



Middlesex
University
London

Welcome

Your Middlesex. Your opportunity.

Welcome Guide

Your Welcome checklist

Here is a checklist to help you keep track of all the things you need to do before and during your Welcome. Information about how to complete these tasks is included within this guide. By the end of Welcome, you should have completed the checklist and be ready to start your learning at Middlesex.

Before you arrive:

- ☐ Enrol online via myUniHub
- ☐ Change your default password on myUniHub
- ☐ Pay any fees that are due
- ☐ Check where and when your Programme Induction is taking place via myUniHub
- ☐ Check your modules and timetable via myUniHub
- ☐ Access your University email account via myUniHub

When you arrive:

- ☐ Attend your Welcome Programme Induction and meet your programme leader
- ☐ Obtain a copy of your Programme Handbook
- ☐ Complete your ID check and collect your Student ID Card
- ☐ Take a campus tour
- ☐ Find the UniHelp Desk in the Sheppard Library and see what services it offers
- ☐ Register with a local doctor
- ☐ Collect your Biometric Residence Permit (where applicable) from the University or nominated Post Office
- ☐ Visit your employability service - MDXworks
- ☐ Meet new people
- ☐ Get prepared for the start of teaching
- ☐ Download the MDXapp

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A message from the Vice-Chancellor

I am really pleased that you are joining our vibrant academic community at Middlesex and hope that you are as excited about your arrival as we are.

Going to university is a life-changing experience. Our aim is that you succeed in your studies and go out into the world to make a real difference. Along the way you will also have a lot of fun and make new friends. If you run into problems, we'll be there to help you too.

For over 130 years, Middlesex and our early founding institutions have been home to innovators, artists and change-makers. We pride ourselves on our high quality teaching, applied research and continuous investment towards improving your student experience. We put our students first in all that we do. Working with your Students' Union - recently awarded Students' Union of the year - we put you at the heart of decision-making. Look out for our 'Your Middlesex. Your Voice' campaign, which shows how we're acting on student feedback.

Middlesex is about transforming your potential into success. We see potential in every one of our students and aim to empower you to achieve more than you ever thought possible. We pride ourselves on providing a life-changing education in a caring and inclusive community.

Your Middlesex journey begins with your Welcome Programme. This guide will briefly introduce you to some of the important aspects to university life. There's also a wealth of information on our student portal, unihub.mdx.ac.uk

Do make the most of the opportunities on offer, and I wish you happiness and every success.



Professor Tim Blackman
Vice-Chancellor
Middlesex University



A message from the Students' Union

Middlesex University Students' Union (MDXSU) is led by students, for students – and you're now a member!

We are the Presidents and Vice Presidents of MDXSU, elected by our fellow students to lead your Students' Union this year.

As your Students' Union, it's our job to **represent and support** all students at Middlesex University, acting as your voice in University decisions, and bringing about positive changes that you want to see – both on and off campus.

You'll see plenty of us during your first few weeks at MDX – we have almost 100 Freshers' events in store throughout Welcome Month to help you settle in, meet new people and have fun, including a Boat Party on the Thames and a freebie-filled Freshers' Fair – you can find out more on page 43 or by visiting mdxsu.com/freshers

Long after you've found your feet, we'll still be here supporting and representing you. It's our job to act as your voice in university decisions

and work with students to bring about changes on and off campus that improve your time as a student. We'll also be there to give you advice and support if you face difficulties during your studies here.

We also provide **amazing opportunities** for you to develop your skills, pursue your passions and meet new people, whether you join a society or Liberation group, get involved with our student media or volunteer in the local community.

You can find out more about your Students' Union on page 43, or by visiting mdxsu.com

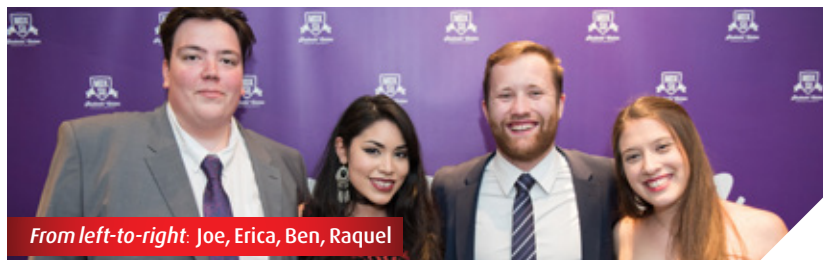
We're looking forward to meeting you all soon!

Ben Edwards
MDXSU President

Erica Ramos
Vice President Business and Law

Joe Cox
Vice President Art & Design and Media & Performing Arts

Raquel Marques
Vice President Health & Education and Science & Technology



#MadeInMiddlesex

Celebrating our exceptional achievers



Beatrice Lafon



Luke Thornton



“Middlesex is a platform
to be the better you,
whatever your story is.

Tevin Tobun

Business leader and mentor
Class of 2000



Getting started at Middlesex

This section contains all the information that you need to complete the 'Before you arrive' part of your Welcome checklist.

A red tab on the following pages shows this information is more important to **international students** joining Middlesex.

International Students

UniHub: your student website

UniHub has the latest news from around the University with events, announcements and support.

UniHub contains detailed information on student support, campus facilities, sport and fitness, exams and all of the great things exclusive to you as an MDX student.

You should check UniHub everyday so you don't miss out on the latest information, work opportunities or events.

myUniHub

Within the main student website is a password protected section called myUniHub. myUniHub is used for important administrative tasks such as enrolment, paying your fees and accessing your learning materials. The University will use the contact details (address, email and phone number) on your account to keep in touch, so please keep these up to date.

Setting up your online account

You can log in to myUniHub by going to myUniHub.mdx.ac.uk and using the following login details:

Username

Your username is your It User ID which is the 5 or 6 digit code given in the letter or email sent to you with this booklet. It comprises your initials and some numbers (JK123). Your IT User ID is also provided on the back of your Student ID Card.

Initial password

Your first password is your nine digit student number (M00123456) followed by the first three letters of your birth month (January becomes jan). For example: M00123456jan.

Once you have logged in, click on 'Register to Change your Password' in the Welcome Checklist on myUniHub.

? Need help

If you are having trouble logging in or anything else, speak to UniHelp. They are available seven days a week by phone, online and face-to-face.

For more information

Visit unihub.mdx.ac.uk/library. Additional help and guidance on accessing and using myUniHub can be found at unihub.mdx.ac.uk/support.

unihub.mdx.ac.uk

MDXapp

Manage your day-to-day life here at Middlesex through MDXapp - Middlesex University's brand new free mobile app.

MDXapp is a personalised portal that gives you access to everything, from your timetable to key support services to essential e-learning resources, allowing you to stay connected to university life even when you're off campus through your mobile and/or tablet device.



MDXapp will also include a range of other useful features such as up-to-date information from Middlesex University's Students' Union (MDXSU) and Fitness Pod.

So wherever you are, get the campus experience in your pocket with MDXapp.

MDXapp will be available for download from 4th September 2017

Key features



Student timetable

– find out when your next lecture, seminar or practical session is in an instant



Library – search the University's extensive library catalogue and check on your loans, renewals and reservations



Campus map – take the stress out of searching for a room with a detailed room-level campus map



Email – your University e-mail inbox in one centralised and convenient place



UniHelp – get your questions answered quickly with useful information from the University's support services



PC availability – save time by checking out where there are free computers on campus



Transport – identify the most convenient local transport routes with live updates from TFL



MyLearning – access your personal learning portal with information about your course, modules and upcoming assignments



News and events – get the whole University experience with the latest updates and news from across the campus

Getting the MDXapp is easy

Go to your app store >> Search for 'MDXapp' >> Install (accept T&C's)
>> Log in with your Middlesex University Student IT Username and Password



Enrolling

You can enrol online from Monday 4 September using the student website **UniHub**.

How to enrol

To enrol online, go to unihub.mdx.ac.uk and log in to myUniHub. You will then be taken to the '**Getting Started**' page in myUniHub. In the 'Enrol Here' section you will find information about enrolment and be able to enrol online. myUniHub will then confirm your successful enrolment.

If you are an international student, please ensure you have received your student visa before enrolling.

Enrol early

It is important to enrol as early as possible. After enrolling:

- 1 . You will receive your personal timetable
- 2 . Your student loan can be processed
- 3 . You will be eligible for an NUS Extra card and all the savings it offers
- 4 . You can apply for a student oyster card and receive discount travel around London.

If you experience any problems please call UniHelp on **020 8411 6060** for assistance.

The helpline is available 8.30am – 9.30pm Monday to Friday, 11am – 6pm Saturday and Sunday.

It is important that you provide your mobile number when enrolling online. We will keep in touch with you using text messages in emergency situations, such as campus closures.



Visas and immigration

International Students

Tier 4 visa

If you are in the UK attending Middlesex University on a Tier 4 General Visa, you must attend all your classes and lectures as required. If you fail to attend or leave your course, the University will be obliged under the Immigration Rules to report you to the Home Office. If you are sick or have any other valid reason for not attending, please inform your Academic Adviser immediately.

Visa renewals

If you need to renew your visa, you are strongly advised to use the Check & Send Scheme to ensure your application is correctly filled in, and you have all the required documentation including your Certificate of Acceptance of Studies (CAS) and finances in place. The Check and Send Scheme is a service provided by the International Advice Team in collaboration with the Home Office (UK Visas & Immigration). You should complete your visa application form by attending a Tier 4 Visa Workshop and have it checked at least 3-4 weeks before the expiry date of your visa.

Contact the International Advice Team
020 8411 4507 | intadvice@mdx.ac.uk
unihub.mdx.ac.uk/support

Our dedicated advice service

Advisors provide a non-judgemental and strictly confidential service, offering both online and printed information, including one to one support through appointments.

We help students deal with any issues relating to their immigration status and help with any difficulties that may arise related to their Tier 4 student visa.

We run a free Check and Send Service to assist students filling out the online application to either extend or renew your visa and run weekly visa workshops. We also provide information about your responsibilities as a Tier 4 visa holder at Middlesex.

We will not discuss any of the details of your visit, unless you give us permission to do so.

Schengen Visas

If you are not a European Economic Area citizen and want to travel to Europe, you might be required to apply for a Schengen visa.

You must apply at the embassy of the country where you plan to spend most of your time.

Biometric Residence Permit (BRP)

International Students

International students with a Tier 4 student visa will need to collect their Biometric Residence Permit within 10 days of arrival.

It is very important that you do this within the 10 day deadline, as it is a requirement of the UK immigration authorities. There could be serious consequences if you do not collect your BRP in time.

When you made your Tier 4 visa application, you will have chosen where to collect your card. If you chose to collect your card at the University (by entering the unique code we gave you), you will be able to collect it from the UniHelp desk in the Sheppard Library.

Alternatively, you will be able to pick up your BRP card and complete your ID check as part of your Welcome Programme.

If you decided to collect your card at a local Post Office, this is where you will need to go to get it. In order to collect your card, you will need to take your passport. If you are under 18 years old, please ensure that you tell the staff at the counter when you collect your Biometric Card, as they may need to do additional checks.

Please note: you will need to collect your BRP card before you can do your ID check.



Registering with the police

International Students

One of the formalities you might have to deal with in your first 7 days of arriving in London is to register with the Police. This applies only if the visa inside your passport says 'Police registration within 7 days of arrival'. If you have a Biometric Residence Permit (BRP) please check the back of your card to see if it applies to you.

How to register

The documents you need to take are:

- 1 x Completed Proforma
- 1 x Colour photo (45mm x 35mm) pasted to the Proforma (not stapled)
- Passport
- Biometric Residence Permit (BRP) (If applicable)
- A copy of your visa page in your passport (30 day vignette) (if applicable)
- A copy of your visa letter from UKVI if you do not have a BRP Card (if applicable)
- Police Registration Certificate (PRC) (if applicable)
- £34 registration fee

Students previously registered with police outside London

If you initially registered with another police force and have moved into the London area, you will need to visit the Overseas Visitors Records Office within 7 days of moving. You will need to bring all the documents mentioned in the 'how to register' section.

Reporting to police

It is a criminal offence if you breach the conditions attached to your leave. If you do not register with the police, you could be fined or have problems with future visa applications.

Overseas Visitors Records Office address

Overseas Visitors Records Office (OVRO)
Southwark Police Station
323 Borough High Street
London
SE1 1JL

24 Hour – Recorded information line:
020 7230 1208

Opening times: 9am-4pm

(Monday, Tuesday, Wednesday and Friday
excluding Thursdays and Bank Holidays)

www.met.police.uk/overseas_visitors_records_office

Police registration workshops

You can register with the police on campus instead at the following times:

19 September - 1.30pm - 3pm - C117
20 September - 3pm - 4.30pm - C117
25 September - 2pm - 3pm - C117
26 September - 9.30am - 10.30am - C117

27 September - 9.30am - 10.30am - C117
28 September - 3pm - 4pm - C117
2 October - 9am - 10am - CG12a
3 October - 9am - 10am - C118



Keeping your registration certificate up to date

Once you have your registration certificate, you need to keep it safe and up-to-date.

You need to report:

- any change of address (this can be reported to your local police station)
- any extension of your visa or changes to your passport details
- any change to your name
- any change in marital status or occupation

These changes need to be stamped on your certificate. Please make sure you keep your Police Registration Certificate up to date, not only because failure to do this is a criminal offence, but also because you will need to send your certificate with your passport to the Home Office if you need to extend your visa in the UK.

Getting your Student ID Card

Your ID check

To obtain your ID Card, you must first have attended an ID check.

You must enrol before your ID check can be processed. The check ensures that your name will appear correctly on your ID card and your degree certificate.

If you are not a national of the UK/EU, we also need to check that you have the right to study in the UK, so please bring your visa or immigration documents with you. If you have been issued with a Tier 4 student visa, you will need to collect your Biometric Residence Permit (BRP) within 10 days of arrival in the UK. Please collect this before attending ID check or you will have to complete the process twice.

You will be given a slot for your ID check in your Programme Induction schedule. Here are the documents to bring:

- 1. **Your student number** – This can be found on your offer letter and after logging on to myUniHub
- 2. **Original Photograph ID** - which must be one of the following (it cannot be a copy):

UK / EU Students
UK/EU ID Card
Passport
UK Driving Licence (photo card only)
Proof of age card with PASS logo (UK students only)

International Students
Passport
Your UK Visa. If required, please collect your Biometric Residence Permit (BRP) before attending ID check
Home Office Immigration Status Document / Application Registration Card

If you don't have the necessary ID documents then we will not be able to check your ID and update your student record. You will need to return to the ID room with the correct documentation.

After the ID check, a photograph will be taken which will appear on your Student ID Card. Only one photograph is taken. It will then be ready to collect within 48 hours.



Your Student ID Card

All students at Middlesex are required to carry a Student ID Card when on campus. Your ID card carries important information, including:

your photo
your student number
your IT User ID

the date you started
the date you are expected to end your studies
your library card number

Your Student ID Card identifies you as a student at Middlesex University. You should carry the card when on University premises and show it to staff, if requested.

Your Student ID Card gets you into specialist buildings, gives you access to the University Library services such as printing and borrowing books.

If you forget your card you will only be allowed two free day-passes. After that you will need to buy a replacement card for £10. Do not let anyone else use your card. If your card is lost or stolen, please contact the Security team immediately on 0208 411 6200.

unihub.mdx.ac.uk/studentid

Paying your fees

Enrolment on a Programme of study

Students enrolling on a programme of study at Middlesex are required to comply with the University's Financial Regulations which are detailed in full at unihub.mdx.ac.uk/money

Once you have enrolled, you will be able to view what you owe by logging in to myUniHub. Visit 'My Admin and Finances' > 'View my financial account' > 'My Fees and Finances'.

Fees and funding

The decision to study at university is a financial investment, so it is vital that you check what funding is available and apply for it as soon as you can. There are consequences of late payment of fees so we recommend that you sort out your finances before you even start with us. The date when your fees have to be paid depends on the category of student you fall under:

UK/EU Undergraduate Students

UK and EU students are required to pay your fees in full by the 6 November 2017 or confirm funding with Student Finance England by this date.

If your application is late, your money might be too. In the event that Student Finance England refuses to pay your fees, the University will invoice you personally. www.gov.uk/student-finance

If you do not make a payment by this deadline, or confirm funding with Student Finance England by the payment date, you will find that you will be restricted from our facilities and systems. The restrictions or holds are automatic

and are imposed by our systems. To ensure that you are not affected you should ensure that you arrange funding with Student Finance England or your Sponsor before you enrol. If you will be paying your fees yourself you need to ensure funds are transferred to us as soon as possible. You can request assistance from our Student Fees and Finance team if you have trouble raising funds.

Instalment plans are not available to students who are eligible for a tuition fee loan through Student Finance England (SFE). **Don't forget you have to apply for funding with Student Finance England each year and not just when you start with us.**

Postgraduate and International Students

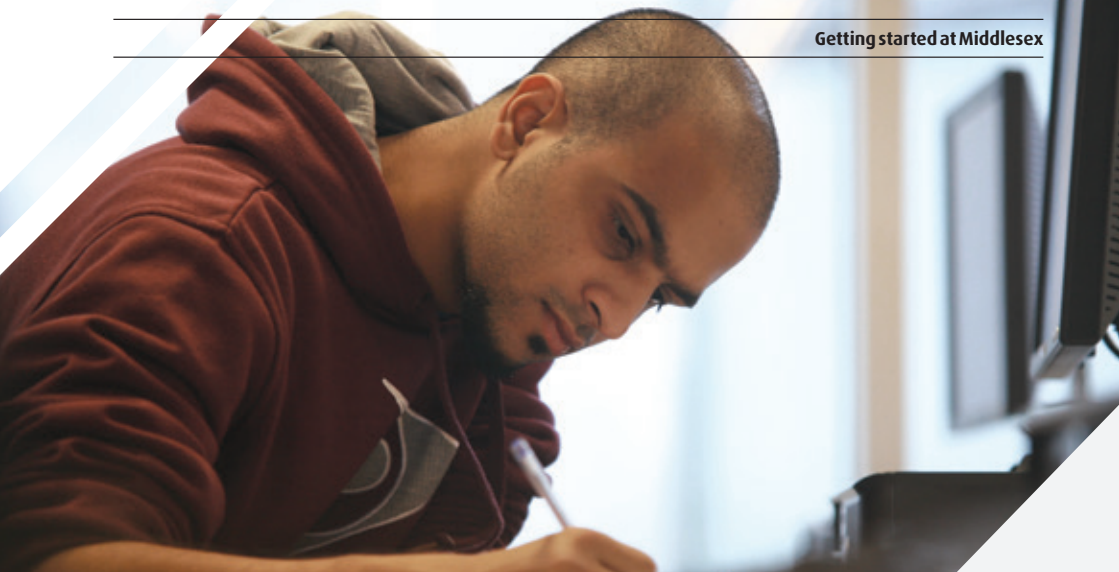
If you are a post-graduate or International student, you need to ensure that we are notified of your funding arrangements. If this is likely to be through a Sponsor, then email the Student Fees and Finance team your Sponsor Letter: Stufees@mdx.ac.uk. If you have been provided with access to the Applicant Portal you should be uploading your Sponsor Letter there.

Payment deadlines

For International students and students with an equivalent or lower level qualification (ELQ) instalment plan due dates are:

- 50% due on 2 October 2017
- Balance payable on the 12th January 2018

International students will be required to pay a minimum of 50% of the gross fee at the start of the academic year. The value of any regional award or discount will be deducted from the second instalment.



In the event that you are unable to pay your fees by the required due dates, you will find yourself going through the de-registration process. This will result in you being removed from our University records as an enrolled student and if you are an International student you run the risk of being reported to the UK Visa Authority.

A late payment charge of £200 will be levied against any International, Postgraduate and ELQ that fails to pay by the agreed deadlines. This charge will be imposed for each instance of default.

Methods of paying fees

The University no longer accepts cash as a method of payment so please ensure that you understand all the payment options before you arrive. International students should be using our Applicant portal to pay for their deposit before enrolment or even flying to the UK.

unihub.mdx.ac.uk/fees

Support and withdrawal from the University

If you have problems paying your fees, please contact the Student Welfare Advice Team who will research any other options available to you. Appointments

can be made via UniHelp or directly on UniHub. To contact the Team directly you can email welfare@mdx.ac.uk or phone on 020 8411 3008.

Thinking Of Leaving Or Interrupting

If you think you may need to leave or interrupt your course for any reason, speak to a Progression and Support adviser via the UniHelp desk to help you explore any alternative solutions. Should you choose to leave your studies, contact a progression and support adviser through UniHelp immediately.

There is a financial cost to leaving or ending your studies and this should be explained to you by your adviser.

Scholarships

Middlesex Scholarships are available to undergraduate, postgraduate and continuing students with restrictions and criteria set of eligibility. The criteria, descriptions and application forms for individual scholarships are found on unihub.mdx.ac.uk/your-study/scholarships-and-awards

Part-time students

As a part-time student things will be a little different for you.

All details provided in this guide on enrolment, getting your Student ID Card and paying your fees remain the same.

You will be studying less credits than a full time student, the number of credits depends on your choice and circumstances.

You will need to inform the University of your module choices however these may need to

be discussed with your programme leader in advance. Your programme handbook contains your compulsory and optional module choices.

Your timetable will be issued once your modules have been registered and you have completed the enrolment process.

To ensure that you get your first choice of module and you are not delayed in receiving your timetable, module choices must be completed before the start of teaching.



Viewing your timetable

Your teaching timetable will be available a week after you have enrolled. Enrolment opens on 4 September.

To access your teaching timetable, login to 'myUniHub' using your IT User ID and your Password > go into 'My Calendar' > My Middlesex > My Teaching Timetable. Click through to the week of October 2nd to see the first week of your timetable. Seminars and tutorials begin the week after so to check week beginning October 9th for those.

Please check your timetable regularly as it is subject to change and may be updated.

Optional modules

You should register for your optional modules as soon as possible. Please see your programme handbook or Programme Leader for more information.

Art and Design, Education, Music, Theatre Arts and Dance

Some students may have additional sessions allocated and will receive full information from module leaders.

Changes to timetable

Students may be eligible to make seminar/lab changes themselves in myUniHub. This will be subject to the conditions set by the module leader and student capacity on the session. Please refer to 'Change your timetable' in myUniHub. If you have any problems with your timetable, please contact UniHelp.

Academic calendar

The University's Academic Calendar gives you the key dates of the current academic year, such as term start and end dates, holidays, exam weeks and result publication dates. The academic calendar can be found through UniHub

unihub.mdx.ac.uk/timetable

Keep up-to-date

Beyond the main student website, UniHub, there are a number of platforms that you can use to stay up-to-date with what's going on.

Email

You have been provided with a dedicated Middlesex email account. Email is the main way lecturers and staff communicate to students and your email address will be available for one year after graduation.

Your email address will be your IT User ID followed by @live.mdx.ac.uk. You will find your IT User ID on the back of your Student ID Card.

You can access your emails through MDXapp by clicking the tile or through myUniHub through the MyMiddlesex page. We recommend you check your account regularly, at least twice a week for important information.

You can email staff by using their first initial and their surname @mdx.ac.uk. John Smith will be J.Smith@mdx.ac.uk.

Your inbox will also give you access to 1TB of free online storage, called OneDrive.

Social media

Join our dedicated Facebook group for new students joining Middlesex this year - www.facebook.com/groups/mdxsufreshers2017

Our social media pages are a great way to keep up to date with what the University is doing and what opportunities are open to you. Did you know that our Facebook page has one of the highest 'Likes' amongst UK universities?



MiddlesexUniversity
mdxsufreshers2017
mdxopen



@middlesexuni



middlesexuniversity



Middlesex University



middlesexuni

MDXapp

Manage your day-to-day life here at Middlesex through MDXapp - Middlesex University's brand new free mobile app.

Text messages

We use text messages to inform you about time-critical important news, such as campus closures due to unforeseen circumstances. This is to save you any unnecessary journeys. It is important that you provide your mobile number when you enrol online and keep this up to date on myUniHub.

Your Welcome

Welcome is your introduction to Middlesex. It's your opportunity to explore the campus, make friends with other students, and meet your tutors.

Your Welcome Programme Induction

Students have different schedules for their Welcome depending on what course they are studying. Your Welcome Programme can take place over a number of days. You can find your Programme Induction information on - unihub.mdx.ac.uk/welcome. Here you will find the date, time and room number of where you need to be on each day.

On campus, you have the opportunity to meet your programme leader and receive your programme handbook. It outlines your programme content, what the leader expects from you and important contract details.

Campus tours

Campus tours will be on offer throughout Welcome from the University Quadrangle (the Quad). Your programme leaders will arrange for you to see your programme-specific spaces such as laboratories and computer rooms. We have specialist facilities and equipment designed for different programmes of study, many of which are available to all students.

MDXSU Freshers' events

To welcome you to Middlesex, your Students' Union (MDXSU) organises a range of events and activities to help you settle in, meet new people and explore! MDXSU will be holding events over six weeks, from speed-meets and Freshers' Fair to the ever-popular boat party on the Thames. Whether you're in halls or living at home, an international student or a London local, undergraduate or postgraduate, there will be something on offer for you.

All events are listed on the Middlesex Students' Union website at www.mdxsu.com, or you can download the free MDXSU App on [Android](#) or [iPhone](#) to browse events and save your favourites directly to your calendar. There's also a very handy events section within your MDXSU Welcome Guide!

? Need help?

The UniHelp Desk is the main point for all of your student queries. It is located in the Sheppard Library and can be accessed online, via telephone or in person.

If you have a question or need assistance at any time during Welcome, including finding your way around campus, please come to the Welcome Help Point in the Quad where we will be able to assist with your enquiry.

unihub.mdx.ac.uk/welcome

Your campus and local area



Travel and transport

Car parking on campus

There is no parking on campus between 8am and 4.30pm, Monday to Friday (except for registered disabled drivers). Registered disabled drivers should report to the security office in the Quad with their blue badge to receive a permit.

Public transport

As part of our Travel Plan we actively encourage students and staff to use public transport, cycle, motorcycle or walk to campus. Hendon has good public transport links including rail, tube and bus routes. There are excellent facilities for cyclists including cycle parking, shower and changing facilities.

Hendon Central

(London Underground station)

The nearest London Underground tube station is Hendon Central, which is situated on the Edgware branch of the Northern Line. The Northern Line is a direct route to many of London's best known places, including Camden Town and Leicester Square.

Travelling to Hendon

By tube

Northern Line (Edgware branch) to Hendon Central tube Station, then a 10-minute walk to the campus.

By rail

Train to Hendon Overground station, then 183 bus to campus, or a 15 minute walk.

By bus

Buses 143, 183 and 326 provide a direct service to and from Middlesex University.

For more detailed and up to date travel information as well as other travel tools visit tfl.gov.uk

unihub.mdx.ac.uk/gettinghere

Top tip

Save 30% with an 18+ Student Oyster photocard

If you're 18 or over, live at a London address during term-time, in full-time education, or on a mandatory work placement in London, you may be eligible for an 18+ Student Oyster photocard. Visit tfl.gov.uk/students to apply or speak with UniHelp for more assistance.



Food finder

MDX HOUSE

Pizza@MDX

Mon-Thurs, 11am-5pm

Fri, 11am-3pm

Build your own, bespoke, pizza with almost unlimited toppings using our authentic, freshly prepared ingredients

Subway

8.30am-8pm

Your normal subway sandwiches and salads are available on campus.

Streat

Mon-Fri

8.30am-10.30am (Breakfast)

11.30am-3pm (Lunch)

Serving traditional favourites for breakfast and lunch as well as surprising infusions with a weekly changing menu focusing on seasonal eating.

Broosters

Mon-Thurs, 11am-5pm

Fri, 11am-3pm

With its playful tone, eye catching look and delicious chicken, this customisable halal chicken shop is sure to delight you.

The Circle Café

Mon-Fri, 8am-8pm

The Circle Café offers a variety of food options, most popular being the “weight & pay” salad bar and the Jacket Potato station. It has a 24-hour vending machine service, serving confectionary, sandwiches and a Costa Express coffee machine.

MDX Bar/Lounge

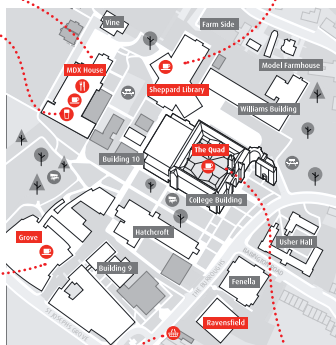
11am-11pm

The MDX bar and entertainment area boasts a 10k Martin sound system, top of the line lighting rig and luxurious booth seating and an external terraced decking area.

The Grove

Mon-Fri, 8.30m-6pm

We offer a full range of hot beverages, ‘Proper Cornish’ pasties and jacket potatoes during lunch time and an incredible cake station.



Ritterman

The Ritterman building houses the University’s Starbucks and speciality drinks. Enjoy your favourite or try something new.

MyCostcutter

7.30am-8pm

MyCostcutter caters to all your local shopping needs including, frozen foods, fresh fruit and vegetables, confectionary, cosmetics, stationary and an array of ‘grab and go’ snacks. All Middlesex University students and staff benefit from a 10% discount on their purchases. MyCostcutter also has a reduced service on the weekend.

Quadangle (Quad)

7.30am-7pm Mon-Fri

This is your place for ‘grab and go’ foods. You will find the ‘Proper Cornish’ pasties baked pastries and fresh artisan bread. A vending machine is also available in the concourse for quick service.

Allianz Park Catering Van

10.30am - 2pm

A food outlet parked outside the MDX seminar cabins for students and staff who spend most of their time at the Allianz Park complex.

Your local area

Why travel into the city to eat, drink or relax when there is something local for you.

The high street

Food

With a diverse range of cuisine including halal and kosher options around Church Road and Hendon Central Station, there is something for everyone.

Minimarkets

Costcutter offers a 10% discount to MDX students and the Co-op offers a 10% discount with a valid NUS Card. Tesco, Sainsbury's and Marks and Spencer are within 10 minutes walk from campus.

Banks

Barclays and Lloyds Banks are all within five minutes' walk of campus. There's also a cash machine outside the Quad and outside the Co-Op and MyCostcutter.

Pubs and bars

The Claddagh Ring offers student discount on food and drink and the Greyhound is a local pub to campus. Both 2 minutes walk from Campus.

Shopping

Brent Cross shopping centre is 10 minutes away using the 143 or 326 buses or a 30 minute walk. The large shopping centre in north west London offers over 100 shops, cafés and restaurants.

Open spaces

Sunny Hill Park, Hendon Park and Copthall playing fields are just a few of the local open spaces to the Hendon area. Hampstead Heath is also a short bus ride away. Be sure to take your walking boots though!

Camden Town

Camden is world famous for its music, market and menus. Explore Camden Lock Market, built around the historic Regent's Canal and take in the sights, sounds and smells of London's coolest district. Camden Town is easily accessible in 15 minutes using the Northern Line from Hendon Central Station.

Top tip

Brent Street is really convenient for quick errands and meals. For bigger shopping trips, you can walk or take a bus straight from Middlesex to Brent Cross shopping centre.



Healthcare

Registering with a doctor

You need to register with a medical centre or GP (general practitioner) practice to obtain a National Health Service (NHS) number. This allows you to receive full NHS medical services while you are a resident in the UK. It is very important that you register with your local GP upon your arrival in London. Do not wait until you are unwell to do this.

The NHS is the healthcare provider in the UK and is primarily funded through taxation, meaning that most basic services are free. There is a charge for dental treatment and prescriptions.

It is advisable that you register with a GP near to where you are living. Many Middlesex students register with:

Ravenscroft Medical Centre

166 Golders Green Rd,
NW11 8BB.
Phone: 020 8455 2477

If you are not living in the Hendon area then use the NHS website to find your nearest GP Practice nhs.uk/service-search

Walk-in centres

Walk-in centres deal with minor illnesses and infections and are usually open every day of the year and outside of office hours. Most centres are managed by a nurse and are available to everyone without needing an appointment.

Registering with a dentist

In the UK there are two types of dental practices: NHS and private. Make sure you check before you register as private practices tend to be much more expensive. As mentioned above, even if you register with an NHS dental practice, you will still have to pay subsidised rates for treatment.

Prescriptions

The cost of prescriptions is mostly covered by the NHS but there is a small fee of £8.60 for most prescriptions. Please check with your local GP or pharmacy.

Emergencies

Emergency treatment is free in all hospitals in the UK and free for all in the UK students who are here on a course that is longer than six months.

Immunisations

Immunisations and vaccines are available from doctors surgeries, medial centres and hospitals. You can check what immunisations you may need before you arrive on UniHub. unihub.mdx.ac.uk/welcome

Opening a bank account

International Students

Upon your arrival in London you will need to open a bank account. You should aim to do this as soon as possible as it is unsafe to carry large amounts of cash. Additionally, your family can send money directly to your UK bank account using your IBAN (International Bank Account Number).

The main banks in England are Barclays, HSBC, Lloyds, NatWest and Santander. The nearest branches to campus are:

- **Barclays:** 129 Brent Street, Hendon, London, NW4 2DU;
Telephone: 0345 734 5345;
Monday to Friday 9.30am - 4.30pm.
- **Lloyds:** 1-3 Finchley Lane, Hendon, London, NW4 1BN; Telephone 0345 3000 000;
Monday to Friday 9am - 5pm, Wednesday 9.30am - 5pm.
- **NatWest:** 5 Central Circus, Hendon, London NW4 3LA
Telephone: 0845 788 8444
Monday - Friday 9am - 5pm Saturday 10am - 2pm.
- **Santander:** Prince Charles Drive, Brent Cross, London, NW4 3FR;
Telephone 0845 765 4321;
Monday to Friday 9am-5pm,
Wednesday 10am-5pm,
Saturday 9am-4pm.

What documents do you need to bring?

You will need to visit the local branch of the bank you have chosen to open an account with, and take with you documents that confirm your identity. Please check with your chosen bank the exact documents that they require, but usually you need to provide the following as a minimum:

- Your passport OR your national photo ID card (if you are from an EU country).
- Your student status letter with address confirmation. This is available via UniHub.

Useful tips

- Update your address on myUniHub as soon as possible so that the information will be correct when you request the student status letter.
- If you are expecting to receive money from overseas, ask about processing times and any charges that may apply.
- When opening your account, opt for printed statements, rather than online, as UK Visas and Immigration will request these if you apply to extend your student visa.

Academic life



UniHelp

UniHelp: the student helpdesk

The UniHelp Desk brings together all our face-to-face support for all general student enquiries, including for international and pre-sessional students, in one location on campus the ground floor of the Sheppard Library.

In addition to answering general enquiries, there are teams of specialists available to answer your specific queries during core working hours (usually 9am–5pm, Monday to Friday). Depending on the time of year, there may also be dedicated appointments or drop-in sessions for immediate specialist advice.

The UniHelp Desk is also the central place for handing in all coursework that is not submitted electronically. The only exceptions are pieces of coursework with specific formats such as art work, models, large portfolios etc where alternative arrangements will be made which will be set out in your Module Handbook.

The UniHelp Desk is the focal point for information and publicity on University workshops and events. It has direct phone lines to other internal and external sources of information such as the Accommodation service and the Student Loan Company. UniHelp offers you the opportunity to provide feedback at every interaction via a satisfaction survey.

Contact us:

Our opening times during term time and non-term time, as well as contact details, are available on unihub.mdx.ac.uk/unihelp

Chat: look for the tab on any UniHub page to get instant advice unihub.mdx.ac.uk

You can make enquiries online via the UniHelp page unihub.mdx.ac.uk/unihelp

You can also search our FAQ section on UniHub to find the answer to many of your queries. In the case of software or system access issues, we can often help to resolve the problem by remotely accessing your computer and guiding you through the process.

Learning support

StudyHub

Based on the first floor of the Sheppard Library, this is the drop-in centre for all your academic study queries. It is staffed during the week by specialist IT staff, SLAs, librarians and the LET. Workshops and appointments are also available to book. unihub.mdx.ac.uk/studyhub.

Student Learning Assistants (SLAs)

SLAs are current students who support other students in their learning. Their role is to help facilitate your learning and to provide support with your coursework, assignments and group work. SLAs are usually attached to specific modules and programmes that they have done before, offering you valuable study tips about how to achieve good grades. SLAs do not teach, they reinforce what you have been taught, providing clearer direction and expectations. They work collaboratively with academic staff to support you in taught sessions and will also work with you in informal groups outside the classroom. unihub.mdx.ac.uk/slas

Learning Enhancement Team (LET)

The LET work closely with your subject lecturers to provide you with discipline-specific support with academic writing and language to help you succeed in your studies.

- The LET are able to help all students, when you feel you are doing well and want to do better, and/or when you feel you are struggling; for instance with the process of writing a particular assignment, or when you might have many deadlines together.

- The LET offer daily drop in sessions, one-to-one booked appointments [“tutorials”] and workshops. There are also resources available on unihub.mdx.ac.uk/LET
- The work of the LET also includes specialist guidance with mathematics, numeracy and statistics (MSN).

unihub.mdx.ac.uk/LET | LET@mdx.ac.uk

Ask a Librarian

The librarians at Sheppard Library provide subject specialist support to help your learning. Librarians can help:

- Literature search: help you find books, articles and other academic resources
- Training sessions: individual sessions focused on your assignments as part of your programme
- StudyHub - drop in sessions in the Sheppard Library libguides.mdx.ac.uk

Attendance requirements

If your programme has any specific minimum attendance requirements then this will be stated in your Programme Handbook, normally as a percentage. If your attendance fails to meet these requirements you may be excluded from the assessment. It is not a punishment for poor attendance but recognition that you have not been able to prepare yourself for assessment in the content of the module.

The full regulations regarding attendance are in **Section C of the University**

Regulations: unihub.mdx.ac.uk/attendance



Academic support

Library

Throughout your course, you will need to use the Library in different ways – sometimes working in small groups, and at other times needing a silent study space to work alone.

The Sheppard Library is open 24/7. Your Student ID Card is required to gain access to the facility and to borrow items. The library collection includes computers, study spaces, the StudyHub, printers and copiers with Wi-Fi available throughout. There are also Apple Macs with design software available in the basement.

The library Catalogue enables you to search for any item held on any Middlesex University campus. To search the catalogue, go to unihub.mdx.ac.uk/library

The library provides access to electronic resources including databases, eBooks, and full-text articles from e-journals that you can access on campus, from home or from wherever is most convenient. All of these resources can be found using Summon library.mdx.ac.uk/summon

Reading lists

Module reading lists are available in the module pages of My Learning. Textbooks on the reading lists can be borrowed from the library. The reading lists also link to e-textbooks and other e-resources.

Free personal eTextbooks

Middlesex provides one free e-Textbook, via the Kortext scheme, for every module you study on your programme. unihub.mdx.ac.uk/etextbooks

The Museum of Domestic Design and Architecture (MoDA)

The Museum of Domestic Design and Architecture (MoDA) is part of Middlesex University and is an excellent resource for your studies, particularly in Art and Design. Our collection of textiles, wallpapers, graphic design and illustrations provide inspiration and research. libguides.mdx.ac.uk/moda

Academic Advisers

All students starting foundation or undergraduate programmes in 2017 have a dedicated Academic Adviser or Personal Tutor: a member of academic staff who acts as your first point of contact in your department, providing advice and guidance throughout your first year. Academic Advisers/Personal Tutors will meet with you at key points in the year and provide information about opportunities and events that will allow you to make the most of your studies. They will monitor your progress and provide support if you have concerns at any point in the academic year.

Progression and Support Advisers

Progression and Support Advisors work with faculties to help students experiencing difficulties with their studies and may be able to help students with the following once referred by their academic advisor.

- A change of personal circumstance (for example a period of illness)
- Understanding University and programme regulations
- Changing to part-time study
- Interrupting your studies.
- Navigating other support services where students' cases are complex and/or severe and ongoing.

IT facilities

Computers are available for student use in the Sheppard Library, William's Library and other areas across Campus. Wi-Fi is available so you can connect your laptop and other wireless enabled devices to the internet. A range of audio visual equipment is available to borrow from the UniHelp Desk in the Sheppard Library.

Wi-Fi access

The Wi-Fi network at Middlesex is named "MDXUNI" and coverage is accessible across campus. Upon connecting, this network will prompt you for your Student IT User ID and password. This is the same Student IT User ID and password that you use to sign into myUniHub. You can save your details after the first use to automatically connect on campus.

If you require further help connecting your mobile devices, full instruction guides can be found on UniHub along with a security notice and device compatibility list (some devices will not connect without the installation of a security certificate first).

unihub.mdx.ac.uk/wireless-access

Laptops for loan

The 'Laptops for Loan' service for students allows you to borrow a laptop for 24 hours on weekdays or all weekend.

Laptops are issued from self-service cabinets all across campus. Laptops have full desktop software and printing functionality and they can be used on and off campus.

unihub.mdx.ac.uk/laptops-for-loan

Computer access

You are automatically allocated a personal IT account on the University's computer network along with a password. It is important you register and change your password to something more secure and memorable

passwordreg.mdx.ac.uk/default.aspx

All students and alumni of the University are bound by the Computer Use Policy for Students and Alumni. The policy outlines how you may use the University's computing facilities; how you may be liable in law for misuse of the University's computing facilities and how your best interests, and those of the University, can be protected online.

IT support

Student IT Support is based on the first floor of the Sheppard Library where a range of services are offered. unihub.mdx.ac.uk/it-support

Hardware problems that cannot be resolved get referred to a specialist who repairs items for a discounted rate for MDX students.

More detailed information on IT support services is available on UniHub:

unihub.mdx.ac.uk/library-support

Print/Copy/Scan

The University provides you with free printing and photocopying provided you follow the rules.

Printing must be for academic purposes or for University business. Usage is monitored and your overall usage must be within reasonable limits. Excessive usage is misconduct and will be dealt with under formal University procedures.

Student print facilities are available in all buildings across campus.

Register your Student ID Card the first time you touch into any printer. It's a simple, one-off procedure where you login to the printer with your User ID and Password to pair your card with the printer. Your Student ID Card makes it quicker and easier to print on campus.

For assistance with printing, each printer has a 'How To...1 guide attached. More info can also be found on unihub.mdx.ac.uk/print

Your Middlesex, Your Voice

There are many ways that you can give feedback, including:

Student surveys

We often use surveys to review different parts of the University throughout the year and you will have regular opportunities to take part. The results are taken very seriously and do make a genuine difference to the services we offer you, so please take the time to complete a survey if you are ever approached

unihub.mdx.ac.uk/feedback

MDXSU Student Officers

Your Students' Union is here to represent you and all students at Middlesex University. Your elected Student Officers lead on representing you on campus, locally and nationally, campaigning on issues you care about.

MDXSU Student Officers – one President and three Vice Presidents – all studied at Middlesex and were elected by their fellow students to work full-time campaigning for the changes that you want to see. The Student Officers sit on the senior University committees to ensure that Middlesex students' views are represented.

mdxsu.com/your-representatives

Student Voice Leaders

Student Voice Leaders work with the Students' Union, your MDXSU President & Vice Presidents and the University, ensuring that your views and ideas to improve your experience at Middlesex are acted on.

A Student Voice Leader is elected at the start of the year by their coursemates, and will represent their year of their course at Middlesex University. They collect feedback from their classmates and work with key staff and Student Officers to create changes those students want to see. They also attend termly Student Leaders Conferences with other student leaders from across the University to discuss issues and plan campaigns.

For more information on Student Voice Leaders – including how to put yourself forward as the Student Voice Leader for your course this year – please visit mdxsu.com/voice-leaders



Your Impact

At Middlesex, we don't just collect your feedback, but improve your experience in response to it. Our ongoing campaign provides all students with a chance to provide feedback and see what improvements are being made to your student experience, so make sure to take advantage of this essential opportunity as it's available to you. unihub.mdx.ac.uk/feedback

If things go wrong

If there is something you are unhappy with at the University, we have plenty of ways we can resolve it. You should always speak with UniHelp, the Student Welfare Advice Team, or MDXSU Advice first to find out how they can help you. These teams are here to help, so speak with them early to get any issues resolved.

Your programme tutors are also a great resource to discuss any problems or concerns. You may also wish to discuss your issue with the Students' Union to see what assistance they can offer. If after using the various channels you are still not satisfied, you can make a formal complaint. The University strives to resolve issues quickly and informally, wherever possible.

Further guidance on the complaints process and a form is available at <http://unihub.mdx.ac.uk/your-middlesex/your-middlesex-yourvoice/student-feedback/formal-complaintsprocedure>

unihub.mdx.ac.uk/feedback

Erasmus and Student Exchanges

Middlesex University offers a comprehensive programme of study and work placements abroad, built into most of our degree programmes.

What are the benefits?

- Employability: transferable skills, life experience, a great CV
- Cultural immersion and experience
- Erasmus+ grants for some destinations
- You can opt to have a Student Exchange Mentor, who is a returned exchange student who can guide you towards your exchange.

Overview

Your time spent studying abroad (called a Student Exchange) is credited and counts towards your degree. Undergraduate students usually embark on a student exchange in the second year of a three year degree, so you can still graduate after just three years. You may also be able to take a year-long placement (a four year sandwich degree). Master's and doctoral students have the opportunity to make a research visit of two months or more.

You can apply for an Erasmus+

Grant to study at any of our European partners and some of our worldwide partners. Additionally, students from disadvantaged backgrounds can receive a supplement.

Over half of our partners teach in English, so language skills are not essential. Our Online Linguistic Support service offers language training in 18 European languages.

Erasmus+ grant for work placements

Enhance your CV and employability with a funded two-month work placement. This can be undertaken at any time during your degree or immediately after you graduate. You can apply for Erasmus+ funding in addition to any payment by the employer. More than 60 students secured funded work placements last year. unihub.mdx.ac.uk/studentexchange

What about tuition fees?

You only pay your tuition fee to Middlesex University while on exchange. You pay no tuition fees to your host university abroad. We offer a reduced tuition fee of £1350 to home fee-paying undergraduate students studying abroad for the full academic year.

Studying at MDX campuses abroad

Study in Dubai, Mauritius or Malta. More info and how to apply can be found on unihub.mdx.ac.uk/your-study/studying-at-our-overseas-campuses

More information

unihub.mdx.ac.uk/studentexchange
exchanges@mdx.ac.uk
facebook.com/mdxexchanges

Middlesex acknowledges the formal support of the European Commission for the Erasmus programme.



Erasmus+



I chose to go on an exchange because an international experience gives me an edge when applying for work. I am enjoying the buzz of Silicon Valley and I am enjoying the rich and diverse culture of the Bay Area

Jannah Kyn Panagilinan

BA Advertising, Public Relations and Media Term 2, Second Year



Student life



Getting the most out of your time at Middlesex doesn't mean spending all your free time in the library. Here you can find tips on developing your interests and learning new skills, whilst meeting new people and making new friends.

Middlesex Students' Union (MDXSU)

As a student at Middlesex University, you're also a member of an award-winning Students' Union.

Your Students' Union is there to represent and support all students at Middlesex University and provide opportunities to help you to get the most out of your time here.

In 2017, MDXSU was awarded 'Students' Union of the Year' across the nation, in recognition of their support for students through the range of campaigns, events and activities at Middlesex University. Whatever your interests, ambitions and availability, MDXSU is there for you.

Be a Leader

MDXSU is led by a team of elected students that act as your voice on campus. MDXSU Student Officers and Student Voice Leaders work with students and the university to ensure your views and ideas are creating positive change.

Students in elected leadership roles gain incredible experience that help boost their employability, as well as getting to fight for causes they care about. All students have the opportunity to stand for an elected leadership role, with MDXSU providing the support you need, giving you the power to make the changes that will benefit you and your fellow students. mdxsu.com/voice-leaders

Join a Group or Society

University is the perfect opportunity to meet new people, expand your interests and discover something new. MDXSU's groups and societies help you to do just that.

Middlesex Students' Union supports over 70 student-led groups and societies, from religious and cultural groups, to academic and general interest societies, plus the four Liberation groups. We are continually looking to support new societies so why not create a new society.

You can view all current groups and societies online at mdxsu.com/groups, or head to Freshers' Fair at the end of September to meet them in person.

Events

MDXSU hosts a range of events throughout the year that cater to a variety of students. This is a great opportunity to make friends and learn something new whilst having fun. As well as a packed Welcome Month programme, events also include monthly club-nights, award ceremonies and the popular end of year summer party.

For upcoming events, visit mdxsu.com/events or download the free MDXSU App.





Your Student Media

Whether you are seeking a career in the media, have a passion for writing or recording, or simply want an outlet to get creative on campus, getting involved in your student media (POW) is an excellent way to showcase and develop your talents. POW! Media platforms include a magazine, full-equipped radio station, TV channel and online blog. mdxsu.com/studentmedia

Get a Buddy

Middlesex Students' Union offers a Buddying programme, connecting new students with returning students. Your Buddy will be there to guide you through the first few weeks on campus, passing on their wisdom on the social side of university life, and answering your questions and queries.

Any new student is welcome to take part in the MDXSU Buddy Scheme. Simply visit mdxsu.com/buddying to sign up online.

Community Placements and Volunteering

MDXSU help students gain hands-on experience in the local community – whether that's volunteering at the on-campus community kitchen or being paid a London Living Wage at a community placement. This is your chance to use your knowledge and skills to benefit our neighbours and city. mdxsu.com/community-placements

Middlesex University Merchandise

Looking for official Middlesex University clothing and merchandise? This is available from your Students' Union. Browse and purchase at the MDXSU Welcome Desk, or online at mdxsu.com/merchandise

FreeWheelers Bike Hire

MDXSU launched a free bike hire scheme on campus where you can hire a bike for free from the MDXSU Welcome Desk.

Contact Us:

Phone: 020 8411 6450

 Middlesex Students' Union | Middlesex University Freshers' 17/18 group

 @MiddlesexSU

 @MDXSU

 MiddlesexSU

App: MDXSU App on Android or iPhone
mdxsu.com

Events and entertainment

A range of events, activities, and exhibitions are run by the University, the Students' Union and students themselves throughout the year, on and off campus, with the majority of them open to all students.

Seminars and talks

Middlesex University is host to numerous educational, practical and developmental seminars, speeches and scholarly debates. These typically take place in lecture theatres or around campus and include:

- Open lecture series and discussions
- Art exhibitions showcasing works from students and high-profile artists
- Research showcases
- Opportunities to meet and network with high achieving MDX alumni.

Big campus-wide activities

There are several key dates in our event calendar that are designed to make it easier to get involved with the University and mark major events in campus life:

- Information and career fairs
- High profile spectator events
- Student Success Festival

Welcome Events

MDXSU Welcome events include the infamous Thames Boat Party, Arcade games nights, two freebie-filled days of Freshers' Fair, plus themed clubnights on campus. For more information, see the MDXSU Welcome Guide, download the free MDXSU App, or visit mdxsu.com/events

A wide variety of other social activities

With events hosted by the University, MDXSU and other students, you have hundreds of chances to make friends, meet new people and socialise:

- Salsa, Zumba, Pilates and various dance fitness clubs
- Welcome and icebreaker events
- Tv and film nights
- Themed club and party nights

unihub.mdx.ac.uk/events



NUS Extra card



All new Middlesex students will receive a free NUS Extra card.

NUS Extra is the student discount scheme by the National Union of Students. Membership normally costs £12 but we are the first UK university to offer it free to all new students.

The card offers discounts on everything from food to fashion and groceries to days out, saving students on average £520 per year.

Some of the highlights include 40% discount at Ask and Pizza Express, 54% discount at Thorpe Park, 10% discount on all groceries at the Co-Op, and amazing online discounts such as 50% off Spotify membership and 10% off at both ASOS and Amazon. A full list of current discounts can be seen at nus.org.uk/en/nusextra/discounts

Once you have enrolled at Middlesex University, you will be able to register for your free NUS Extra card online. Alternatively, you can apply for your card at the MDXSU Welcome Desk located downstairs in MDX House.



Sport and recreation

Whether you're a fan of the gym, want to play for a University sports team, try a completely new sport or simply enjoy a game of table tennis with friends, the Sport and Recreation team will help you make the most of your time at Middlesex.

The Fitness Pod is our fitness facility, located on the ground floor of MDX House. This is where you will find all the information you need to get active.

The Fitness Pod has its own app for members to book classes. If you have a smartphone or tablet device, you can download the 'Fitness Pod' app on [iTunes](#) or the [Google Store](#). You can find loads of information on getting active with us on UniHub, Facebook, Twitter and Instagram.

Fitness facilities

The Fitness Pod underwent a major redevelopment last year, installing a brand new range of equipment, incorporating a Multi Functional rig and updating machines and free weights. The facility provides endless exercise options to suit even the most avid fitness enthusiast. The changing facilities in MDX House have been refurbished with new showers, lockers and vanity areas.

Sports facilities

If you are into outdoor sports, book one of our two 7-a-side 3G football pitches or one of our 3 multi-activity-courts (MACs). Macs, can accommodate a variety of sports such as tennis, netball, football, basketball and cricket.

Located behind the Vine Building, the courts and pitches are available for recreational use, simply book through The Fitness Pod.

There are four outdoor table tennis tables and a basketball hoop located on the terrace outside MDX House, which are completely free to use. Free bat and basketball hire can be obtained from The Fitness Pod reception.

We have the longest bouldering wall in the UK with routes of differing levels to accommodate climbers of all abilities.

More active pledge

We appreciate that it can be challenging to fit everything into a busy schedule, but we believe that you're more likely to achieve this, if you make a commitment to do this. We have some tips to help you fit increased levels of activity into your daily routine, so why not check these out and take the pledge to Be More Active www.bemoreactive

Fitness classes

We offer a variety of fun, adrenaline fuelled exercise classes on campus, from circuit training to Zumba. If you are a Full Fitness member you get all your classes completely free. Classes can be accessed by non-members on a pay as you go basis. There are free activities, such as swimming at Barnet Copthall Pools and jogging. Class timetables are available from The Fitness Pod reception or at unihub.mdx.ac.uk/exercise-classes

Massage

Massage is not just for athletes. A deep tissue massage can remove blockages, help repair damaged cells, and rejuvenate scar tissue and adhesions. It can speed up the recovery process and encourages faster healing. For more information on times and prices, visit unihub.mdx.ac.uk/sports-treatments or call 020 8411 6343.

Memberships

The great thing about The Fitness Pod is that it's located right here on campus, so there's plenty of time to plan your visit around your timetable. We offer a variety of affordable memberships from as little as £20 per month. Our pricing is competitive and you'll be hard pushed to find better value anywhere else.

We offer four types of membership options, so there's something for everyone. Our student Full Fitness membership is great value for money, with a personalised training programme to get you started. To learn more about memberships, offers and pricing visit: unihub.mdx.ac.uk/get-active

Give it a go

If you have always fancied turning your hand to a new sport such as Fencing, Muay Thai or boxing but don't know how to get started, then our Give it a Go programme is the perfect for you. Pay just £20 and you get a block of 6-8 weekly coached sessions in one of our exciting sports. Great for beginners wanting to try a new sport and learn the basics.

Playing for a university sports team

Representing your university in competition can be an enjoyable and memorable experience at university, and certainly one of which you can be proud. Your teammates will become a major part of your life both at Middlesex and for years to come, so find your game or maybe try something completely different. Come along to an advertised training session or for more information, contact the sports office in MDX House. Training times and venues can be found at unihub.mdx.ac.uk/sports-teams

Weekly activities for beginners

If you're not very sporty, or maybe haven't done any activity in a while, then 'Move IT' and sessions are the perfect way for you to get started. We offer a variety of exciting activities, specifically aimed at beginners and those wanting a more flexible approach to being active. All sessions are run by qualified coaches.

We also offer ladies only, disability and drop in sessions for people who want no ongoing commitment and just want to turn up and play. Grab a timetable from the sports office or visit unihub.mdx.ac.uk/move-it

unihub.mdx.ac.uk/sport



Accommodation



Middlesex halls of residence

- The average cost per week of a room in halls is £135 to £176
- Students are generally on 40-week contracts however there are some 51-week contracts at Ivy Halls
- All rooms offer Wi-Fi access
- No one has to share a room and there are no curfews
- Security officers are on site from 5pm to 9am, Monday to Friday and all weekend
- All the halls have a launderette

For further details:

call 020 8411 6121
or email accomm@mdx.ac.uk

You can talk with other students about finding accommodation in our Housing Hub Facebook group - [facebook.com/groups/mdxhousinghub/](https://www.facebook.com/groups/mdxhousinghub/)

If you have not yet applied and are interested in a place in Middlesex University halls of residence, you can make an application at unihub.mdx.ac.uk/acco or call 020 8411 6121.

Private halls of residence

- The average cost per week of a room in halls is £130 to £370
- Contracts vary according to the hall
- Internet access is available at most halls
- Some halls have multiple occupancy rooms
- There are plenty of halls within a commutable distance to our campuses.

If you are interested in accommodation in the private rented sector, our interactive accommodation search and advice service – Middlesexstudentpad – may be able to help. This website offers 24 hour access to private rented accommodation information and has a message board to help put you in touch with other students who may also be looking for accommodation. You can access Middlesexstudentpad through unihub.mdx.ac.uk/acco

Private rented accommodation

- The average cost per week of a room in private rented accommodation is £120 to £160
- There are plenty of places to rent local to our campus
- Most accommodation is for single students. Partners and children may also be considered
- Contracts vary between a few weeks to 12 months
- Internet access is available at a number of properties.

unihub.mdx.ac.uk/acco

Mobile, TV and Internet

It is worth investigating the best phone and network for you by comparing services from a range of mobile network providers as prices tend to vary substantially.

Pay as you go vs pay monthly

'Pay as you go' is a service which means that you add credit to your phone and use it until it runs out. You can 'top up' your credit anytime as there is no monthly commitment and you only pay for the calls and texts that you use.

Pay monthly

If you decide to sign up for a pay monthly plan you will need to sign a contract for a period of time (usually one or two years).

Television

Please note that if you have a television in your room (whether it be in halls of residence or private accommodation) or you watch TV live online from your computer, phone or tablet you need to buy a TV license. You can pay the annual fee of £147 through weekly, monthly, quarterly or annual payments. You risk a criminal conviction if you do not pay. Please visit tvlicensing.co.uk for more information.

Internet

Internet is an important part of student life and finding the best provider for you can be hard. If you live in halls then this is provided, however, if you live in private accommodation or housing, you should use a broadband checker to find the best deals. Some companies offer student rates so these will be the best value for money.

Packages

Some companies offer a package providing mobile coverage, TV services and internet. You should always look out for new deals and for student only services.

Staying safe

While every effort is made to protect your welfare on campus, there are simple steps you can take to keep you and your belongings safe.



During the day

- Do not leave expensive items such as laptops and smartphones unattended
- Ensure your mobile phone is charged and in credit in case you need it in an emergency
- Mark your possessions with a UV pen – your student ID number plus the initials MDX make a good unique number
- Dial *#06# for your unique mobile registration (IMEI) number – this is first thing police check when recovering stolen phones
- Take out adequate personal belongings insurance – over half of students who fall prey to theft are not insured
- Always check a cash machine for signs of interference before using it.

At night

- Travel with a friend
- Let someone know where you're going and what time you expect to be back
- Carry a personal alarm with you
- If you going to a party, keep track of what you're drinking, as well as how much. Never accept a drink from a stranger or leave your drink unattended
- Know how you will get home, including times for your last train, tube or bus
- If you must walk home, do not walk alone in the dark. Keep to well-lit, busy streets and avoid badly lit areas, parks and alleyways.



Support and development



Religious needs

Middlesex University, which attracts students and staff from different parts of the world, is celebrated for its diversity and inclusivity. This is why the University incorporates facilities on campus to cater for your spiritual needs and beliefs.

The Prayer Room is located in Portakabin 8 for men and the Sports Pavilion for women; this space is open to both students and staff. Both facilities are purpose built for prayer with suitable ablution facilities, carpet and a small library. The Prayer Room is open every day of the year. During the term it is open from 8am to 10.30pm.

Daily congregational prayers take place at the appropriate time in the Prayer Room. Due to the large number of students that attend the Friday Prayer, there are two congregational prayers which take place in the Barn building instead of the daily prayer room. These are open for both men and women in that building.

We hope the Prayer Room will allow you to practice your faith on campus. Religious societies can be found at mdxsu.com/societies

For more information on the Prayer room, contact Julie Crabb on J.Crabb@mdx.ac.uk

unihub.mdx.ac.uk/religiousneeds

Health matters

All students who are new to the local area, including those staying in halls of residence, should ensure that they register with a doctor as soon as possible.

This is very important; do not wait until you're ill to do this. You can register with the local practice by contacting them at:

Ravenscroft Medical Centre, 166 Golders Green Rd, NW11 8BB. Phone: 020 8455 2477.

Health on campus

If you are suddenly taken ill or there has been an accident on campus, there are trained staff who are responsible for administering first aid. If this is the case, report to reception (in the Quad) or call 020 8411 6060 for available first aiders.

Specialist support for wellbeing

Student Welfare Advice Team (SWAT)

SWAT is comprised of specialist staff that provide advice and guidance on a range of subjects, from loans and grants through to general practical and legal issues. Make an appointment via UniHelp | unihub.mdx.ac.uk/appointments | welfare@mdx.ac.uk | 020 8411 3008

International Student Advice Team (ISAT)

ISAT helps students deal with any issues related to their immigration status or that may arise while studying. We also run a free check and send service and weekly workshops to assist you renewing your visa. unihub.mdx.ac.uk/isat | intadvice@mdx.ac.uk | 020 8411 4507

Counselling and Mental Health

We provide free psychological therapy and mental health advice for students. The service provides short-term therapeutic work, a same day mini-appointment service, and group workshops on topics such as stress management, overcoming procrastination and achieving a study-life balance. Book an appointment via unihub.mdx.ac.uk/counselling | counselling@mdx.ac.uk | 020 8411 4118

Disability and Dyslexia Support (DDS)

The DDS provides advice and support to students on issues concerning physical difficulties, ongoing medical conditions, sensory impairment, mental health or specific learning difficulties (such as dyslexia) that may impact upon your studies. disability@mdx.ac.uk | 020 8411 2502

DSA Study Needs Assessments

Assessments are carried out by the North London Regional Access Centre (NLRAC). The DSA Study Needs Assessments team provide assessments for students eligible for Disabled Students' Allowances (DSA). Based in Sheppard Library, we offer a wide range of appointments and cater for all needs. Book an appointment on the phone, in person or via email adminac@mdx.ac.uk | 020 8411 5366

Early Years and Childcare Services

Many of our students successfully combine study with parenthood. Our flexibility makes the academic culture at Middlesex very supportive of students with children. The University nursery is located on campus and offers full day care and education for children aged between 6 weeks to 5 years. Find out more at unihub.mdx.ac.uk/childcare | s.vipond@mdx.ac.uk | 020 8411 6032

MDXSU Advice

MDXSU Advice is a free, confidential and impartial advice service, independent to the University. If you find yourself facing academic issues – whether that's a complaint about your course, or you're facing disciplinary action – MDXSU Advice can help. We offer one-on-one appointments, allowing you to talk in confidence about the issues you are facing. studentadvice@mdx.ac.uk

Your employability service - MDXworks

To get the best job after you graduate, you need to be honing your skills and developing your career from day one. MDXworks offers a wide range of opportunities and support while you are at Middlesex and continue that support after you graduate.

Through our impressive network of employer relationships with large corporate organisations, small to medium sized enterprises and public sector bodies, we source numerous opportunities for students including placements, internships, volunteering opportunities, part-time jobs and graduate roles. This impressive network of employers is essential to helping students test out their subject knowledge and to build experience and skills for employment.

Our support and opportunities have been designed with one thing in mind: to give students and graduates a valuable head start in the job market. We can help you to:

- Gain work experience, a placement or a volunteering opportunity
- Get a paid/part-time job at Middlesex
- Network and gain skills from employers
- Develop subject-relevant skills for employment
- Consider employment options and secure a graduate job – in the UK or abroad
- Set-up, start or grow a business or become self-employed.

Employment and enterprise support at Middlesex is delivered through MDXworks, both on-line and on-campus.

MDXworks on campus offers:

- Tailored 1:1 employment support – through drop-in and bookable appointments
- A recruitment agency – to help you find paid work at Middlesex University
- Collaborative employer events, projects and activities including our Graduate Recruitment and Employability Weeks

MDXworks online support includes:

- Tailored 1:1 employment and enterprise support – through telephone, email and webcam
- Employability Portal providing 24/7 access to interactive resources, templates and tools as well as thousands of UK and international job opportunities
- An Employability Skills-Assessment and a final-year Employability Self-Assessment.

Contact us

MDXWORKS - Employment support... for life

E: mdxworks@mdx.ac.uk

T: 01707 398293

Skype: [mdx.employability](https://www.skype.com/en/contacts/business/individual/mdxemployability)

W: mdxworks.com | unihub.mdx.ac.uk/your-employment

Visit us - MDXworks on campus in the College Building. Room CG07

Working for Middlesex

We offer a range of options to gain paid work experience at Middlesex University, each with great opportunities to enhance your CV, develop your skills and experience and improve your graduate employment prospects.

Unitemps

Unitemps at Middlesex University is part of the University's MDXworks and provides you with an ideal place to look for paid flexible work both within the University and in the local community.

Student Ambassadors

Student Ambassadors act as advocates for the University and serve as role models to raise student aspirations and awareness. Student Ambassador roles include working on outreach activities at schools and education fairs, welcoming new students, undertaking community volunteering projects, becoming a mentor and supporting University Open Days. More info at unihub.mdx.ac.uk/youremployment/mdxworks/unitemps-middlesex

Student Learning Assistants

Student Learning Assistants complement what has been taught in lectures and support student learning. Students with potential to undertake this rewarding role are recommended by their academic tutors. More info at unihub.mdx.ac.uk/SLAs

Graduate Academic Assistants

Graduate Academic Assistants work alongside academic staff and provide support to students in a variety of environments. Work includes: undertaking face to face drop-in sessions, giving online support and assisting in the development, production and delivery of programme materials. This scheme is only open to students who have graduated.

Working at the Students' Union

Middlesex Students' Union provide over 100 paid, London Living Wage job opportunities for Middlesex students each year. Roles include interns who help to deliver MDXSU activity in a range of areas – from design, to events, to campaigns – as well as Team MDXSU promotional staff and the MDXSU Welcome Desk team.

MDXSU jobs are listed at www.mdxsu.com/jobs

unihub.mdx.ac.uk/your-employment

National Insurance

Your National Insurance number is your personal account number that makes sure that the National Insurance contributions and tax you pay are properly recorded. You should apply if you fall under one of the following categories:

- You have the right to work in the UK
- You need to claim benefits and/or tax credits
- You are entitled to and have applied for a student loan

You must call JobCentre Plus on **0345 600 0643** to apply for a National Insurance number.



Glossary of useful terms

Terms	Definition
Academic year	This is the university year, which runs from September to July.
Alumni	Someone who has received a qualification from a university is called an 'alumnus'. More than one is known as 'alumni'. It is a term that refers to a former student.
Bursary	A non-repayable grant from a university. This could be dependent on certain conditions.
Campus	A site that contains buildings or facilities under the administration of a university.
Essential reading	Reading materials which are essential for students to study during their course. In some instances students may be advised to purchase a core text.
Dissertation	A lengthy essay on a specific subject which many students complete towards the end of their degree.
Enrolment	Enrolment is the formal process of a student starting at a university and being given the important and relevant information they will need.
Faculty/School	Similar subjects at universities or colleges are often grouped together under one faculty or school.
Finals	The last set of examinations taken before gaining a degree.
Freshers	Students in their first year at university are known as freshers.
Lecture	A form of teaching where a lecturer speaks on a given topic to a large group and students take notes.

Terms	Definition
Module	Each course consists of modules (Subjects) which are compulsory to take (Core) and some you choose (Optional)
My Learning	The University's online learning platform where you can find lecture notes, presentations and handbooks.
Postgraduate	Study undertaken after the first undergraduate (see below) degree. This could be a Certificate, a Diploma, a Masters or a PhD.
Plagiarism	Plagiarism is the use or close imitation of the work of another author and claiming it as original work. Plagiarism is checked on all assignments.
Programme	The course you study while at University. It includes all of its years and its modules.
Seminar/tutorial	Where a small group of students meet up with a lecturer and discuss their ideas on a specific part of the subject they are currently studying. Work is often set and then discussed the following week.
Students' Union	Every university has a Students' Union (which will probably be part of the National Union of Students). The Union represents the interests of students across a whole range of issues. The Union also provides a focal point for social activities on campus for all students.
Term / Semester	This is a portion of the academic year. Depending on the university it is usually divided into autumn, spring and summer.
Thesis	Thesis is a long essay on a specific theme that aims to prove a theory or premise. It is a fulfilment of the requirements of a PhD degree.
Undergraduate	A university student who has not yet taken a first degree. A graduate is someone who has been awarded their first degree.

Key contacts

Academic staff

Names of academic staff are in Programme Handbooks and on myUniHub.

Accommodation (halls)

Colinhurst
020 8411 6121 | accomm@mdx.ac.uk

Accommodation (private rented)

Colinhurst
020 8411 6121 | pra@mdx.ac.uk

Counselling and Mental Health

Sunny Hill House
Advertised drop-in sessions or make an appointment
020 8411 4118 | counselling@mdx.ac.uk

Disability and Dyslexia Support

Sunny Hill House
Appointments can be made by email or phone
020 8411 2502 | disability@mdx.ac.uk

International Student Advice Team

Sheppard Library
020 8411 4507 | intadvice@mdx.ac.uk

Learning Enhancement Team (LET)

Sheppard Library, The StudyHub
Daily drop-in sessions (12-3) and appointments during term time
unihub.mdx.ac.uk/LET | LET@mdx.ac.uk

Library and IT enquiries

Sheppard Library
Appointments can be made through UniHelp or directly on UniHub

MDXSU Advice

MDX House, 10-4, studentadvice@mdx.ac.uk | mdxsu.com/advice

MDXWORKS

College Building, Room CG07
10am – 5pm, Mon – Fri
020 8411 6161 | MDXWORKS@mdx.ac.uk

DSA Study Needs Assessments

Sheppard Library
Tel: 020 8411 5366 | adminac@mdx.ac.uk

Middlesex University Nursery

8am – 5.45pm, Mon – Fri
020 8411 6032 | s.oconnell@mdx.ac.uk

Security, crime, lost property

Security Office, Quad
Emergency number - 020 8411 6200

MDX Sport

MDX House, Lower ground floor
6.45am – 10pm, Mon – Fri;
9am – 5pm, Sat – Sun
020 8411 6343 | thefitnesspod@mdx.ac.uk

Student Fees and Finance

UniHelp Desk, Sheppard Library, Ground floor
9am – 4.30 pm, Mon – Fri
020 8411 6400 | stufees@mdx.ac.uk

Student Learning Assistants (SLA)

WG51 (10am – 12 noon), The StudyHub
(12 noon to 3pm)
Ask-an-sla@mdx.ac.uk | unihub.mdx.ac.uk/slask

Student Welfare Advice Team (SWAT)

Sheppard Library
020 8411 3008 | welfare@mdx.ac.uk

UniHelp

Sheppard Library, Ground floor
unihub.mdx.ac.uk/unihelp

UniHub student website

unihub.mdx.ac.uk



Building key:

College Building
 Hatchcroft Building
 Ravensfield Building
 Ritterman
 The Grove
 Building 9
 Building 10
 Portacabin A

C
 H
 RV
 R
 G
 B
 Bt
 PA

Portacabin B
 Portacabin 6
 Portacabin 7
 Vine
 Williams
 Sheppard
 MDX House

PB
 P6
 P7
 V
 W
 S
 Mh



Contact us

020 8411 6060



MiddlesexUniversity



@MiddlesexUni



middlesexuniversity



MiddlesexUniVideo



MiddlesexUniversity



middlesexuni

This handbook can be found online at **unihub.mdx.ac.uk/welcome**

If you have a disability and you would like to receive this guide in an alternative format, please contact **communications@mdx.ac.uk**
