts of the University now use an electronic register to monitor attendance.
- It is your responsibility to ensure your attendance is recorded and as a professional courtesy you should let your lecturer know if you are going to be, or have been absent.
- If you consistently miss sessions, you will be contacted by the Student Office or your tutor.
- Students should make sure they have their student ID card when attending sessions.

The 'X' assessment grade is applied to your module if you fail to participate in the learning processes of a module (as specified in the module/programme handbook) for which you are registered. It is not a 'punishment' for poor attendance but recognition that you have not been

able to prepare yourself for assessment in the content of the module. It is also given when you drop a module without formally removing it from your registered programme of study.

You must make yourself available to attend all formal assessments at the time given, including viva voce examinations. Failure to attend an assessment or submit coursework by the deadline without having obtained a deferral will result in failure in the module with a grade 20. Any resubmission or resit opportunities must be met at the next available opportunity. Administrative fees are applicable for each instance of resubmission or resit (see the 'Tuition Fees' section for details). You need to renew a deferral at every point.

Unsatisfactory attendance may affect your eligibility for scholarships and tuition fee payment plans. Interrupting or withdrawing may affect your fees or financial entitlements. Speak to the Finance Office for advice.

The University Regulations on attendance are detailed in Section C2: Attendance, under <https://www.mdx.ac.ae/about-us/university-regulations>.

### **Punctuality and Arriving Late to Class**

You should arrive at your class on time. Students are expected to attend all scheduled classes and prescribed activities on time. Generally, students who arrive more than 10 minutes late may not be permitted to enter the classroom until the next available opportunity, to ensure classes are not interrupted. Students arriving late will not appear as attended on the register for the session. If you arrive late for your classes, you may not be allowed to mark attendance for those classes. Please remember that your late arrival diminishes your own learning experience and disturbs your fellow classmates

### **Absence from the University**

If you are unable to attend your classes, you need to:

- a) report any period of absence for Undergraduate and Postgraduate programmes, in the case of unavoidable circumstances, to your lecturer and to the Student Office within 7 calendar days of the absence period by filling the 'Leave of Absence Application' form.
- b) report your absence within 1 (one) calendar day from the last day of attendance if you are undertaking the International Foundation Programme (IFP).
- c) To fill the 'Leave of Absence Application' accurately and completely and to attach valid evidence as proof of excused absence.
- d) To inform the Student Office immediately in writing if you are withdrawing / interrupting from a programme of study by filling the relevant form (see more information on 'Withdrawal of Studies' or 'Temporary Withdrawal').

As a matter of courtesy, if you cannot attend a scheduled class for any reason you should email your tutor to explain your absence.

If you do not attend the scheduled classes for your modules for 4 consecutive weeks at any time during an academic year, and are not able to provide a satisfactory explanation to your Programme Coordinator and the Student Office, University Regulation C2.6 states that, under these circumstances, the University has the right to withdraw you from your programme.

Prolonged absence may put your Student Visa at risk and you may be required to leave the country.

If you are absent due to illness, you should notify the Student Office. If you are having difficulties attending classes because of personal, financial or academic problems please talk at an early stage to relevant professional staff – the Student Counsellor, your Programme Coordinator, the Finance Office, your Module tutors, and so on.

### **Attendance Verification**

Students are able to keep track of their attendance. You can check your attendance status online via Avalon App.

### **Temporary Withdrawal**

If, for any reason, you need to interrupt your studies, you will need to receive permission from your Programme Coordinator to suspend your studies and complete the 'Temporary Withdrawal Form' available at the Student Office. This will record your period of absence and a place will be reserved for you when you are able to return.

Students who interrupt their studies should be aware that their current academic programme cannot be guaranteed to resume following re-admission as if no interruption had occurred and that it is their responsibility to make themselves familiar with any changes in assessment policy or practice in the programme of study syllabus that may have taken place during their absence.

Where the length of Temporary Withdrawal is extensive, students must be aware of the maximum indicative length of a programme and the limit of time within which deferred assessment or reassessment is available.

For details, see university regulations for Temporary Withdrawal in Section C4: Interruption of Study under <https://www.mdx.ac.ae/about-us/university-regulations>.

Temporary withdrawal may have implications for your Student Visa. Please consult the Student Visa Office for more clarifications.

Related information is included in this section under 'Deferral of Assessment' and 'Extenuating Circumstances'.

## Withdrawal from the University

The University lays down formal regulations about withdrawal from the University. The main points are as follows.

If you are withdrawing from the University please inform the Student Office in writing or by completing a 'Withdrawal form', without delay.

It is for you to decide whether it is more helpful for you to withdraw from the University temporarily or permanently. We strongly advise that you discuss this decision with your Programme Coordinator or a member of the Student Office as there may be other options available to you such as interrupting your studies for a period (see 'Temporary Withdrawal' in this section). Also, there will be financial implications to withdrawing and it is important that you fully understand what these are before making the final decision to withdraw. For example, tuition fee charges are determined on the basis of enrolment status and not actual attendance. This means that if you stop attending, but do not formally withdraw or interrupt you will be liable for tuition fees until the point in time that you officially notify the University.

It is important that you specify the date on which you are withdrawing as well as your last date of attendance, as this will impact on any financial liability that you may incur.

Programme changes and withdrawals may have implications for your Student Visa. Please consult the Student Visa Office for more clarifications.

Should you wish to return to the University within two years of withdrawal (or transfer to another campus/institution), you will need to inform the Student Office before the start of the academic year.

If you return more than two years after the date of withdrawal, interruption or transfer, you will need to make a fresh application for admission via the Admissions Office.