

Από: Fanny Guillemot <F.Guillemot@mdx.ac.uk>

Στάλθηκε: Δευτέρα, 18 Μαρτίου 2019 4:23 μμ

Κοιν.: Nosheen Rachel-Naseem

Θέμα: Middlesex University incoming exchange application guidelines 2019/20

Dear Partner,

We hope this email reaches you well.

The Erasmus and Exchange team at Middlesex University is pleased to send you online nomination and application details for 2019/20.

Application Form and Application Instructions 2019/20:

Please find our updated Application Forms and Instructions for Applicants attached in this email.

Term Dates for Academic year 2019/20:

Full Year exchange dates: 16 September – 13 May

Term One: 16 September to 13 December

Term Two: 6 January – 13 May

For more information on other university dates see: [Calendar](#)

Nominations for 2019/20:

Please see below our nomination and application deadline. Kindly nominate your students to Middlesex University by using our [online nomination-form](#). You also find instructions for applicants in our application pack.

Term One/Full Year Exchange:

- Nomination Deadline for Term 1/Full Year Exchange of Academic Year 2019-20: 15th of April 2019
- Application Deadline for Term 1/Full Year Exchange of Academic Year 2019-20: 15th of May 2019

Term Two:

- Nomination Deadline for Term 2 Exchange of Academic Year 2019-20: 15th of September 2018
- Application Deadline for Term 2 Exchange of Academic Year 2019-20: 15th of October 2018

English Language requirements for 2019/20: Students must provide their English language qualification certificate to support their application.

Staff contact details and updates:

Dr Sheila Cunningham	Institutional Erasmus Coordinator		
Dr Sophie Ball	Erasmus and Exchanges Manager (Strategic)	0208 411 6132	S.Ball@mdx.ac.uk
Dr Nosheen Rachel Naseem	Erasmus and Exchanges Manager (Operations)	0208 411 5962	N.Rachel-Naseem@mdx.ac.uk
Warda Hussain	Erasmus and International Exchange Coordinator (Outgoing Erasmus)	0208 4114813	W.Hussain@mdx.ac.uk
Fanny Guillemot	Erasmus and International Credit Mobility Coordinator	0208 411 4819	F.Guillemot@mdx.ac.uk
To be confirmed	Erasmus and Exchange Coordinator (Incoming Erasmus)	0208 411 4027	

Our generic email address is: exchangein@mdx.ac.uk.

Please note: Prospective students may not communicate with Middlesex University directly before the application submission. All communication should be coordinated and facilitated by our Partner University at this stage.

For any further questions please email us, we will be more than happy to help.

For more information, please see our [website](#).

We look forward to working with you once again this academic year.

Kind regards,

Fanny

Fanny Guillemot
Erasmus and International Credit Mobility Coordinator
Middlesex University
The Burroughs
London NW4 4BT, UK
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INFORMATION PACK FOR INCOMING ERASMUS AND EXCHANGE STUDENTS

ACADEMIC YEAR 2019/20

Please Note: Prospective exchange students may not communicate with Middlesex University directly before the application submission. All communication should be coordinated and facilitated by your Home University's Coordinator to this stage.

The Application Process

The deadline for Middlesex to receive completed applications is **15th May 2019** for Term 1 and full year exchange period.

After your application has been processed and accepted, you will receive an email from our Exchange Coordinator confirming your place and giving you your Middlesex University Student Identification (MU ID) number. At the same time, your Visa requirements (if applicable) will be assessed and a CAS generated where required. Please note that applications will not be processed before the 1st May.

The Application Form

The completed form and accompanying documents should be scanned and with the subject 'Middlesex University Student Exchange Application' emailed directly to: exchangein@mdx.ac.uk. Please name your documents according to content and your name, e.g. transcript Jane Doe.doc.

Please note that we **ONLY** accept applications sent to us by email; we do **NOT** accept hard copy applications by post.

Notes on completing the Application Form

Please read the following notes carefully when completing the form:

Course(s) Applied For: Programme Title: Insert *Exchange* and *Undergraduate or Postgraduate*. Leave the rest of this section blank.

Fee Payment: Highest Qualification: Leave these sections blank.

English Language Qualifications: You must complete this section and provide evidence that you meet the English [language requirements](#).

GMAT: Employment and Work Experience: Leave this section blank.

Personal Statement:

- Write here the name of your university and the name of the degree programme you are following there, and your current year of study (e.g. University of Cordoba, BA Translation, 2nd year).
- List the name of the programme you wish to study at Middlesex, which year of that programme, and the modules that you will study. These are listed at [UG courses](#) & [PG courses](#).
- **To avoid timetable clashes, you are required to choose modules only from one course and from the same year (e.g. BA International Business, 4 modules from 2nd year).**

References: Leave this section blank.

Courses/modules available for incoming exchange students

Undergraduate (1st cycle):

Full year exchange: During one academic year you are required to register on 4 modules, each worth 30 Middlesex Credits (15 ECTS, 6 US credits) – a total of 120 Middlesex credits (60 ECTS, 24 US credits) in a year.

To identify the courses that are on offer, please see the Middlesex University [website](http://www.md.ac.uk). Whilst we do our best to provide you with up-to-date module information, programmes are subject to change and from time to time you may need to consider other modules.

To avoid timetable clashes, you are required to choose modules only from one programme and from the same year of study (e.g. BA International Business, 4 modules from 2nd year).

The screenshot shows the Middlesex University website for the Business BA Honours course. The header includes the university logo and a search bar. The main navigation menu lists: Courses, Our Research, Life at Middlesex, Global Impact, Business & Partnerships, About Us, and Get in Touch. The course page for Business BA Honours is displayed, featuring a blue header with silhouettes of students. The page content includes sections for 'What will you study?', 'What will you gain?', and a list of modules for Years 1, 2, and 3. The right sidebar contains a 'SAVED PAGES' section with a 'September 2017' update, course details (Full time and part time, 3 years full time/usually 6 years part time), course leader (Nathalie van Meurs), fees (£9,250 per year, £11,500 per year international), and a list of links: Funding and Scholarships, Chat to us now, Order a prospectus, Apply today, Book an open day, Ask a question, Support in your country, and Employability.

Changing Modules: We might be able to change your modules only during the first two weeks, after the classes have started and if there is a time-table clash.

Single semester: we have a limited number of single semester modules. Please nominate single term students only in the following subject areas.

- Fine Art (by agreement) (note that applicants for Undergraduate Fine Art may ONLY apply for an exchange in term 2 – (January – June 2019))
 - Fashion
- International Politics (limited modules available for Term 1 and Term 2)
- Dance (by agreement)
- Nursing (by agreement)
- Graphic Design

Postgraduate:

Master's (2nd cycle):

We will accept Master's (2nd cycle) students to study with us for **ONE TERM** only, either for research (non-credit exchange) or for taught modules/courses

Students may apply for single semester exchanges at Masters level in autumn term 2019 in the following programmes (subject to suitable prior study, module availability, and as per our inter-institutional agreement):

Fine Art

Law (LLM) – selected modules only

Criminology

Criminology with Forensic Psychology

Youth Justice, Community Safety and Applied Criminology.

Global Governance and Sustainable Development

Environmental Law and Justice

International Relations

Sport & Exercise Nutrition

Doctoral (3rd cycle):

We will accept doctoral students for research/non-credit exchange study for **ONE TERM** only (September or January term)

Accompanying Documents

All students must provide copies of the following documentation along with their application form:

- Passport (or European ID card)
- Most recent transcript translated officially in English
- English Language Qualification Certificate (see here our [language entry requirements](#))

Portfolios

Students applying for Music, Art and Design or Film and Television programmes **must** include a web address to a site where their portfolio/show reel can be assessed. We no longer accept portfolios on CDs or other media storage devices. Students for these area subjects are accessed and reviewed on their portfolios to the course by the Academics.

Tier 4 Visas

Unless you are an EU or EEA national, you will probably need a Visa to study in the UK. For one term, you may be able to come as a 'Student Visitor'. If you want to come for more than 6 months, you will need to apply for a Tier 4 Visa, for which you must meet the following English [language requirements](#).

Withdrawal from Exchange Study

Students, who apply to Middlesex University for a full year exchange study, complete the full year academic requirements and submit assignments in order to gain credits. If you wish to withdraw before the end of the academic year, you cannot gain credits if you are registered for year-long modules. Due to the framework and assessments within programmes at Middlesex University, it is not possible for students to be awarded 'half-credits' for completion of one term only. Thus, students will not receive a transcript.

Accommodation

At Middlesex we offer self-catering housing for nearly 1500 students across seven halls of residence. This accommodation ranges from study bedrooms with ensuite facilities, to traditional halls with shared kitchens and bathrooms. Note that a place in one of the university residences is not guaranteed and students may only apply once they have been issued with an MU ID number. For more information, click on the link: [Accommodation](#)

Calendar

Term 1	
Late September/early October	International Student Orientation Week/Induction (16-20 Sep 2019)
Early October	Teaching begins
Late December	University closes for Christmas break
Mid-January	Term 1 ends
Term 2	
Early January	University reopens following Christmas break
Mid-January	Teaching begins
Late January	Term 1 students return to teaching Welcome Term 2 students
Late May/June	Exchange students leave Middlesex

Academic year 2019/20:

For more information on university dates see: [Calendar](#)

London Fact Sheet

Middlesex University London (MDX)	Virtual tour of the campus Getting to the Hendon Campus Hendon Map
Location	The Burroughs, Hendon, London, NW4 4BT
University website	There is lots of information available about MDX and life in London on our websites, so please spend time exploring these: Main Website / Student Website
Timetable	In London, the teaching week runs from Monday to Friday and daily timetables range from 9am-7pm for Undergraduate students. You will find out your personal timetable on the University System, myUniHub , after you enrol on your programme. Timetables are usually available from the Mid-September (Term 1/Full Year) and Mid-January (Term 2).
Transport	The main transport in London is tube and bus. Most people here have an Oyster travel card to get around London. Depending on your duration of stay and how much you travel, it would be advisable to either consider Pay As You Go or an 18+ Student travel card. For the latter, you have to apply online and Middlesex University has to confirm your student status. Useful links: General ; Visitor Oyster Card ; Student Fares ; London Tube Map
Cost of living (monthly average)	The list below will give you a guideline to how much to budget for the month. These amounts are subject to change according to your circumstances. Please note that London is one of the most expensive cities in the world.

	Halls fee/private rent	£560/600
	Food/Housekeeping	£140
	Travel/Transport	up to £100
	Leisure/sport/socializing	£160
	Clothes/shoes	£50
	Books/Stationary	£40
	Mobile Phone	£20
	Total	£1070/1110
Health Insurance Policy	Britain has a subsidized health service called the NHS (National Health Service) which provides free health care and treatment for people who are resident in Britain. This includes all students enrolled on a programme lasting for more than six months. Routine optical and dental treatment is not normally covered by the NHS.	
UniHelp	Once you arrive in London, UniHelp is your first port of call for general student enquiries. It brings together all face-to-face support in one location on the Hendon campus as well as providing online assistance.	
Student Support	Check the following links: International Students ; Life at Middlesex	

Information for Partner Universities 2019/20

In this document:

- [Deadlines and Calendar](#)
- [The Application Form](#)
- [Courses/modules available for incoming exchange students](#)
- [Withdrawal from Exchange Study](#)
- [Portfolios](#)
- [Language Requirements](#)
- [Tier 4 Visas](#)
- [Transcripts](#)
- [Accommodation](#)

Deadlines and Calendar

Academic Year/Autumn Term	Spring Term
Nominations Deadline – 15 th April	Nominations Deadline – 15 th September
Applications Deadline – 15 th May	Applications Deadline – 15 th October

☞ **To nominate students, please complete our [online nomination-form](#).**

Please note that we **ONLY** accept applications sent to us by email; we do **NOT** accept hard copy applications by post.

Term 1	
Late September/early October	International Student Orientation Week/Induction (16-20 Sep 2018)
Early October	Teaching begins
Late December	University closes for Christmas break
Mid-January	Term 1 ends

Term 2	
Early January	University reopens following Christmas break
Mid-January	Teaching begins
Late January	Term 1 students return to teaching Welcome Term 2 students
Late May/June	Exchange students leave Middlesex University

Academic year 2019/20:

For more information on university dates see: [Calendar](#)

The Application Form

All Exchange applicants selected and nominated by their home university must complete the Middlesex University Application Form, which will be emailed to them by Middlesex Exchange Coordinator. The students will receive the information pack (see attached) which contains the following guidelines:

1. Instructions for Exchange Applicants – this clearly outlines how students are to fill in the application form and if followed correctly, will prevent delay in their application processing time.
2. Courses/Modules available for incoming exchange students
3. English Language qualifications
4. Visa information
5. List of supporting documents
6. London Factsheet

Please Note: Prospective students may not communicate with Middlesex University directly before the application submission. All communication should be coordinated and facilitated by our Partner University to this stage.

Courses/modules available for incoming exchange students

Undergraduate (1st cycle)

Full year exchange: During one academic year students are required to register on 4 modules, each worth 30 Middlesex Credits (15 ECTS, 6 US credits) – a total of 120 Middlesex credits (60 ECTS, 24 US credits) in a year (with a limit of 60 Middlesex credits at postgraduate level).

To identify the courses that are on offer, please see the Middlesex University [website](#). Whilst we do our best to provide you with up-to-date module information, programmes are subject to change and from time to time you may need to consider other modules.

To avoid timetable clashes, students are required to choose modules only from one programme and from the same year of study (e.g. BA International Business, 4 modules from 2nd year).



The screenshot shows the Middlesex University website for the Business BA Honours course. The page features a search bar at the top, navigation links, and a course overview. The course is described as a progressively international business syllabus. The page also lists modules for Year 1 and Year 2, including Applications and Research in Management, Financial Aspects of Business, Foundations in International Management and Organisation, Marketing Theory and Practice, International Business Environment, International Operations and Innovation Management, HRM in a Global Context, Managerial Finance, Trade and International Business, and International Business Law.

Single semester: we have a limited number of single semester modules. Please nominate single term students only in the following subject areas.

- Fine Art (by agreement) (note that applicants for Undergraduate Fine Art may ONLY apply for an exchange in term 2 – (January – June 2019)
 - Fashion
- International Politics (limited modules available for Term 1 and Term 2)
- Dance (by agreement)
- Nursing (by agreement)
- Graphic Design

Postgraduate:

Master's (2nd cycle):

We will accept Master's (2nd cycle) students to study with us for **ONE TERM** only, either for research (non-credit exchange) or for taught modules/courses

Students may apply for single semester exchanges at Masters level in autumn term 2019 in the following programmes (subject to suitable prior study, module availability, and as per our inter-institutional agreement):

Fine Art

Law (LLM) – selected modules only

Criminology

Criminology with Forensic Psychology

Youth Justice, Community Safety and Applied Criminology.

Global Governance and Sustainable Development

Environmental Law and Justice

International Relations

Sport & Exercise Nutrition

Doctoral (3rd cycle):

We will accept doctoral students for research/non-credit exchange study for **ONE TERM** only (September or January term)

Withdrawal from Exchange Study

Students who apply to Middlesex University for a full year exchange study, must complete the full year academic and assessment requirements in order to gain credits and to receive transcripts.

Students who wish to withdraw before the end of the academic year cannot gain credits for study if they are registered on year-long modules. Due to the learning framework and assessments within programmes at Middlesex University, it is not possible for students to be awarded 'half-credits' for completion of one term only. Thus, students will not receive a transcript.

Portfolios

Students applying for Music, Art and Design or Film and Television programmes **must** include a web address to a site where their portfolio/show reel can be assessed. We no longer accept portfolios on CDs or other media storage devices.

Language Requirements

To support their applications, students must provide their English language qualification certificate to support their application. In order to be offered a place as an Exchange Student at Middlesex University, students must meet the following English [language requirements](#).

Tier 4 Visas

Unless students are EU or EEA nationals, they will probably need a Visa to study in the UK. For one term, students may be able to come as a 'Student Visitor'. For students wanting to come for more than 6 months, they will need to apply for a Tier 4 Visa, for which they must meet the following English language requirements stated in [Language Requirements](#) section of this document.

For more information about Visas, please see the [Visas and work rights](#) section of the Middlesex University website.

Transcripts

Transcripts are issued three times a year: March, July and September.

Two copies of each transcript are sent to the exchange coordinator of the student's home institution and will reflect both passed and failed modules. In addition, transcripts indicate the ECTS credit weighting.

Accommodation

At Middlesex we offer self-catering housing for nearly 1500 students across 5 halls of residence. This accommodation ranges from study bedrooms with ensuite facilities, to traditional halls with shared kitchens and bathrooms. Note that a place in one of the university residences is not guaranteed and students may only apply once they have been issued with an MU ID number. For more information, click on the link: [Accommodation](#)

Information for Exchange Students coming to London 2017/18

Middlesex University London (MDX)	Virtual tour of the campus Getting to the Hendon Campus Hendon Map	
Location	The Burroughs, Hendon, London, NW4 4BT	
University website	There is lots of information available about MDX and life in London on our websites, so please spend time exploring these: Main Website / Student Website	
Programmes and rules for modules choice	The list of the programmes that we offer in London can be found on our website . To avoid timetable clashes, when choosing the modules <u>you must observe the following rule:</u> <ul style="list-style-type: none"> <u>You need to choose modules only from one programme and from the same year (e.g. BA International Business, 2nd year modules).</u> Please note that Postgraduate students can be accepted only for one semester.	
Timetable	In London, the teaching week runs from Monday to Friday and daily timetables range from 9am-7pm for Undergraduate students. You will find out your personal timetable on the University System, myUniHub , after you enroll on your programme. Timetables are usually available from the Mid-September (Term 1/Full Year) and Mid-January (Term 2).	
Academic Calendar, Welcome week & Induction	The Academic Calendar can be found here . The 'Welcome to Middlesex' Orientation programme for new exchange students will take place in the end of September (Term 1 / Full Year) and Mid-January (Term 2). In both cases, the programme will be advertised in your website . The induction schedule for your programme will be available on myUniHub .	
University & off campus accommodation	MDX has 5 halls of residence although not all are located on campus. Please check our website for the full details (photos, virtual tour and prices). For private rented accommodation, please follow the guidelines in our website .	
Transport	The main transport in London is tube and bus. Most people here have an Oyster travel card to get around London. Depending on your duration of stay and how much you travel, it would be advisable to either consider Pay As You Go or an 18+ Student travel card. For the latter, you have to apply online and Middlesex University has to confirm your student status. Useful links: General ; Visitor Oyster Card ; Student Fares ; London Tube Map	
Cost of living (monthly average)	The list below will give you a guideline to how much to budget for the month. These amounts are subject to change according to your circumstances. Please note that London is one of the most expensive cities in the world.	
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	Travel/Transport	up to £100
	Leisure/sport/socializing	£160
	Clothes/shoes	£50
	Books/Stationary	£40
	Mobile Phone	£20
	Total	£1070/1110
Health Insurance	Britain has a subsidized health service called the NHS (National Health Service) which provides free health care and treatment for people who are resident in Britain. This includes all students	

Policy	enrolled on a programme lasting for more than six months. Routine optical and dental treatment is not normally covered by the NHS.
UniHelp	Once you arrive in London, UniHelp is your first port of call for general student enquiries. It brings together all face-to-face support in one location on the Hendon campus as well as providing online assistance.
Student Support	Check the following links: International Students ; Life at Middlesex

We look forward to welcoming you at Middlesex University!

Information for Exchange Students coming to London 2019/20

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Health Insurance Policy	Britain has a subsidized health service called the NHS (National Health Service) which provides free health care and treatment for people who are resident in Britain. This includes all students enrolled on a programme lasting for more than six months. Routine optical and dental treatment is not normally covered by the NHS.	
UniHelp	Once you arrive in London, UniHelp is your first port of call for general student enquiries. It brings together all face-to-face support in one location on the Hendon campus as well as providing online assistance.	
Student Support	Check the following links: International Students ; Life at Middlesex	

We look forward to welcoming you at Middlesex University!

Middlesex University Application Form



OFFICE USE ONLY

Regional ID/Agency Code:

MISIS Student Number:

This form is to be used for Direct applications only
Full Time Undergraduate applications should be submitted through UCAS. PGCE applications must be submitted through the GTTR

Personal Details (As it appears on your passport/driver's licence or other official ID)

Family Name: _____ Previous Name: _____

First Name: _____ Date Of Birth: (DD/MM/YY) _____

Middle Name(s): _____ Gender: Male ☐ Female ☐

Title: (Mr/Ms etc) _____

Permanent Address: _____ Correspondence Address: (If different from permanent) _____

Postcode: _____ Postcode: _____

Country: _____ Country: _____

Tel No: _____ Mobile: _____

Email: _____

Course(s) Applied For

Programme Title: _____

Level Of Study: Undergraduate ☐ Postgraduate ☐

Entry Point: Year 1 ☐ Year 2 ☐ Year 3 ☐

Mode Of Study: Full Time ☐ Part Time ☐ Other: (Specify) _____

Intake Year: _____ Month: Jan ☐ Sept ☐

Programme Title: _____

Level Of Study: Undergraduate ☐ Postgraduate ☐

Entry Point: Year 1 ☐ Year 2 ☐ Year 3 ☐

Mode Of Study: Full Time ☐ Part Time ☐ Other: (Specify) _____

Intake Year: _____ Month: Jan ☐ Sept ☐

Disabilities/Special Needs

The University encourages you to disclose any disability/medical condition which could disadvantage your ability to study. All offers are made on academic grounds only and the information you submit will be used to help Middlesex University provide appropriate support. Please tick all that apply.

- | | | | |
|---------------------------------|----------------------------|----------------------------------|----------------------------|
| No Disability | <input type="checkbox"/> 0 | Learning Difficulty | <input type="checkbox"/> 1 |
| Blind/Serious Visual Impairment | <input type="checkbox"/> 2 | Deaf/Serious Hearing Impairment | <input type="checkbox"/> 3 |
| Wheelchair User/Mobility Issues | <input type="checkbox"/> 4 | Personal Care Support | <input type="checkbox"/> 5 |
| Mental Health Condition | <input type="checkbox"/> 6 | Unseen Disability: e.g. Diabetes | <input type="checkbox"/> 7 |
| Autistic Spectrum/Asperger's | <input type="checkbox"/> T | Other disability not listed here | <input type="checkbox"/> 9 |

Please detail other disability or additional support needs:

Residential Information/Visas

Please provide information relating to your nationality and residence. Attach copies of any pertinent Home Office documentation. Further information may be requested.

Country of permanent residence:

If UK, please give County/Borough: _____

Country of birth: _____

Nationality (as on passport): _____

If you are a non EEA/UK national please answer the following questions:

Passport number (include copy of photo page with ADP): _____

Have you ever lived outside the UK/EU? Yes ☐ No ☐

If Yes, please indicate date of entry to the UK/EU: _____

Do you currently have a UK Visa? Yes ☐ No ☐

If Yes, enter type, expiry date and Visa number: _____

Have you been granted indefinite leave to remain? If Yes, enter date: _____

Do you require a Tier 4 Visa to study in the UK? Yes ☐ No ☐

Have you ever studied in the UK on a Student Visa? Yes ☐ No ☐

If Yes, please give details:

Fee Payment

Please provide details of how you intend to pay your tuition fees. Applicants may be asked to supply details of their financial position and their provision for the payment of fees.

Who will pay your tuition fees? Self-Funded: Yes ☐

Employer (please specify): _____

Other (please specify): _____

If you intend to apply for a Middlesex University Scholarship/Award, please specify:

Highest Qualification

If you previously studied at Middlesex, please enter Student ID:

Please enter your highest level of education, e.g. BSc/MSc: _____

If this award was taken in the UK enter institution name: _____

If taken elsewhere please enter name and country: _____

Academic Qualifications

If you are a non EEA national you must give ALL details of previous study undertaken in the UK.

Please list all qualifications in chronological order with the most recent first. Provide copies of certificates and transcripts where appropriate. If not accompanying this form, please ensure any documentation is submitted to the Admissions Office, clearly stating the programme you are applying for.

Note: Printouts from self-service/web portal systems will not be accepted. The documentation being submitted must be formally issued by the awarding institution/exam body.

International students must submit documentation both in the original language and as an officially endorsed English language translation.

Qualifications Pending				
Award Type & Subject	Award Date	Grade (Including Predicted)	Institution & Address	Dates From – To

Qualifications Achieved Including Professional Qualifications				
Award Type & Subject	Award Date	Grade Achieved	Institution & Address	Dates From – To

English Language Qualifications

Entry is conditional on the achievement of a standard level of English. If your first language is not English please give details of the most recent English Proficiency course you have taken.

If you require a Tier 4 Visa, please note that you must also be able to demonstrate English ability to the minimum level required by UKBA.

Qualification Name	Grade Achieved	Award Date

GMAT – Graduate Management Admission Test

Verbal	Quantitative	Analytical Writing	Total	Award Date

Employment And Work Experience (Most recent first)

Employer's Name & Address	Role & Brief Description Of Duties	FT or PT	Dates Employed

Employer's Name & Address	Role & Brief Description Of Duties	FT or PT	Dates Employed

Number of years full time work experience* (at 1 September prior to start of programme)

*Please do not include part time work, internships or summer jobs.

Personal Statement

You are advised to complete this section as fully as possible and with particular care. In many cases this may be the only contact you have with the admissions tutors and your statement will be assessed as part of the admissions process.

As a guide your personal statement should cover topics such as your reasons for applying to your desired programme(s), your previous educational and employment experiences, personal qualities, future goals and career aspirations.

Please attach a type written sheet or continue on a separate sheet if necessary.

Declaration Of Criminal Record

In an effort to help the University reduce the risk of harm or injury to their staff and students caused by the criminal behaviour of other students we must know about any relevant criminal convictions an applicant has.

In this matter relevant criminal convictions are deemed only to be those convictions for offences against a person, whether of a violent or sexual nature and convictions for offences involving unlawfully supplying controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking. Convictions that are spent (as defined by the Rehabilitation of Offenders Act 1974) are not considered to be relevant and you should not reveal them (**however, see next paragraph**).

If you are applying for a programme in health or social work which may involve work with children or vulnerable adults, you MUST tell us about any criminal convictions, including spent sentences, cautions (including verbal cautions) and bind-over orders. Due to the nature of these programmes they are exempt from the provision of Section 4(2) of the Rehabilitation of Offenders Act 1974.

By virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 and the Child Act 1989, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the Act. If you are offered a place on one of these courses and before you commence your studies, you will need an 'Enhanced Disclosure Document' from the Criminal Records Bureau or the Scottish Criminal Record Office Disclosure Service.

Have you been through the Criminal Records Bureau Enhanced Disclosure process in relation to your current employment?

Yes ☐

If Yes, please state the date and reference number: _____

Do you have a relevant unspent criminal conviction?

Yes ☐

Applicants who have a previous conviction will not be automatically excluded from the application process. However, if you have ticked **Yes**, please disclose details of your offence and conviction, including dates and courts convicted at. This information should be submitted along with your application form in a separate sealed envelope, clearly marked confidential with your name and date of birth on it. Any information disclosed will be handled and disposed of securely by Middlesex University in compliance with the Criminal Records Bureau Code of Practice, the Data Protection Act and other relevant legislation.

If you are convicted of a relevant criminal offence after your application has been submitted, you must notify us. The University may request further disclosure from you and your offence may affect your application.

References

For **Undergraduate** applications please submit a single academic reference. For **Postgraduate** applications please submit two references. The first reference should be academic and the second character reference can be from an employer or other source. Any reference received must be signed and on headed paper.

If not accompanying this form, references should be submitted along with completed coversheets, on letter headed paper or otherwise officially endorsed.

References from friends and family members will not be accepted

First Referee

Full name: _____

Occupation: _____

Relationship: _____

Address: _____

Postcode: _____

Tel No: _____

Email*: _____

*Private email address not acceptable

Second Referee

Full name: _____

Occupation: _____

Relationship: _____

Address: _____

Postcode: _____

Tel No: _____

Email*: _____

Checklist

Before submitting this application form, please ensure that all sections of the form have been completed and where appropriate the following items have been attached. Failure to include these items may slow the processing of your application. Do not send original documentation at this stage. The University will not normally return documentation submitted and will not be held liable for original documentation which is lost or damaged in any manner. Please be prepared to present original copies of all documentation to the University at enrolment for verification.

- ☐ Copies of all academic documentation including transcripts, certificates, etc
- ☐ Syllabus of Higher Education level programme (for applicants requesting credit transfer/top up)
- ☐ Personal Statement
- ☐ References as applicable
- ☐ Photocopies of passport to include photograph and personal detail pages
- ☐ Resume/Curriculum Vitae if applicable
- ☐ Photocopies of IELTS/TOEFL or other approved English qualification if applicable
- ☐ CD Portfolio for Art & Design programmes

Declaration

Any statements on this form which prove to be untrue or purposely misleading will render the application void. Furthermore if inaccuracies are highlighted at a later stage we retain the right to retract any offer made or expel the student with no refund of fees.

I accept and grant permission for my employer/sponsor to be informed of any relevant information relating to the progression of my programme, including any record of attendance.

I confirm that the information given on this form is true, complete and accurate. No information requested or other material has been omitted. I consent to the storage and processing of this data by Middlesex University under the provision of the 1998 Data Protection Act.

Signed: _____ Date: _____

PLEASE RETURN THIS COMPLETED FORM TO

**The Admissions Office
Middlesex University
The Burroughs
London
NW4 4BT
United Kingdom**

Tel: +44 (0)20 8411 5555
Fax: +44 (0)20 8411 5649
Email: applications@mdx.ac.uk
Web: www.mdx.ac.uk

Marketing Monitoring

Please indicate how you heard about Middlesex University:

- | | | | |
|---|---|---|--|
| <input type="checkbox"/> British Council/Education UK | <input type="checkbox"/> Direct Mail From Middlesex | <input type="checkbox"/> Employer | <input type="checkbox"/> MBA Fair |
| <input type="checkbox"/> UCAS Website | <input type="checkbox"/> Middlesex Website | <input type="checkbox"/> Middlesex Student/Alumni | <input type="checkbox"/> AMBA |
| <input type="checkbox"/> Middlesex Regional Office | <input type="checkbox"/> Tube Station | <input type="checkbox"/> Prospects.ac.uk | <input type="checkbox"/> Social Networking Site |
| <input type="checkbox"/> Google | <input type="checkbox"/> Careers Adviser/Tutor | <input type="checkbox"/> Push | <input type="checkbox"/> Other: (please specify) |
| <input type="checkbox"/> Newspaper/Magazine | <input type="checkbox"/> Friend/Family | <input type="checkbox"/> Whatuni | |

Ethnic Origin/Equal Opportunities Monitoring

The University is committed to providing equal opportunities for all. To assist us with our monitoring please choose one selection from the bold options A–F to indicate your ethnic group. Then tick the appropriate box immediately after this grouping to indicate your cultural background.

This form will be separated from your application and the information supplied will be recorded on our computer system for statistical monitoring purposes. This information will not be considered as part of the admissions process.

A) White		B) Black or Black British		C) Asian or Asian British	
British	<input type="checkbox"/> 11	Caribbean	<input type="checkbox"/> 21	Indian	<input type="checkbox"/> 31
Irish	<input type="checkbox"/> 12	African	<input type="checkbox"/> 22	Pakistani	<input type="checkbox"/> 32
Scottish	<input type="checkbox"/> 13	Other Black Background	<input type="checkbox"/> 29	Bangladeshi	<input type="checkbox"/> 33
Welsh	<input type="checkbox"/> 14			Other Asian Background	<input type="checkbox"/> 39
Other White Background	<input type="checkbox"/> 19				

D) Chinese		E) Mixed		F) Other Ethnic Background	
Chinese	<input type="checkbox"/> 34	White & Black Caribbean	<input type="checkbox"/> 41	Not Known	<input type="checkbox"/> 90
		White & Black African	<input type="checkbox"/> 42	Information Refused	<input type="checkbox"/> 98
		White & Asian	<input type="checkbox"/> 43		
		Other Mixed Background	<input type="checkbox"/> 49		

Middlesex University English Language – Requirements 2018/19 Entry

Section B3 of the University Regulations outlines the requirements for English Language that all applicants whose first language is not English are required to meet. Section B3.2 confirms that English Language qualifications must be obtained no earlier than two years before commencement of study at the University.

Applicants are expected to demonstrate to the required level their English Language capability. There are a number of ways this can be achieved. Applicant can;

1. Reach a satisfactory standard in an approved test in English as outlined in the 'Middlesex University Approved English Language Tests' List, or
2. Offering the successful completion of a full Bachelors or Master's degree from an approved University that has been taught and assessed in English and a NARIC certificate is provided, or
3. Being a national of a majority English speaking country if during the application process it has been demonstrated that they are able to understand all facets of English competencies to the required level, or
4. Successfully Completing a suitable Pre-Sessional Academic English language course validated or approved by Middlesex University.

Majority English-speaking countries are defined as follows: Antigua and Barbuda, Australia, the Bahamas, Barbados, Belize, Canada, Dominica, Grenada, Guyana, Ireland, Jamaica, New Zealand, St Kitts and Nevis, St Lucia, St Vincent and the Grenadines, Trinidad and Tobago, United Kingdom and USA.

Applicants who are hoping to meet the English Language requirement as described in **point 2** above will be required to submit a NARIC certificate confirming the equivalent level of the degree alongside an official letter from the University confirming that the degree was taught in English or an original and official certificate from the University where the degree was awarded confirming that the degree was taught or researched in a majority English-speaking country.

Approved Universities are:

1. Any University accredited by a government of a majority English speaking country.
2. Universities and Community Colleges based in Hong Kong and Singapore.
3. University of Malta.

Many English Language Qualifications have an expiry date. These tests will only be considered if they are valid at the point of entry.

Some programmes with professional registration requirements may exceed the University's requirements and must also be met.

Exemptions granted by test providers for applicants with disabilities, who cannot demonstrate all four competencies of English language, will normally be taken into consideration and accepted at the point of admission.

MIDDLESEX UNIVERSITY APPROVED ENGLISH LANGUAGE TESTS FOR INTERNATIONAL APPLICANTS

GENERAL QUALIFICATION SECTION

QUALIFICATION	LEVEL REQUIRED		
Normal requirement for	UG (apart from exceptional programmes)	PG Taught and Research Exceptions: <ul style="list-style-type: none"> BSc Biomedical Science, BSc Psychology and all pathways 	Exceptions <ul style="list-style-type: none"> BSc Nursing BSc Vet Nursing BSc Midwifery MSc Forensic Psychology MSc Cardiac Ultrasound MSC/ PGDip/ PGCert Dental Implantology BSc Healthcare Science (Audiology) (Cardiac Physiology) and (Neurophysiology)* Translation.
GCSE/IGCSE/O-Level English (as a first or second language)	Grade C	Grade C	Grade C
IELTS	6.0 (with 5.5 in each component)	6.5 (with 6.0 in each component)	7.0 *All BSc Healthcare Science must have 7.0 overall with 6.5 in written component
Pearson Test of English	51 (with 51 in all components)	58 (with 51 in all components)	58 (with 51 in all components)
TOEFL (IBT)	72 (with at least 17 in listening & writing, 20 in speaking and 18 in reading)	87 (with at least 21 in listening & writing, 22 in speaking and 23 in reading)	87 (with at least 21 in listening & writing, 22 in speaking and 23 in reading)
TOEIC	Not accepted please take another qualification	Not accepted please take another qualification	Not accepted please take another qualification
Cambridge First, Advantage, Proficiency – taken pre January 2015	Cambridge First: Grade B overall (No less than B in any component)	Cambridge First: Grade A (no less than A in any component)	Cambridge First: Not accepted
	Cambridge Advanced: Grade C (no less than C in any component) less than C in any component)	Cambridge Advanced: Grade C (no less than C in any component)	Cambridge Advanced: Grade B (no less than B in any component)
	Cambridge Proficiency: Level C1 certificate	Cambridge Proficiency: Level C1 Certificate (no less than C1 in any component)	Cambridge Proficiency: Grade C (no less than C in any component)
Cambridge First, Advanced, Proficiency – taken post January 2015	169 overall (no less than 162 in each component)	176 overall (no less than 169 in any component)	185 overall (no less than 176 in any component)
Cambridge ESOL	CPE Grade C CAE Grade B	CPE Grade B CAE Grade A	CPE Grade B CAE Grade A

International Baccalaureate English A1 (Standard or Higher)	Grade 4	Grade 4	Grade 5
International Baccalaureate English B (Higher Level)	Grade 5	Grade 5	Grade 6
Trinity College (ISE only)	ISE II as evidence of all skills in English (B2)	Not accepted please take another qualification	Not accepted please take another qualification
TEEP Uni of Reading	6.0 (with 5.5 in each component)	6.5 (with 6.0 in each component)	7.0
City and Guilds International ESOL	Communicator	Expert	Mastery
Michigan (MELAB) NB ECPE scores must be converted to MELAB	80	90	90
Pearson Test of English (PTE) General	Level 3	Level 4	Level 5
European Baccalaureate Language 1	Grade 6.0	Grade 7.0	Grade 7.0
European Baccalaureate Language 2	Grade 6.0	Grade 7.0	Grade 7.0
European Baccalaureate Language 3	Grade 7.5	Not acceptable	Not acceptable
ESB ESOL International	Level 1-Step 2	Level 2-Step 1	Level 2-Step 2
Year 1 of University study taught in English (only for applicants not requiring a T4 Visa)	55% overall and no less than 50% in each module	Not acceptable	Not Acceptable

COUNTRY SPECIFIC TESTS				
COUNTRY	QUALIFICATION	LEVEL REQUIRED		
		UG (apart from exceptional programmes)	PG Taught and Research Exceptions: <ul style="list-style-type: none"> BSc Biomedical Science, BSc Psychology and all pathways 	Exceptions <ul style="list-style-type: none"> BSc Nursing BSc Vet Nursing BSc Midwifery MSc Forensic Psychology MSc Cardiac Ultrasound MSC/ PGDip/ PGCert Dental Implantology BSc Healthcare Science (Audiology) (Cardiac Physiology) and (Neurophysiology)* Translation.
Austria	Matura / Reifeprüfung	2 (gut) in English when both written and oral exams have been taken	2 (gut) in English when both written and oral exams have been taken	2 (gut) in English when both written and oral exams have been taken
Belgium	Diploma van Secundair Onderwijs or Certificat d'Enseignement Secondaire Supérieur	Distinction in English	Distinction in English	Distinction in English
Bulgaria	Secondary School Diploma	Not accepted please take another qualification	Not accepted please take another qualification	Not accepted please take another qualification
Cyprus	Apolyterion	Not accepted please take another qualification	Not accepted please take another qualification	Not accepted please take another qualification
Czech Republic	Vysvedceni o Maturitni Zkousce/Maturita	Grade 2 in English	Grade 1 in English	Not accepted please take another qualification
Denmark	Studentereksamen	Grade 7 in English	Grade 10 in English	Grade 10 in English
Estonia	Gumnaasumi Loputunnistus	Pass in the English State Exam at level B2	Pass in the English State Exam at level B2 or overall grade 5 in English	Pass in the English State Exam at level C1
Finland	Ylioppilastutkintotodistus	5 (magna cum laude approbatur) in English	5 (magna cum laude approbatur) in English	5 (magna cum laude approbatur) in English
France	French Baccalaureate (General)	14 (bien) in English	Not accepted	Not accepted
	French Bacclaireate (OIB)	14/20 in English	Not accepted	Not accepted

Germany	Abitur/Zeugnis der Allgemeinen Hochschulreife	11 (gut) in English when taken as an achievement/ main/intensive course	13 (sehr gut) in English when taken as an achievement/ main/intensive course	13 (sehr gut) in English when taken as an achievement/ main/intensive course
	Fachhochschulreife	2 (Gut) in English	Not accepted please take another qualification	Not accepted please take another qualification
	DAAD	B2	Not accepted please take another qualification	Not accepted please take another qualification
Greece	Apolyterion	Not accepted please take another qualification	Not accepted please take another qualification	Not accepted please take another qualification
Hong Kong	HKALE Use of English	Grade E or better	Grade D	Grade B
	HKCEE English Language	Level 3 or better	Level 4	Level 5
	HKDSE English Language	Level 3 or better	Level 4	Level 5
Hungary	Advanced Level Matura (Erettsegi)	English advanced level grade 4	Not accepted please take another qualification	Not accepted please take another qualification
Iceland	Studentsprof	8 in English when taken as a compulsory language	8 in English when taken as a compulsory language	8 in English when taken as a compulsory language
India	Standard XII	70%	70%	70%
Kenya	KCSE	C6 (or grade C or above)	C5	B4
Latvia	Atestatas par visparejo videjo izglitibu	Grade 8 at Level A in English	Not accepted please take another qualification	Not accepted please take another qualification
Lithuania	Brandos Atestatas	Grade 8 in English B2 Level	Not accepted please take another qualification	Not accepted please take another qualification
Luxembourg	Diplome de Fin d'Etudes Secondaires	45 (bien) in English	45 (bien) in English	45 (bien) in English
Malaysia	UCLES 1119 Syllabus	Grade C	Grade C	Grade C
	SPM	C6 or better	B4 or better	A1
Malta	MATSEC	Grade 5 or above	Grade 5 or above	Not accepted please take another qualification
Netherlands	VWO	7 in English	8 (goed) in English	8 (goed) in English
Norway	Vitnemal	Grade 4 in English	Grade 5 in English	Grade 5 in English
Poland	Matura (new)	Oral: 65% Written: Basic 75%, Extended 60%	Oral Basic: 90% Written Basic 80%	Oral Basic: 95% Written Basic 85%

Portugal	Certificado de fim de Estudos Secundários (previously Certidão do Décimo Segundo Ano) or Diploma Nível Secundário de Educação / Certificado Nível Secundário de Educação	16	16	18
Romania	Baccalaureat	Not accepted please take another qualification	Not accepted please take another qualification	Not accepted please take another qualification
	in house English test by SAAC agent TESA (only to be used for SAAC applicants).	TESA- Overall grade of 6 with minimum 5.5 in each component	Not accepted please take another qualification	Not accepted please take another qualification
Slovakia	Maturita	English Grade 2	Grade 1	Not accepted please take another qualification
South Africa	National Senior Certificate	3	3	
	Senior Certificate	C	C	
Spain	Curso de Orientacion Universitaria (COU)	Not accepted please take another qualification	Not accepted please take another qualification	Not accepted please take another qualification
Sri Lanka	Sri Lankan A Level English	Grade A	Grade A	Grade A
Sweden	Slutbetyg fran Komvux/Avgangsbetyg	VG (val godkant) in English or Grade C in English (after 2014)	VG (val godkant) in English or Grade C in English (after 2014)	VG (val godkant) in English or Grade B in English (after 2014)
Switzerland	Maturita	5 (gut/bien/bene) in English	5 (gut/bien/bene) in English	5 (gut/bien/bene) in English
Tanzania	Certificate of Secondary Education (CSE)	C	C	
Uganda	Ugandan Certificate of Education (UCE)	6	6	
West Africa (Ghana, Nigeria, Sierra Leone, Liberia, and The Gambia)	WAEC/WASSCE/SSSCE/NECO	C6 (or grade C or above)	C6	B3

Erasmus2019

(case sensitive)