Middlesex University London

## *APPLICATION FOR STUDENTS TAKING EXAMINATIONS AS PART OF A DISTANCE LEARNING PROGRAMME*

It is your responsibility to make yourself available for examinations as advertised on the published exam timetable (University Regulation H1.7b).

**PLEASE ENSURE THAT YOU APPLY BY THE DEADLINE ADVERTISED ON UNIHUB (usually 3 weeks prior to the beginning of the examination period).**

As a distance learner you are able to sit your exam at any one of our campuses without incurring any additional fees. To sit your exam at a Middlesex Campus complete the application form, (unshaded areas only) there is no requirement for you to make contact with the Campus this will be done on your behalf. You will be sent email confirmation of your arrangements

Middlesex Campuses are as follows: (NO FEE PAYABLE)

| | |
|---|---|
| London | The Burroughs, London NW4 4BT |
| Dubai | Knowledge Village, Block 16 PO Box 500697, Dubai |
| Mauritius | Avenue Droopnath Ramphul, Bonne Terre, Vacoas Mauritius |

If you are unable to sit at one of the above Campuses, you can apply to sit your exam at an **Alternative Institution** following the procedures below:

Approved Alternative Institutions: (CHARGEABLE FEE APPLIES)

- British Council
- Overseas Regional Offices of Middlesex University (NOT SUB OFFICES)
- Universities accepting Middlesex students on exchange
- Universities approved by Middlesex University for franchise programmes

The fee is £150 per exam; the form must be submitted at least three weeks before the start of the exam period. Please note that it is usual for a fee to be charged by the Alternative Institution in addition to the fee payable to Middlesex University.

**If your form is received after the early payment discount date the fee will increase to £200 per exam and there is a possibility that we may not be able to accommodate your application at such short notice. If we are unable to accommodate your application, the application fee will be refunded.**

All forms must be fully completed at the time of submission and the payment must have been received for the application to be processed. Where the host institution is unable to supervise your exam due to time differences your application will be rejected and not processed; if you have paid any fees to Middlesex University will be refunded.

**APPLICATIONS MUST BE MADE TO YOUR ASSESSMENT OFFICER (BASE CAMPUS)**

**Students are responsible for:**

- Providing contacts within the alternative institution and confirmation of acceptance by that approved alternative institution.

- Paying the fee direct to the Finance Office quoting reference R002 55090. Tel 0208 411-6400 selecting Option 1.

- Paying additional costs charged by the host institution.

**IT IS YOUR RESPONSIBILITY TO MAKE YOURSELF AVAILABLE FOR EXAMINATIONS AS ADVERTISED ON THE PUBLISHED EXAM TIMETABLE (UNIVERSITY REGULATION H1.7B). APPLICTIONS TO SIT YOUR EXAM AT A MDIDDLESEX CAMPUS DO NOT INCUR A FEE, APPLICATIONS ARE WELCOME IF YOU WISH TO APPLY TO SIT YOUR EXAM AT AN APPROVED ALTERNATIVE OVERSEAS INSTITUTION UPON PAYMENT OF THE APPLICABLE FEE. WHERE THE HOST INSTITUTION IS UNABLE TO SUPERVISE YOUR EXAM DUE TO TIME DIFFERENCES YOUR APPLICATION WILL BE REJECTED AND NOT PROCESSED; IF YOU HAVE PAID ANY FEES A REFUND WILL BE REQUESTED. CONFIRMATION OF YOUR APPLICATION WILL BE MADE TO YOU BY EMAIL**.

| *Personal Details* | |
|---|---|
| *Name* | |
| *Student Number* | |
| *Email address* | |
| *Mobile Number* | |
| *Date of Exam/s* | |
| *Module Number/s* | |
| *Module Name/s* | |
| Campus at which Exam/s are to be sat. | *Hendon* ☐ Dubai ☐ Mauritius ☐<br>IF EXAM TO BE SAT AT CAMPUS DO NOT COMPLETE SHADED AREAS OF APPLICATION FORM |
| *Alternative Institution Contact details* | |
| *Alternative Institution Name* | |
| *Alternative Institution full address* | |
| *Contact name at Alternative Insitution* | |
| *Contact telephone number Alternative Insitution* | |
| *Contact fax number Alternative Insitution* | |
| *Contact E-mail address (if applicable)* | |
| *Contact authorisation (signature or fax would be acceptable)* | |
| *Student's signature* | |
| *Date submitted (Please remember this request needs to be placed at least two weeks before the exam period commences)* | |

*FOR OFFICE USE ONLY*

*Date fee received: .....* *Date completed form received: .....*

*Signed: .....* *Receipt Number: .....*

*Any additional information:*

*GMT time of exam:* *Local time of exam:* *Approved by registry:Yes/No*