5. TEACHING AND LEARNING AT MIDDLESEX

5.1. Teaching & Learning

Middlesex University Dubai continues to work closely with relevant authorities of the UAE government to ensure the health and safety of our community. This academic year, our students may opt to undertake their studies through distance learning (100% online) or blended learning (a mixture of online virtual and face-to-face teaching and learning activities). This allows us to keep everyone safe while still providing students with some opportunities to come onto campus.

Students have the choice to choose from two ways of studying:

- **A Blended Learning Model:** combines face-to-face instructions and online learning. Blended learning provides students and parents with the reassurance that they will have the faculty and class interactions as required yet ensuring that health and safety and student learning experience is not compromised. This means all lectures will be delivered virtually (through online platforms*),* while some smaller learning sessions and/or practical activities, such as seminars, workshops and labs, will take place face-to-face on campus. There will also be other tasks, available through our virtual learning environment, My Learning, which will help you work independently and in groups to complete the learning materials and reflect on your progress.
- **An Online Learning Model:** The online learning approach enables students to enrol and continue to pursue their studies at Middlesex University Dubai without physically having to come to campus. The online learning experience is supported by our state-of-the-art online education support platforms. Online learning will be specifically available for those students who have health conditions, self-isolation and quarantine requirements, as well as overseas students who at this time are unable to travel overseas or who are concerned to travel.

We are doing everything we can to make sure that you continue to get a great learning experience with us in September, with lots of support to achieve your potential and to do your best when you're learning virtually and face to face.

Our most important consideration is your health, wellbeing and safety as well as our staff and people related to the University. Remember that you can stay up-to-date with the guidance on COVID-19 at https://www.mdx.ac.ae/covid-19.

University study requires you to manage your own learning to a greater degree than perhaps you have been required to do so far. Generally, as a full-time student, it is expected that you should study for approximately 40 hours each week. This is divided into 'direct contact teaching' (the sessions scheduled on your timetable) and self-study.

The level of personal responsibility you have over your own study may be daunting if you are not used to it. You can give yourself the best chance of success if you develop an effective learning strategy from the start of your studies. The University also offers a range of resources for you to develop and improve your study skills.

As a student of Middlesex, you will experience a variety of learning and teaching methods. In higher education, it is common for students to have a combination of lectures, face-to-face and online tutorials, seminars, practical sessions and lab sessions, as well as online learning materials. Many lectures, labs and seminars are planned by your tutors with an expectation that you will have completed specified reading/activity in advance of the session. The learning sessions have been developed to suit the nature of the module and the programme of studies and to enable students to deeply engage with their subjects and achieve the learning outcomes. They vary in format and structure across modules and programmes and cater to different learning styles.

The scheduled learning sessions, along with independent study and the wide range of support provided by learning support University Departments (i.e. the Library and the CAS) are designed to allow you to demonstrate your understanding of the learning concepts and to critically engage with the ideas and practices of your subject.

What is a lecture?

A lecture is a talk or presentation delivered by a tutor to teach you about your chosen subject. Lectures will often be interactive and tutors may expect your participation-this could be as part of a discussion or a group activity. Lectures are the starting point for your studies and it is important that you attend as seminars and tutorials will build on the material covered in the lectures.

What you need to do:
- be punctual: you'll get a better understanding of the aims of the session and the links to previous material if you hear the lecture in its entirety.
- engage in 'active listening' during the lecture. Take notes to prompt your recollection of the important themes of the lecture.
- be courteous - don't interrupt the learning of others through talking or arriving late.
- Comply with the instructions of your lecturers relating to tasks that you are required to undertake prior, during and after the lecture.

What is a seminar?

Your timetable will also include seminars. Seminars are ways of teaching smaller groups of students through practice focused discussions and other active learning strategies. Sometimes the seminar leader will ask you to work in small groups to undertake various tasks and activities and will provide constructive feedback to the larger group at the end.

The emphasis of seminars is learning through interactive sessions and all students are expected to prepare, attend, and participate. The seminars are an excellent time to raise points that you have not understood. Seminars are a good way to get to know others and enhance your team working skills.

What you need to do:
- Complete any preparatory work in advance of the seminar
- Play an active role in any group work
- Try to read around your subject and think about how what you are learning relates to events outside the University.

Online learning

Many of your modules at University will have an online component delivered via MyUniHub, and you will be expected to use the materials and work through them. There will often be handouts, additional information, reading lists and quizzes for you to test yourself. As the information for each module is managed by the Module Leader, each module is likely to look different and some may contain more information than others.

What you need to do:
- Get accustomed to navigating around MyUniHub and familiarise yourself with all the materials available for each module
- Explore the online resources available from the Library

Organising your studies

Having good organisational skills is essential to manage your university work alongside the rest of your life. Here are a few handy hints to help you manage your time and develop your planning skills.
- *Plan in advance*. You will be informed about your assessments at the beginning of the term, so use this to plan your time.
- *Break it up*. Looking at an assignment as one large project can be daunting. Break it up into manageable sized chunks, i.e. producing a plan for the assignment, gathering materials or references etc. Then give each chunk a deadline to work through in good time. Leaving assignments to the last minute may mean that you can't access the books and resources you want to deliver the best possible work.
- *Be realistic*. If you know you have commitments, e.g. a birthday or an evening scheduled with friends during one of the weeks, it is likely to be difficult to get your allotted work done. Don't fret; just make sure you plan it in so you make up for it before or after.

Learning sessions and assessments for different learning abilities

The University is committed to addressing barriers to inclusion (structural, cultural, organisational and attitudinal) and takes as its starting point the premise that accessible and appropriate provision is not 'additional' but a core element of the overall service. All academic disciplines and professional use inclusive practices, and learning sessions and assessments are designed with this in mind. Students with a disability can contact the Student Office to receive information in an alternative format. For example, sections of the handbooks can be supplied in a word document with enlarged type – sent by email or supplied on a memory stick.

5.2. Assessment and Results

You will be assessed by various methods throughout your programme of study. Some modules are assessed by coursework only (oral or/and written), some by examination and some by a mixed assessment scheme. Details of assessment tasks along with the grading scheme and requirements for submission of work are given in your Module Handbook and/or the Programme Handbook. Further details are available online via the UniHub Student Portal at http://unihub.mdx.ac.uk/your-study

Many modules require all assessment components to be passed. At the beginning of each module, you should ensure that you have a written statement of the assessment requirements from the tutor, in the Module Handbook. Some modules have specific attendance requirements, which are generally 75% for all scheduled sessions but maybe 100% in some cases, and are necessary to complete the module (see information on 'Attendance' in this section).

Final examination periods are held at the end of the academic year after the end of the teaching period. You can find this information in the 'Academic Calendar'. The final exam timetable will be published on University notice-boards and electronically on the Student Portal section at http://www.mdx.ac.ae/life-at-university/current-students/examinations/examination-timetables.

You will get feedback on your performance in your assessed work. You may see your tutor about feedback on your coursework. For final examinations, the Student Office will announce a day when all students can view their examination scripts. Registration is required for examination script viewing.

If you are unable to submit a coursework by its due date or attend a scheduled final or re-sit examination, you should contact the Student Office Manager (who is the designated Assessment Officer in Dubai) as soon as possible to apply for a deferral. For an explanation, see 'Deferral of Assessment' in this section.

Due to the government restrictions imposed to prevent the spreading of COVID-19 and as we prioritise the health and safety of our community, some of the assessments presented below have been temporarily adapted accordingly. If your assessment is adapted due to COVID-19 restrictions, you will receive all required information timely and effectively through the Programme team. These guidelines will supersede the ones listed in the below sections.

5.3. Coursework

Most modules will require that you complete an amount of coursework as part of your assessment. Types of coursework include:
- *Written coursework*: essays, exercises, laboratory logbooks, projects, dissertations, portfolios of written work, in-class tests, etc.
- *Other coursework*: presentations, viva voces, performances, exhibitions etc.

Handing in coursework

Module tutors will publish deadlines for submission of coursework within the Module Handbook. The University's policy normally requires students to submit coursework online (via Turnitin on MyUniHub). The only exceptions are pieces of coursework with specific formats such as art work, models, and large portfolios, where alternative arrangements will be made which will be set out in your Module Handbook. **The Student Office is the central place for handing in all coursework that is not submitted electronically**.

Do not give coursework for assessment directly to your tutor - coursework will not be accepted by your tutors when submitted via e-mail or in person. Coursework submitted to the Student Office will be dated and receipted. You should keep your receipt - it is for your own protection.

A 'Cover Sheet for Coursework Feedback' form must be filled at the Student Office when submitting coursework and students will be given a receipt of submission. The following information must be CLEARLY PRINTED on the front cover sheet of the coursework:
  • Student Name and MISIS Number
  • Module Number and Module Name
  • Module Coordinator's Name

You must take a copy of all your work (via photocopying or on personal data storage devices, etc.) prior to submission.

Deadlines

It is important to meet deadlines for submitting written coursework. These will be laid down by module tutors no later than at the time the work is set. **Sometimes deadlines from different modules will come at the same time, and it is important to plan your workload to meet these deadlines.**

This academic year due to COVID-19 restrictions, students are required to submit all coursework electronically. Please keep in mind the submission deadlines and the time difference between the UK & UAE when submitting electronically. For submissions that must be handed over to the Student Office, these must be done no later than 4:30 pm for all foundation and undergraduate modules, and no later than 6:30 pm for all postgraduate modules. These timings will vary during the Holy Month of Ramadan, please check the website.

The module handbook may offer guidelines in the case of late submissions – usually missing the deadline results in coursework not being accepted for grading and failure of that assessment component.

Deferral of assessment

If you have exceptional circumstances that prevent you from meeting an assessment (e.g. coursework, presentation) deadline/attending an examination, you may be entitled to a short extension or deferral of assessment.

A deferral of assessment is the postponement of the date you are due to submit an assessment or sit an examination until the next opportunity and without penalty.

For information on how to make a claim, please see the Extenuating Circumstances (Section 5.9)

5.4.   Examinations

There are several periods of examinations during the academic year.
- For Autumn/September start students on year-long modules: on completion of the year's study in April/May.
- For Autumn/September start students on term-long modules: on completion of the of study term in Dec/January or April/May.
- For Winter/January start students on year-long modules: on completion of the year's study in July.
- For Winter/January start students on term-long modules: on completion of the study term in April or July.
- For Autumn/September start students in the Schools of Health and Education and Science and Technology: A reassessment/deferred assessment period in July
- For Autumn/September and Winter/January start students in all other Schools: A reassessment/deferred assessment period in August/September

Where assessment or reassessment is deferred, this will normally be to the next assessment opportunity, either in late August or in April/May of the following year.

Final timetables for the main examinations will be posted outside the Student Office and is expected to be available online at http://www.mdx.ac.ae/life-at-university/current-students/examinations/examination-timetables about one month before the examination period. Check regularly for updates! The timetables are based on your current module registrations: keep your registration record up to date to avoid an examination clash.

Students who need Disability Support and special facilities to take examinations should contact the Student Office to make the proper arrangements at least six weeks before the start of the examination period.

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

In the event of an examination timetable clash, it is the responsibility of the student to make this clash known to the Assessment Officer and to follow the instructions given to them by the Assessment Officer 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.

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. For details, see university regulations - Section K: Examination room rules for candidates http://www.mdx.ac.uk/about-us/policies/university-regulations

Students who fail to attend an examination without good cause will be failed in the module with a grade 20, should the required learning outcomes not be met, subject to any other regulations covering deferral of assessment in the module (see Deferral of Assessment).

Overview of Examination Regulations

Section F, K and Section L of the University Regulations, see http://www.mdx.ac.uk/about-us/policies/university-regulations

- You must be on time for all examinations.
- You must not become involved in any unfair or dishonest practice in any part of the examination.
- If you attempt to use unfair practice, or break the rules in any way, you will be reported to Academic Registry for investigation of academic misconduct.
- You may take into the examination room only the materials and equipment which are allowed. You must not take into the examination room any unauthorised materials or equipment which might give you an unfair advantage such as notes, calculator cases/instruction leaflets, bags, personal TV's/stereos, electronic or radio communication devices, including mobile telephones, tablet computers, smart watches, iPods and MP3 players. Possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty.
- If you leave unsupervised before the end of the examination, you will not be allowed to return.
- Do not read the question paper until instructed to do so by the invigilator
- Please read the front cover FIRST to ensure that you have the correct exam paper in front of you.
- Coats and bags must be deposited as instructed by the Invigilator.
- All mobile phones must be switched off and placed under your desk.
- All personal belongings should be left under your desk.
- You must place your student ID card on the desk.
- You may not leave the examination room within thirty minutes from the start of the examination, nor during the last ten minutes. If you wish to leave before the last 10 minutes, you should raise your hand to notify the Invigilator and hand your work in. Having once left the room, you will not be readmitted without the permission of the Invigilator.
- Visits to the toilet are permitted after the first 30 minutes but will be accompanied by an Invigilator.

- You will not be allowed to leave the exam room or use your mobile phone to extend your parking ticket. Any car parking tickets should be renewed before entering the exam room.
- In the event of the hall being evacuated, you are reminded that examinations conditions will apply and you should NOT speak to another student.

Headphones in exams

- The use of headphones or any electronic devices in exams is prohibited. Please note that, before sitting an exam, you may be asked to remove any headwear which conceals your ears to enable checking. This is done to ensure that no concealed headphones or other electronic devices will be used during an exam. Female students wearing any form of religious or cultural headwear which conceals your ears may ask that a female invigilator carry out the check in a separate room. You will be asked to momentarily remove your headwear to reveal your ears and face for the purposes of checking for headphones and for identity checking. Where a male student is asked to show that he has no concealed electronic equipment may request that this check is carried out by a male invigilator.

Smart watches in exams

- Students found in possession of a smart watch will be required to place this in their bags. The use of any smart watch is prohibited in any exam. All watches will have to be placed in the bag. There is a clock displayed in all exam venues.

Bring What You Need

- You may bring pens, pencils, erasers and any permitted equipment you need for the examination. You will not be allowed to borrow items from another student.
- All items needed for your exam are to be placed in a clear plastic bag or pencil case. Only transparent pencil cases are allowed on your desk.
- You may NOT take food/sweets or drink to your desk other than clear bottles of still water with NO label. If your bottle has a label, please remove it before the exam starts. If you have medical reasons that require you to have food or other types of drink, please advise an Invigilator before the start of the exam.

Calculators, Dictionaries and Computer Spell-checkers

You may not use a calculator unless the exam paper expressly says that you can. If you have permission to use a calculator:
- make sure it works properly, and that any batteries required are working;
- clear anything stored in it;
- remove any parts such as cases, lids or covers which have printed instructions or formulas;
- do not bring into the examination room any operating instructions or prepared programs.
- You must not use a dictionary

- If it has been assessed by the Disability Support Service that you are permitted to use a PC in your exam, you are not permitted to use the computer spell-checker unless you are told that you may do so.

Understanding Examination Instructions

- Listen to the Invigilator and do what you are asked to do.
- Tell the Invigilator at once:
  - If you think you have not been given the right question paper or all the materials listed on the front of the paper;
  - If the question paper is incomplete or badly printed.
- Read and carefully follow the instructions on the front of the question paper and/or the answer booklet before you start the examination.
- Complete the attendance slip and the front of your answer booklet
- Do your rough work only on the proper examination stationery Cross it through and hand it in with your answers. If you annotate the question paper in any way, this will also have to be handed in.
- The following practices are STRICTLY FORBIDDEN. All instances WILL BE REPORTED:
  - Failure to comply with the Invigilators instructions.
  - Being in possession of any unauthorised information, either written or printed.
  - Bringing into the examination room any books, notes, writing paper, blotting paper, mathematical tables or machines, other than those specifically allowed for this examination.
  - Any such item must be handed to the Invigilator before the exam begins.
  - Borrowing anything from another Student during the examination.
  - Attempting to read the work of another student
  - Communicating with or disturbing other students once the examination has started.
  - Occupying a desk other than that assigned to you except by permission of the Invigilator.

Further Advice and Assistance for Examinations

- If on the day of the examination you feel that your work may be affected by ill health or any other reason, inform the Student Office by filling the Extenuating Circumstances form (see Special Consideration for Extenuating Circumstances).
- Put up your hand during the examination if:
  - you have a problem and are in doubt about what you should do;
  - you feel ill;
  - you need more paper
- You must not ask for, and will not be given, any explanation of the questions.

At the end of the Examination

- If you have used more than one answer booklet and/or any loose sheets of paper, you must place them in the correct order. Fasten them together with a treasury tag before you leave. Ensure that your student ID is written on all extra pages/booklets.

- You must not leave the examination room until the invigilator tells you to do so.
- You must not take from the examination room any examination stationery, used or unused, rough work or any other materials provided for the examination.

5.5.   Grading System

The University uses a 1-20 grading scale with 1 being the highest mark. Full details are available at www.mdx.ac.uk/regulations with further information on assessment and grading at http://unihub.mdx.ac.uk/

Level 4 modules (1st year of an Honours degree), which do not contribute to the final classification may be awarded a Y grade (ungraded pass). The numerical grades are detailed on the table below.

The 20-Point Scale

Grade	Class of Undergraduate Honours Degree	Postgraduate/ Other Qualification
1 2 3 4	FIRST CLASS	DISTINCTION
5 6 7 8	UPPER SECOND	MERIT
9 10 11 12	LOWER SECOND	PASS
13 14 15 16	THIRD	PASS
17	FAIL – MARGINAL Compensation allowed*	FAIL - MARGINAL Compensation allowed*
18	FAIL – Compensation allowed*	FAIL – Compensation allowed*
19	FAIL – Compensation not allowed	FAIL – Compensation not allowed
20	FAIL – Incorporating failure to participate in assessment necessary to achieve all learning outcomes. Compensation not allowed	FAIL - Incorporating failure to participate in assessment necessary to achieve all learning outcomes. Compensation not allowed

*compensation is granted only at the discretion of the Programme Progression Board or School Assessment Board. Some modules, especially those integrated in programmes linked to professional qualifications and accredited by professional bodies, may be non-compensatable. Please refer to the programme handbook for details.

In addition, the following administrative grades are used:
http://unihub.mdx.ac.uk/study/assess/results/index.aspx

Grade	Definition	Comments
X	Ineligible for assessment due to inadequate participation in the learning process but may be retaken with permission.	This grade is applied if you fail to participate in the learning processes of a module (as specified in the module guidance/ programme handbook) for which you are registered. The module may be taken again without penalty, provided re-registration is permitted. Additional tuition fees will be charged.
I	Incomplete with good reason. (May be assessed without penalty at the next available opportunity)	This grade is used for students who have had some or all of their assessment deferred due to illness or other circumstances outside their control. It is also used for modules designated as permitting automatic deferral.
U	Academic misconduct allegation being investigated.	
P	Fail - Academic misconduct proven	May be reassessed on conditions laid down by the assessment board with penalty
Y	Ungraded pass (No numerical value for classification of qualifications)	Used particularly for modules at level 3 and 4 (foundation and 1st year of an Honours degree) which can be graded on a pass/ fail basis.
C	Compensated failure	For the purposes of degree classification a compensated grade counts as a 16.
S	Aegrotat	
H	Not assessed	Students not following Middlesex qualifications only

Administrative grades may sometimes be added to a numerical grade either to indicate any additional action that needs to be taken by the student regarding further assessment or to confirm a decision taken by a first or second tier Board.

5.6. Publication of Module Results

At the end of each academic year, module grades are Module results are determined in two stages:

- *Subject Assessment Boards* –Teaching staff in conjunction with external examination assessors.
- *Programme Progression Boards* (non-finalists - to determine progression on programme), or *School Assessment Boards* (finalists - to determine final awards).

Following these Boards, individual results and your progression status will be released after the point, and will be made available in the My Study area on MyUniHub: https://myunihub.mdx.ac.uk/web/home-community/mystudy. For specific dates, please refer to the Academic Calendar.

Whenever you receive any grades or feedback during the course of the academic year, you need to remember that these will be PROVISIONAL and can change after moderation and external examiners' review.

If you experience any problems with accessing your results, you should contact the Student Office. Note that the Student Office is not able to provide results over the telephone or assist students with 'Financial Holds' on their student records until financial dues are cleared at the Finance Office.

The University also relays your current status to the local authorities, where applicable.

Viewing Graded Examination Scripts

The Student Office schedules 'viewing days' where students can register to review their exam scripts once the Dubai campus has received them from the UK. Application forms are available at the Student Office.

It is the student's responsibility to regularly check the website for viewing dates. Contact the Student Office for more information.

5.7. Re-assessment

If you do not pass the module at the first attempt, you are eligible for re-assessment once. You will find the following grades on the My Study page of UniHub: http://unihub.mdx.ac.uk website:

Coursework Resits or Deferrals	Exam Resits or Deferrals	Coursework and Exam Resits and Deferrals
RC - Resit coursework **DC** - Deferred coursework	**RE** - Resit examination **DE** - Deferred examination **RW** - Rework examination	**RA** - Resit all components **DA** - Deferred all components **RO** - Resit other **DO** - Deferred other

A date will also be added alongside these codes showing when the assessment should take place. Re-assessment must take place at the next available opportunity for assessment. **An administration fee of AED 525 is charged per module for re-sits.**

Deadlines for re-sit coursework will be announced by the module tutor (via MyUniHub or via email) and will normally be on or before the deadlines mentioned in the academic calendar. You may have to resubmit your coursework or complete a new assignment. Contact your module tutor for information about this. Details are also provided on MyUniHub. The timetable for re-assessment exams is announced on the University website at https://www.mdx.ac.ae/life-at-university/current-students/examinations.

For modules at levels 3/4 the overall grade following re-assessment will be the grade achieved at the second attempt. For example:
1st attempt - grade 17
2nd attempt - grade 12
Overall module grade 12

This will be shown on the transcript as 12(17/12).

For modules at level 5 and above, a maximum grade of 16 will be applied to the re-assessed component. For example:

	Component A (50%)	Component B (50%)	Overall Module Grade
1st attempt	8	17	17 RC
2nd attempt	8 (as before)	10 (capped at 16)	12 (17/12)

If you do not pass the re-assessment, you will not be able to acquire the academic credit connected to it. At the discretion of an Assessment Board, you may be given permission to repeat a failed module, only once.

Re-assessment of deferred assessment will normally be undertaken either in April/May or in July/August. If the re-assessment or deferred assessment cannot, for good reason, be taken at the next available opportunity, it may be further deferred until the next available opportunity. This must be requested in writing to the Assessment Officer. Unless deferral of re-assessment is approved by the Assessment Officer, you will be failed with a grade 20 if you fail to submit coursework or fail to attend an examination at the next available opportunity for re-assessment.

In recognition of the possible negative impact of COVID-19 to student life, experience and performance, Middlesex University has adopted a temporary non-detriment policy to facilitate the granting of deferrals and extensions and to ensure that module reassessments do not disadvantage students. If such measures affect your assessments, you will be effectively and timely informed by the programme team and/or the Student Office.
For more information please see the relevant University Regulations at https://www.mdx.ac.ae/about-us/university-regulations.

5.8.   Progression

Every year Programme Progression Board meet to decide whether you have passed sufficient credits to continue on your chosen programme of study. In order to proceed from one stage to another, a student must pass the required number/level of credits or be allowed by a Programme Progression Board to proceed with a credit deficit, provided it is not too large, and make up the deficit by reassessment, deferred assessment, or by taking up to an additional 30 credits.

You may also be required to change your future modules choices and, in some cases, transfer to a different target qualification, if you have failed critical modules which are prerequisites to further study.

If you are not allowed to proceed, this will result in:
- moving from full-time to part-time study; or
- interrupting study until re-assessment or deferred assessment takes place, if you have failed vital modules; or
- having to leave the University; this will normally occur if you fail, after reassessment, more than one-third of the requirements for your proposed qualification.

The following table lists the progression codes that you may see on your student record on MyUniHub and explains what action needs to be taken by you.

Satisfactory and continuing
No further action required other than to re-enrol at the beginning of the academic year.

FY - full time/ PY - part time - SATISFACTORY AND CONTINUING
Congratulations, you have passed sufficient credit to carry on to the next stage of your programme. Please ensure that you enrol at the beginning of the academic year.

RG - PROGRESS TO FINAL STAGE
Congratulations, you have passed sufficient credit to continue on to the dissertation stage of your programme. Please ensure that you enrol at the beginning of the academic year.

You need to take action
Contact your Programme Coordinator and/or the Student Office at StudentOffice@mdx.ac.ae. Check your MyUniHub record 'My Grades and Progression' for further information.

DD - SEE STUDENT OFFICE or CAMPUS PROGRAMME COORDINATOR
You need to contact the Student Office as a matter of urgency, to discuss the options open to you. It may be that you have been ill or otherwise prevented from attending classes and the possibility of your progression will be viewed sympathetically, particularly if you have suffered extenuating circumstances. Or you may have withdrawn from the University, or transferred to another university, without informing us – please let us know. If you don't make contact with us, you may jeopardise your chances of continuing in higher education and there may be financial implications.

If we do not hear from you immediately, we will begin the process of withdrawing you from the University and if appropriate, the Student Visa authorities and other relevant institutions will be informed.

FL - full time/PL - part time - CONTINUE WITH CREDIT DEFICIT
You have passed sufficient credit to continue on your programme of study. However, at the moment you are short of credit for your qualification. This may be because you have outstanding reassessments or deferred assessments to complete.

FLN - full time/PLN part time - CONTINUE WITH A CREDIT DEFICIT, MUST PASS OUTSTANDING ASSESSMENT
You have passed sufficient credit to continue on your programme of study. However, you have outstanding reassessments or deferred assessments which must be completed at the next available opportunity, in order for you to continue.

FP - RETURN TO FULL TIME STUDY
You have now passed sufficient credit to return to study **full time.** Please be aware, if you are still short of credit for your qualification, you may need to take additional modules in the future.

Now that you have returned to full time study you will need to confirm your future module choices, fix your personal timetable and enrol. If you would prefer to continue studying part-time, please contact the Student Office.

FR - REPEAT STAGE OF PROGRAMME
Unfortunately you have not passed sufficient credit to continue onto the next stage of your programme. However, you are **permitted to repeat a stage of your programme** on a full time basis.

You must contact the Student Office in order to plan your future modules, and to discuss any possible future liability for fees or financial implications.

FYA - full time - SATISFACTORY AND CONTINUING, ADD MODULES or
FLA - full time - CONTINUE WITH CREDIT DEFICIT, ADD MODULES
You have passed sufficient credit to continue your studies as a full time student. Please be

aware that at the moment you don't have all your future module choices registered. You need to do this as quickly as possible. If you need advice on planning your future programme, please contact the Student Office.

FYM – full time - SATISFACTORY AND CONTINUING CHANGE FUTURE MODULES or
FLM – full time - CONTINUE WITH CREDIT DEFICIT, CHANGE FUTURE MODULES
You have passed sufficient credit to continue your studies as a full time student. However, you need to change your future module choices because they are incorrect. This may be because you have failed assessment in a compulsory module. If you need advice on planning your future programme, please contact the Student Office.

FYT – full time: satisfactory and continuing, change of programme required or
FLT – full time: continue with credit deficit, change of programme required
As you have failed assessment in a compulsory module you must change your programme and your future module choices. You can continue in full time study as long as you are given permission to transfer to a different programme of study. Please contact the Student Office as a matter of urgency to discuss the various options open to you, as you will be unable to enrol until the transfer is complete.

MP - MUST PASS TO CONTINUE
As you have failed or deferred one or more of your modules you are now short of the number of credits that you should have at this stage of your programme. In order to be able to continue onto the next stage of your programme you must pass all outstanding assessment that you have during the September assessment period.

NN - MUST COMPLETE RESIT/DEFERRALS
You cannot continue with future study until you have completed your outstanding deferred/reassessments that are indicated on your MyUniHub 'My Grades and Progression' record.

You should attempt these assessments at the next available opportunity and check the university examination timetable https://www.mdx.ac.ae/life-at-university/current-students/examinations/examination-timetables regularly. Before you can return to study (on either a full-time or part-time basis), the Programme Progression Committee will review your position once you have taken your assessment and you will be notified of its decision.

In the meantime, you are permitted to use the learning resources at the University (Library and Computers). You need to contact the Student Office to obtain a letter of permission to submit to the Library or IT Office.

PYA – part time: satisfactory and continuing add modules or
PLA – part time: continue with credit deficit, add modules
You have passed sufficient credit to continue your studies as a part time student. Please be aware that at the moment you don't have all your future module choices registered. You need

to do this as quickly as possible. If you need advice on planning your future programme, please discuss this either in person at the Student Office.

PYM – part time - SATISFACTORY AND CONTINUING, CHANGE FUTURE MODULES - PLM – part time OR CONTINUE WITH CREDIT DEFICIT, CHANGE FUTURE MODULES

You have passed sufficient credit to continue your studies as a part time student. However, you need to change your future module choices because they are incorrect. This may be because you have failed assessment in a compulsory module. If you need advice on planning your future programme, please contact the Student Office.

PYT – part time - SATISFACTORY AND CONTINUING, CHANGE OF PROGRAMME REQUIRED or
PLT – part time - CONTINUE WITH CREDIT DEFICIT, CHANGE OF PROGRAMME REQUIRED

As you have failed assessment in a compulsory module you must change your programme and your future module choices. You can continue in part time study as long as you are given permission to transfer to a different programme of study. Please contact the School Student Office as a matter of urgency to discuss the various options open to you, as you will be unable to enrol until the transfer is complete.

RL - PROGRESS TO FINAL STAGE WITH A CREDIT DEFICIT

You have passed sufficient credit to continue on to the dissertation stage of your programme. However, you currently have outstanding assessment to complete, which must be completed at the next available opportunity. You should be aware that progressing with a credit deficit is at your own risk and you must successfully complete any outstanding assessment AND your dissertation in order to gain a Masters qualification.

XX - CAN CONTINUE PART TIME

You have not passed sufficient credit to continue as a **full time** student. You can continue as a **part time** student and if you pass sufficient credits, will be permitted to return to full-time study in the future. You must contact the Student Office in order to plan your future modules, and to discuss any possible future liability for fees or financial implications.

XXA - CAN CONTINUE PART-TIME, ADD FUTURE MODULES

You have not passed sufficient credit to continue as a **full time** student. You **can** continue as a **part time** student and if you pass sufficient credits, will be permitted to return to full-time study in the future. Please also be aware that at the moment you don't have all your future module choices registered. You need to do this as quickly as possible. There may also be financial implications.

XXN - CAN CONTINUE PART TIME, MUST PASS OUTSTANDING ASSESSMENT

You have not passed sufficient credit to continue as a **full time** student. You **can** continue as a **part time** student and if you pass sufficient credits, will be permitted to return to full-time study in the future. You also have outstanding reassessments or deferred assessments

which must be completed at the next available opportunity (normally September), in order for you to continue on your current programme of study. There may also be financial implications.

XXT - CAN CONTINUE PART TIME, CHANGE OF FUTURE PROGRAMME REQUIRED
You have not passed sufficient credit to continue as a **full time** student. You **can** continue as a **part time** student and if you pass sufficient credits, will be permitted to return to full-time study in the future. As you have failed assessment in a compulsory module you must change your programme and your future module choices. There may also be financial implications.

You cannot continue on your studies

Contact your Programme Coordinator and/or the Student Office at StudentOffice@mdx.ac.ae. Check your MyUniHub record 'My Grades and Progression' for further information.

FF - FAIL, NO REASSESSMENT
Unfortunately, you have failed your programme of study and cannot continue as a student of the University as, under our regulations, you have now exhausted your entitlement to be reassessed. Therefore, your studies at the University have been terminated. We will now, if appropriate, inform the Student Visa authorities and other relevant institutions, that you have been withdrawn from the University.

You may have acquired enough credits to entitle you to an interim qualification. Please consult the current University Regulations https://www.mdx.ac.ae/about-us/university-regulations and if you think you are eligible please contact the Student Office.

5.9.   Extenuating Circumstances

There may be difficult circumstances in your life that affect your ability to meet an assessment deadline or affect your performance in an assessment. These are known as Extenuating Circumstances or 'ECs'. Extenuating Circumstances are exceptional, seriously adverse and outside of your control; supporting evidence must be provided.

As a student it is your responsibility to let the University know about any extenuating circumstances that have affected your work. If you have extenuating circumstances, you can request:
- A short extension without penalty of up to 14 calendar days for individual coursework deadlines only and not for group work
- A deferral of the assessment, without penalty to the next available opportunity
- Your extenuating circumstances are noted (without specific details) for the board that makes your progression/finalist decision. This allows the board to make an informed progression/

finalist decision but will not change grades. Any decision is an outcome from the board and not an automatic entitlement

The outcome of any Extenuating Circumstances claim might be different from what has been requested.

Extenuating Circumstances can only be requested for summative assessment, not for formative assessment i.e. only for assessment that counts towards your overall module grade. Claims for extenuating circumstances are managed and considered in accordance with the Assessment Regulations (Section D8), for more details check https://www.mdx.ac.ae/about-us/university-regulations.

To obtain extenuating circumstances students must apply to the Assessment Officer in the Student Office in writing, completing the **Extenuating Circumstances Request Form** and submitting the relevant supporting documentation. The form is available at https://www.mdx.ac.ae/life-at-university/current-students/student-office-forms. Evidence must be supplied for the case to be considered. Students should be aware that discussing their application with a member of staff **does not** constitute a submission of an application for extenuating circumstances. Claims must be made before the deadline of submission, or if unable to do so, within 5 working days from the deadline of submission. If evidence is unavailable prior to the deadline the claim should still be made on time and include information about why the evidence is not available and when it will be. Late claims will be rejected unless the student can prove with evidence, a justifiable reason for late submission – ignorance is not a justifiable reason.

The evidence you need to provide to support your application for Extenuating Circumstances should normally be an official document, signed as appropriate, and should normally state the dates during which the circumstances applied.

Documentary evidence must be presented in English and where required, official translations must be provided by the student. It is not the responsibility of the University to translate any evidence provided by the student and any untranslated evidence may not be considered.

The University reserves the right to check the authenticity of all documentary evidence submitted in support of your application. Any student who submits documentation that is not authentic may be subject to the University disciplinary procedures.

See FAQs at http://unihub.mdx.ac.uk/your-study/assessment-and-regulations/extenuating-circumstances for examples of acceptable evidence.

Your application for extenuating circumstances will only be considered if your circumstances meet the following criteria:
- The circumstances are exceptional, and seriously adverse
- They are outside of your control

- You have provided original supporting documentary evidence of the impact on your ability to perform in the assessment
- The circumstances relate directly to the timing of the assessment affected
- You have met the attendance requirements of the module (Deferrals may be overridden by an X grade)
- Normally, deferred assessment or reassessment will not be permitted beyond two years following commencement of study for the module

Please indicate type of request: short coursework extension, deferral or for ECs to be noted for the board. Processing of extenuating circumstances form may take more than 10 days and the student will be informed by e-mail once a decision has been made.

Online Guidance and FAQs Link: http://unihub.mdx.ac.uk/your-study/assessment-and-regulations/extenuating-circumstances

You must remember that there could be financial, progression as well as student visa implications as a result of deferring your assessment. Further information and advice can be obtained from the Student Office.

In recognition of the possible negative impact of COVID-19 to student life, experience and performance, Middlesex University has adopted a temporary non-detriment policy to facilitate the application and processing of extenuating circumstances. You will receive all relevant communication by your programme team and the student office.

5.10. Graduation Ceremony

The Middlesex University Dubai Graduation Ceremony usually takes place in November. Due to the ongoing situation relating to COVID-19, the graduation ceremony for the Class of 2020 has been postponed. We will continue to review the situation and all eligible graduates will be informed of the date as soon as we receive approval from the relevant authorities. The health and safety of our graduates, your families, and our MDX community remains our utmost priority and we thank you for your patience. All students who are eligible to graduate will be informed of the date as soon as we receive approval from the relevant authorities.

Information will be provided to students online at www.mdx.ac.ae/graduation, and via their student email.

Once final year results have been published on MyUniHub, students who have graduated must return their Student ID card and complete a Clearance Form at the Student Office in order to clear any pending dues.

Students should contact the Student Office regarding the collection of their Diploma Supplement (Official Transcript) and Degree Certificate.

Graduation Ceremony Fees

The Graduation Ceremony is held in a prestigious external venue each year where students and their families can celebrate the end of their studies and all that they have achieved during their time at University. Students who choose to attend the ceremony are required to register and pay for their ticket (which includes cap and gown) within a specified registration period. Fees are announced via the website and students will also receive an email containing all of the information they need.

5.11. Academic Integrity and Misconduct

Academic Integrity

Academic Integrity is a quality that demonstrates values such as honesty, fairness and respect for others and their work. Academic integrity is evident by the behaviours we exhibit.

In order to demonstrate academic integrity, you must be able to demonstrate for example originality (independent thinking) and criticality (critical thinking), which you will be supported to develop whilst you complete your studies.

You will demonstrate academic integrity by producing your own work, clearly acknowledging any material that has been included from other sources or through collaboration.

Students must also present their own findings, conclusions or data based on appropriate and ethical practice.

Throughout your studies you will be expected to use many different types of information to enhance your own knowledge and understanding of the subject you are studying. When you use an idea or information from another source, e.g. from a book, journal, film, image or sound recording, etc. you must acknowledge where you got this information. Acknowledging the work of other people in your own work is **referencing**. When used correctly referencing gets you better marks because it:
- Adds weight to your discussion and arguments
- Demonstrates you understand the key issues in your subject
- Shows your ability to evaluate and critically apply this understanding to your work
- Evidence that you have been reading around your subject
- Enables others to find your references easily.

Academic Misconduct

Academic Misconduct is a breach of the values of academic integrity, and can occur when a student cheats in an assessment, or attempts to deliberately mislead an examiner that the work

presented is their own when it is not. It includes, but is not limited to, plagiarism, self-plagiarism, commissioning or buying work from a third party or copying the work of others, breach of examination rules, collusion etc.

Academic misconduct is a corrosive force in the academic life of the University; it jeopardises the quality of education and devalues the degrees and qualifications of the University.

a) Plagiarism

Plagiarism means using the work of another person and claiming it as your own. It is a form of cheating, and you will hear the word a lot whilst you are at university because it is a serious academic offence that can result in disciplinary action. Copying other students work, or basing your assignments on materials where you do not acknowledge the source (i.e. the book, journal article or internet site), is treated as a severe academic misconduct.

Often it is an innocent mistake; a misunderstanding about what constitutes plagiarism or incorrect referencing. Sometimes, however, students are caught just plain cheating. Whether you deliberately cheated or accidently failed to properly acknowledge the work of another, the penalty is the same. The University has sophisticated technology that will catch plagiarised work, so by doing it you may seriously affect the outcome of your degree.

Some types of Plagiarism:
- Using someone else's ideas without acknowledging that they aren't your own.
- Composing a paragraph by joining together sentences from a number of sources and not acknowledging them in the text.
- Copying or re-wording someone else's work without using quotation marks or referencing them.
- Using other people's words, writing, diagrams or pictures as if they were your own.
- Copying work from another student – even with permission from that person.
- Using your own previous work in another assignment without acknowledging it.
- Failure to reference appropriately or to adequately identify the source of material used.

b) Self-plagiarism

Self-plagiarism is when a student submits the same piece of work, or substantial part thereof, for assessment more than once for graded credit. It will be regarded as Self-plagiarism unless the original piece of work is appropriately referenced.

c) Purchasing or commissioning

Purchasing or commissioning is either attempting to purchase or purchasing work for an assessment including, for example from the internet, or attempting to commission, or commissioning someone else to complete an assessment. For courses at all levels, the commissioning of proof-reading where this substantially alters the content of the original work, whether this is from a commercial provider or a personal contact, falls under this definition and is considered academic misconduct.

d) Collusion

Collusion occurs when, unless with official approval (e.g. in the case of group projects), two or more students consciously collaborate in the preparation and production of work which is ultimately submitted by each in an identical or substantially similar form and/or is represented by each to be the product of his or her individual efforts. Collusion also occurs where there is unauthorised cooperation between a student and another person in the preparation and production of work which is presented as the student's own.

Collusion can also be the act of one student presenting a piece of work as their own independent work when the work was undertaken by a group. With group work, where individual members submit parts of the total assignment, each member of a group must take responsibility for checking the legitimacy of the work submitted in his/her name. If even part of the work is found to contain academic misconduct, penalties will normally be imposed on all group members equally.

e) Dishonest Use of Data

Fabricating or falsifying data means to include presenting work that has not taken place. This includes laboratory reports or projects based on experimental or field work. It may also include falsifying attendance sheets for placements where this is part of the assessment requirements.

How to avoid academic misconduct

To avoid plagiarism, you must acknowledge the source of all words, research, theories, ideas and insights that inform your work by using quotation marks and accurate citations. Information on the correct way of referencing and acknowledging work from other sources is available on the Your Study pages on UniHub: http://unihub.mdx.ac.uk/. For help with referencing, please see the guidance material in the Library, consult your tutor or make an appointment with a member of the Centre for Academic Success (CAS) team.

You should always date, print out and keep drafts of your work to prove that it was created by you. If you do not keep a paper trail somebody could copy your work, submit it, and then claim that you stole it from them!

You should never resort to paying somebody to proof-read or correct your written work. This is cheating and you can get better help for free through CAS (email: cas@mdx.ac.ae).

If caught for plagiarism, it is likely that you will have to repeat the module with a maximum grade of 16. You might also be dismissed from your programme altogether.

Middlesex takes plagiarism very seriously and students may be expelled if found guilty of this form of academic misconduct.

Further details are available in your Programme Handbook and University Regulations, see https://www.mdx.ac.ae/about-us/university-regulations.

If you find that there is an allegation of Academic Misconduct (Plagiarism) on coursework that you have submitted for assessment, you should refer to the 'Student Notes for Guidance for allegations of Academic Misconduct' which are provided under the 'Rules and Regulations' section. Refer to https://www.mdx.ac.ae/about-us/university-regulations.

Academic Integrity Awareness Course

The University has developed a new online Academic Integrity Awareness Course to help support you. It's called Becoming a Successful Student. More information can be found on the following link: https://unihub.mdx.ac.uk/study/academic-integrity

You can find this resource logging into MyUniHub and then going to My Learning. You will find the course under 'My courses'. The course is designed to:
- identify your strengths and areas of development
- be aware of positive behaviours and academic expectations
- recognise the challenges when you study and the consequences of not following University rules and regulations
- find the support you need for your own development

Viva Voces

If you submit a piece of work that is unexplainably different in quality from your other coursework or one that has improved extraordinarily over a matter of weeks, then be aware that the Assessment Board is entitled to ask you to come in and sit an oral exam (viva voce) – see Section C6 of the University Regulations.

Using References and Citation

Citation means that whenever you have used someone else's ideas, or quoted someone else, you point out where you found that information. At Middlesex University, students are expected to use 'Cite Them Right Online' as their referencing guide, see: https://www.mdx.ac.ae/cas/cite-them-right-grammarly

There are several different ways to reference and cite other people's work.

Your Programme and Module Handbooks will provide you with further details of the referencing style your tutors want you to use.

A word of caution to all students about using online tools for referencing: there are many free (and paid) reference generating tools online that can be used to generate citations and bibliographies. Please be mindful of using these, however, as they may not comply fully with the University's guidelines for referencing. If you use such a tool, it is your responsibility to ensure that it complies fully with the referencing conventions laid out by 'Cite Them Right Online'.

5.12. Recording of Lectures and Other Learning Activities

There is an increasing demand for the recording of lectures and other teaching and learning activities. This demand is being driven by both students and staff, introducing different modes of delivery to support their curriculum. Hence, it is possible that some of the sessions may be recorded at the discretion of your tutor. You will be informed about this by the staff member leading the session, prior to the start of the session.

The University operates an opt-in model for lecture recording where the decision to make a recording lies with the individual member of staff. It is accepted by the University that not all activities are suitable for recording. Lecture recordings are provided to supplement and enhance the student experience, and should not be seen as an alternative to attending online or face-to-face lectures. Use of such recordings should only be for the students' personal use concerning their studies. Any unauthorised distribution of such recordings, including sharing and posting on social media, will be considered a breach of the university computer usage policy and will be subject to disciplinary action.

As per section C16 of Middlesex University Regulations unauthorised audio recording, video recording or photography of lectures, or other forms of learning activities by **students**, is prohibited.

Limited recording by students may be permitted under exceptional circumstances only (for example, for an individual student as a "reasonable adjustment", within the meaning of the UK's Equalities Act), upon explicit permission provided by the tutor and, where appropriate, by everyone else involved. Permission for recording does not imply permission for publication (e.g. on Facebook, YouTube, or other Social Media), or distribution to others. Unauthorised recording of such activities violates the privacy of persons involved, may infringe on copyrights and intellectual property rights of others and can be intrusive and disruptive in a learning environment. In all cases, violation of this regulation will be managed under the student disciplinary procedures.

In addition to a violation of University Regulations, unauthorised recordings may expose students to other unintended consequences, as per UAE law. The United Arab Emirates has several laws (for example, Federal Law No. 5 of 2012 on Combatting Cybercrimes and its amendment by the Federal Law No. 12 of 2016) for the protection of privacy and reputation and defamation. Some of the acts that could amount to a criminal offence are:
- possessing on an electronic device a photo taken without the subject's consent
- posting other people's pictures or videos online or on social media (including WhatsApp) without their consent
- tagging a person without their consent
- threatening or insulting people online
- spreading information via social media, that is not verified by the official sources
- gossiping about people or maligning them.

Further guidance is available within the University Regulations and via the Quality Office (qualityoffice@mdx.ac.ae).