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## **Guidance 13(i) Guidelines for working with Middlesex University Overseas Campuses (Academic Programmes)**

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Note: variations to these guidelines may be agreed, negotiated according to the maturity of the campus and local needs, eg. local variations to university academic calendar. AQS can advise on this.

### **1 Communications between the MDX London and MDX Overseas Campuses**

**1.1** London-based professional services work directly with their counterparts at the overseas campuses supporting the administrative operations related to the day-to-day running of the programmes.

#### **1.2 Communications for programme delivery**

- London Module Leader (ML) to Overseas Campus Module Co-ordinator for module related issues
- London Directors of Programmes (DoP) and Programme Leaders (PLs) to Overseas Campus Programme Co-ordinators for programme related issues
- Where programmes run at a Overseas Campus but not at London, the relationship will be between Overseas Campus Programme Co-ordinators and the relevant Head of Department (HoD) (or nominee) in London
- London CCSS and CAPE to Overseas Campus technical teams: for all technical and programme/module/myUniHub/My Learning related issues

**1.3** Any issues with communication should be raised with the relevant Academic Deputy Dean or Dean or Director of Service, before escalation to University Executive level if not resolved.

### **2 Academic Calendar**

- The Campus Director or nominee will update the university academic calendar to reflect the local needs, public holidays, graduation ceremony dates etc. for their campus and submit this for approval by the University Assurance Committee (as required by the Committee schedule of business). Calendars will be aligned as far as possible, but it is recognised that local requirements and priorities may result in different calendars operating at overseas campuses, subject to Assurance Committee approval.

### **3 Programmes/Modules running and staff contact details**

- Programmes to be offered at Overseas Campuses are approved as outlined the relevant section of the LQE Handbook.
- Overseas Campus may require variation to programme content, such as different optional modules, or means of assessment. This must be approved via relevant programme validation/review and modification processes. Where these amendments reflect the requirements of local regulators it is expected that the approval process will be straightforward. Students must still be able to meet the necessary module and programme learning outcomes.
- HoDs to confirm MLs who will be responsible for each Overseas Campus module run and apply the respective work programme allowances for this work. Programme Administration Managers (Registry) co-ordinate this activity
- Directors of Programmes (DoP) and Programme Leaders will ensure Overseas Campus Programme Co-ordinators are aware of relevant MLs. Overseas Campus Programme Co-ordinators will ensure respective Module Co-ordinators details are given to Directors of Programmes (DoP) and Programme Leaders. Faculties will retain these details.

### **4 Programme Handbooks**

Overseas Campus Programme Handbooks will be localised versions of each London Programme Handbook. Overseas Campuses will confirm requirements with the relevant teams in CAPE and Registry.

### **5 Module Handbooks**

- ML provides the complete module handbook to the Module Co-ordinator by an agreed deadline in mid-September each year – to be updated to reflect campus specific details where applicable.
- Neither ML nor Module Co-ordinator may change the validated conditions of the module (for

example, the assessment scheme, without going through the University Quality enhancement procedures).

#### **6 Campus Student University Guides**

- Each campus will produce a guide using the University template. This information can be incorporated into the Overseas Campus' website.

#### **7 My Learning**

- ML to provide current learning materials to Module Co-ordinator, via My Learning or other agreed means.

#### **8 Library and Student Support, reading lists and specialist software requirements**

- Overseas Campuses library and IT resources and support should be provided to ensure an appropriate and comparable student experience
- MLs and Module Co-ordinators will ensure that specialist resources are in place
- Overseas Campuses are solely responsible for ensuring that all relevant licensing requirements are fulfilled
- Booklists to be updated by MLs by the end of July each year to enable timely purchase of new texts by Overseas Campuses. See LQE Handbook guidance 3(xxiii)  
<http://www.mdx.ac.uk/aboutus/Strategy/quality-standards/handbook/section3.aspx>

#### **9 Student Admissions and Programme administration**

- Admissions and pre-accreditation decisions are to be made within the terms of the validated admissions protocols
- Admissions data will be entered to MISIS by the Overseas Campus Admissions Team
- Module registration for programmes will be entered by Overseas Campus Student Office staff – bulk module registration is to be used where possible.

#### **10 Programme Progress Reviews/Programme Planning and Confirmation weeks**

- Students' programme progress reviews will take place as indicated in the Overseas Campus Academic Calendar

#### **11 Quality Assurance and Enhancement processes**

##### **11.1 Student Feedback and Programme Voice Group**

- To be conducted in line with MDX Procedures in the Learning and Quality Enhancement Handbook). <http://www.mdx.ac.uk/aboutus/Strategy/quality-standards/handbook/section9.aspx>

##### **11.2 Educational Monitoring and Enhancement (EME) process for Overseas Campuses**

- Guidelines and templates for the EME can be found in the Learning and Quality Enhancement Handbook <http://www.mdx.ac.uk/about-us/policies/academic-quality/handbook/lqe-handbook-section-7> .

##### **11.3 Peer observations**

- Peer Observations will take place as one of several means of enhancing Teaching and Learning at the Overseas Campus.

##### **11.4 Structures/Processes for supporting and enhancing education**

- Established Overseas Campuses will each have a Learning and Teaching Committee which reports into the University Learning and Teaching Committee

##### **11.5 Student outcome data**

- Student outcomes data (eg. continuation, achievement, progression) will be reviewed for Overseas Campuses at their local committees and via the university EME processes, and will feed into reviews at institutional level committees.

##### **11.6 Staff Development**

- The Campus Director is responsible for all staff development at Overseas Campuses.

#### **12 Assessment**

**12.1 Setting assessments – coursework and examinations**

- All summative programme assessments/examinations are set by the MLs (they should consult with relevant Overseas Campus staff), are externally moderated where necessary and published in myUniHub
- Assessments/examinations will normally be written by the ML
- The Assessment Team (in Registry) will send examination papers to Overseas Campus Student Office Managers, as encrypted/password protected files

**12.2 Timetable**

- All assessments/examinations at Overseas Campuses will be run in line with the module timetable as published on UniHub and within myUniHub, unless a different academic calendar applies.

**12.3 Conduct of examinations**

- All assessments/examinations at the Overseas Campus will be conducted in line with the University Regulations.

**12.4 Marking and Moderation (local variations may apply, dependant on subject area)**

- Coursework and Examination marking will be completed by the Module Coordinators by an agreed deadline in line with marking rubric or exam solutions/marketing scheme which will have been provided by the ML.
- Arrangements for the marking of dissertations will vary between Faculties and must be clarified with the appropriate London ML.
- Moderation will be carried out in line with the Code of Assessment Practice (section M of the University Regulations) between Hendon and all campuses the module runs on
- Module Co-ordinators will provide feedback to students following marking, and within 15 days. In the case of failure of the component, students should be advised when the resit is due
- Final Grades will be input by the Module Co-ordinator during the Module Grade Confirmation period
- Following Programme Assessment Boards, PLs and Campus Programme Coordinators will provide feedback to Module Coordinators at Overseas Campuses, as necessary
- Campus Directors will be copied into the dissemination of relevant External Examiner reports and the responses

**12.5 Handling of academic misconduct cases**

- To be conducted in line with the procedure for Overseas Campuses – to be confirmed by Academic Registry.

**12.6 Assessment comments/Extenuating circumstances and deferrals**

- Extenuating circumstances and deferral requests will be entered to MISIS by the Overseas Campus Student Office.

**12.7 Assessment Boards**

- Programme Assessment Boards will take place online with input from Overseas Campuses Campus Programme Coordinators as outlined in MDX Regulations, Section D.

**12.8 After the Assessment Boards – return of exam scripts to Overseas Campus:**

- Overseas Campuses will organise examination script viewing in line with guidance from London.

**12.9 Complaints and appeals process for students**

- The process for handling the above is set out in the University Regulations.

**13 Graduation Ceremonies**

- Overseas Campuses will organise their own Graduation Ceremonies but their students will also be invited to attend the MDX Graduation ceremony in London in July.

**14 MDX Committees**

- Overseas Campus staff are members/invited to attend University committees as detailed in the particular committee terms of reference and membership details. Remote attendance will be facilitated by the committee officer.

- University level MDX committees will include representations from Overseas Campuses. Sub-committees and faculty level committees will normally include representations, however areas of activity (for example apprenticeships) with no link to campus provision do not require representation.