



Middlesex
University
London



myUniHub user guide 2023-24

Introduction

myUniHub is your personalised portal to all of the University systems you will need to support your studies at Middlesex. With a single password you can access your student record, information about your programme and modules, your timetable, library resources such as electronic journals and databases, other study materials and information on submitting assessments. Through myUniHub you can enrol, pay your fees and access your emails.

myUniHub is an official channel for delivering important announcements which are specifically relevant to your programme or campus. You will find that you use myUniHub continually throughout your time here, from the day you join right through to graduation.

myUniHub is accessible through the student website, UniHub, which provides general information for all students at Middlesex. It is also designed to be mobile- friendly across a range of different devices.

This guide is here to help you make the best use of myUniHub – it shows you what you can do, how you can do it and where to get more help if you need it.



Contents

How to...

How to log in/log out	2
How to enrol/re-enrol	4
How to pay your fees	5
How to access your timetable	6
How to access your emails	7
How to access your online learning materials and gain feedback	8
How to access library resources	9

myUniHub pages

Getting Started/Welcome Back	10
My Middlesex	12
My Study	14
My Admin and Finances	16
My Graduation and Beyond	18
Troubleshooting, help and support	20



How to log in or log out

How to log in

To log in to myUniHub go to:
unihub.mdx.ac.uk

Click the **myUniHub** link at the top right of the UniHub front page.

You will need to enter your university email address (e.g. JK123@live.mdx.ac.uk) followed by your password. For returning students this will be the password you used to log into the University network. You can find your IT user ID on the back of your Student ID Card e.g.: JK123

Students studying on the Hendon campus will receive a password in a separate email at the same time that you receive your User ID. It will be a randomly generated password and you should change it immediately to something that only you know.

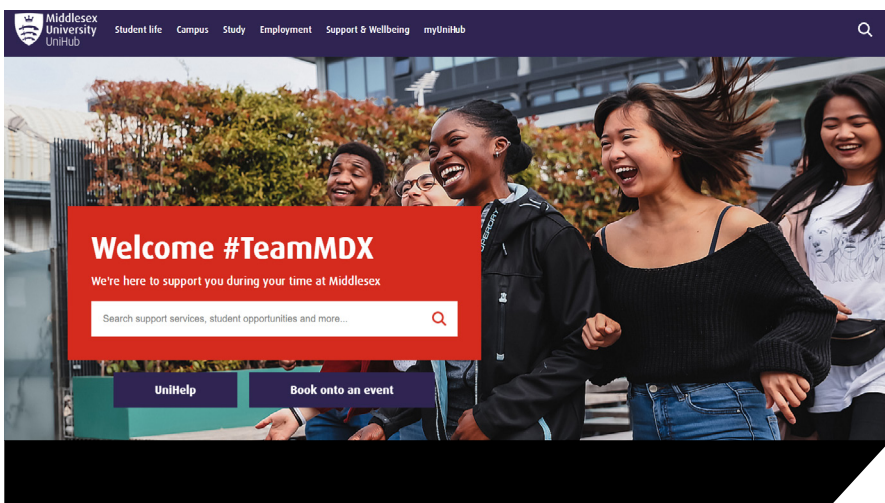
For students studying on an overseas campus,

the password is your student number followed by the first three characters of your month of birth (in lower case) if you haven't already changed this during enrolment eg: Student Number = M00123456 and month of birth = January, password = M00123456jan.

When you first log in, you must change your password for security reasons. To do this, click on Change your default IT User ID password in the **To Do List** portlet on the **Getting Started page** of myUniHub and follow the instructions.

Can't remember your password now?

Contact UniHelp -
unihub.mdx.ac.uk/unihelp or
 phone +44 (0)20 8411 6060.



Register to be able to reset your password in the future

If you didn't register your password when you first logged in, click on **Register for password reset/2FA** on the myUniHub login page (<https://myunihub.mdx.ac.uk>) or go to <https://sso.mdx.ac.uk/passwordregistration>

Follow the steps to set the answers to a minimum of three and a maximum of ten questions. This is essential, as without registering you won't be able to reset your password if you forget it in the future.

For further guidance on 2FA go to <https://unihub.mdx.ac.uk/study/it/two-factor-authentication>

If you forget your password

Click on **Forgotten your password?**

on the myUniHub login page. You will be asked one of the questions that you set up and will be able to reset your password.



How to log out

To sign out from myUniHub – click the **Account Icon** at the top right of the screen.

For the security of your information, it is very important that you ensure you sign out of myUniHub and close your browser.

How to enrol or re-enrol

New student

Log into myUniHub.

Go to the **Enrol Here** portlet on the **Getting Started** page. This will be the first page you see.

Enrol Here

- **Enrolment Terms and Conditions**
- **Enrolment FAQs**

CLICK HERE TO ENROL NOW

ENROL

Returning student

Log into myUniHub.

Go to the **Enrol Here** portlet on your Welcome Back page. This will be the first page you see. (You will also be able to enrol via the **My Status** portlet on the **My Middlesex** page)

1. Before you enrol, read **Enrolment Terms and Conditions** by clicking on the link
2. View **Enrolment FAQs** by clicking on the link
3. Ready to enrol? Click on the **ENROL** button and follow the simple on-screen instructions
4. You will be presented with the message "You have now successfully enrolled" upon completion of the online enrolment
5. Sign out of myUniHub and re-login to access all your pages in myUniHub



How to pay your fees

To make a secure online payment by debit/credit card (students studying in the UK)

1. Log into myUniHub
2. Go to the **My Admin and Finances** page
3. In the **My Fees and Finance** portlet select **Make an online payment by debit/credit card** and follow the on-screen instructions

To make a payment by International Bank Transfer (International students studying in the UK)

1. Log into myUniHub
2. Go to the **My Admin and Finances** page
3. In the **My Fees and Finance** portlet select **Make a payment by international bank transfer** and follow the on-screen instructions

It is important that you read the instructions presented very carefully before completing the online pages.

Further information regarding all payment methods and dates can also be found in the **My Fees and Finance** portlet (including students studying on an overseas campus) or at unihub.mdx.ac.uk/money (students studying in UK only).

Note for Apprentices

Please note, that whilst you will be able to see the My Fees and Finance links, there are no Associated fees attached to your programme of study. Your apprenticeship is paid for by your employer via the Apprenticeship Levy and any outstanding fees listed in this section do not apply to you. If you receive any Financial Holds on your account please contact the Student Fees and Finance team on 020 8411 6400, option 2.

My Fees & Finances

My financial account

Understanding my financial account

How to make a payment

Make an online payment by debit/credit card



Make a payment by international bank transfer

Register card for instalments payment

(You will need your student ID and have an instalment plan on your account to access this site)

Library Account

Library borrowing, returning and charges

How to access your timetable

Teaching timetable

If you are based on a Middlesex University UK campus, to access your personal teaching timetable:

1. Log into myUniHub
2. Go to the **My Calendar** portlet on the **My Middlesex** page and select **My teaching timetable**

OR

1. Go to the **My Timetable** portlet on the **My Study** page and select **My teaching timetable**

This will take you to the current week, if no timetable is shown click the 'Next Week' link to get to your first teaching week to see your timetable.

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

In order to search the whole University's teaching timetable for UK campuses:

1. Go to the **My Timetable** portlet on the **My Study** page and select **Search University teaching timetable**

Exam timetable

Before and during exam times, the exam timetable for the whole University, both UK and overseas, can be found on the **My Timetable** portlet on the **My Study** page.

My Timetable

You can find the links to join your online teaching activities via **MDXapp**.

If you are unable to view these please check your My Learning pages.

Teaching Timetable

My teaching timetable ⓘ

Change my teaching timetable

Search University teaching timetable ⓘ

Academic calendar

University Exam Timetable



How to access your emails

The University provides you with a Microsoft Office 365 account that gives you 25MB maximum message size, auto-forwarding of University emails to your personal email address and free file storage. Office 365 is an online ("cloud") service which means that you can access your emails and calendar from anywhere you have an internet connection and from virtually any device - Windows or Mac desktops and laptops, Android devices, iPhones, iPads, and other smart phones and tablets. Your University email address is: IT User ID@live.mdx.ac.uk, for example JK123@live.mdx.ac.uk

Your IT User ID is on the back of your Student ID card.

To access your University email

1. Log into myUniHub
2. Go to the **My Email** portlet on the **My Middlesex** page
3. Click on **University Email** to take you to your inbox

It is important that you check your University emails regularly.

As well as email, the University will also use the **Announcements** portlet on the same page to send you important information relevant to you and your studies.

How to...

My Middlesex

System Status

For the latest information about planned system updates, accessing quick links and service disruptions visit the **Systems Status** page.

For your information: myUniHub is unavailable each evening from midnight to 1am (UK time) for necessary system backup.

If you are experiencing problems accessing My Learning please click [here](#).

Announcements

Announcements All ▾

You currently have no announcements.

☐ Show Hidden

My Learning

For information on how to use this area, see [My Learning essentials](#)

Programme of study

- [MA International Relations](#)

My Email

[University Email](#)

Sign in with your Middlesex email address:
e.g. JK123@live.mdx.ac.uk and your password

You must [register for 2FA](#) to access email

How to access your online learning materials/gain feedback

The **My Learning** portlet is your access to the online space for your programme and modules. This online space will provide you with study materials and resources, module and programme handbooks, and may allow you to submit assignments and receive feedback online.

You will find details in your module handbook on how the online space will be used on your specific programme.

1. Log into myUniHub
2. Go to the **My Learning** portlet on the **My Study** page
3. Click on the name of the module or programme that you wish to access

To see your final module grades and progression decision, go to the **My Progress and Achievement** portlet on the **My Study** page and select **My grades and progression**.

My Learning

For information on how to use this area, see **My Learning essentials**

Programme of study

- **MA International Relations**
- **Pre-Placement Module Law**

Modules

- **LEX4723 Business and Human Rights**
- **POI 4114 The Politics of Globalisation**
- **(HEN) SSC4602 Research and Practice Skills**
- **SSC4994 Dissertation**
- **POI4112 Global Security**
- **POI4113 Foreign Policy Analysis: Geopolitical Perspectives (HEN)**



How to access library resources

The **My Library** portlet provides quick and easy access to all of your library resources.

1. Log into the myUniHub portlet
2. Go to **My Library** on the **My Study** page
3. Click on the name of the resource that you wish to access

My Subject – Library Guides

for specialist library resources and support for your subject area.

Library Search

to find and access quality academic resources.

Sign in using your University email address:

E.g. JK123@live.mdx.ac.uk

Password: Your normal University IT Password

Referencing

for guidance and support on citing and referencing.

Library Account and Online Payments

to place requests, renew items and check the books that you have on loan and make online payments.

Reading Lists

to find the required reading for your modules.

Suggest a book

to help us to ensure that we hold the appropriate books to support your studies.

Ask a librarian and Make an appointment

to ask for help from or make an appointment with your specialist librarian.

Databases, Journals and eBooks

to locate a specific database, ejournal or ebook.

Linkedin Learning

enhance your skills with expert-led online video courses

Research Repository

to search for research carried out by your lecturers.

Previous exam papers

to search for old exam papers.

My Library

[My Subject - Library Guides](#) ⓘ

[Library Search](#) ⓘ

[Referencing](#)

[Library Account](#) ⓘ

[Library borrowing, returning and charges](#)

[Library Payments](#)

[Bookable Group Study Spaces](#)

[Reading lists](#)

[Suggest a book](#)

[Ask a librarian](#) ⓘ

[Online Chat with a Librarian](#)

[Make an appointment](#)

[Databases](#)

[Ejournals](#)

[EBooks](#)

[LinkedIn Learning](#) ⓘ

[Research Repository](#) ⓘ

[Inter-Library Loans](#) ⓘ

[Distance Learning Library Support](#) ⓘ

[Previous exam papers](#)

[Library FAQs](#)



Please note: the provided links may differ depending on which campus you are studying at.

Getting Started and Welcome Back

Getting Started

Getting Started (below) is the first page you will see in the portal when you start a new programme. It will give you a lot of the information you will need before you arrive and commence study.

On this page you will find:

- Access to the online enrolment process which you need to complete in order to see the rest of the myUniHub pages
- Resources giving an insight into your programme of study and to help prepare you for student life at Middlesex

- Your to do list
- Activities that may be of interest to you during your first few weeks of University
- Further information about areas such as finance and accommodation
- A Pre-arrival questionnaire to find out how prepared you are for university study and to provide you with useful online resources

You will be able to see this page for up to four weeks after you enrol. After that it will disappear and **My Middlesex** will become your front page.

Getting Started

Welcome.

Welcome to myUniHub - your personalised student portal, where information about you and your programme is held.

Please click [here](#) for your Programme Induction schedule. It is **essential** that you attend your Programme Induction. You'll receive important materials and have a chance to meet your fellow students and lecturers.

On this page you will find access to the online enrolment process which you need to complete in order to see the rest of the myUniHub pages. More information on being a new Middlesex student can be found at the [Getting Started](#) section of UniHub.

We hope you enjoy your time here at Middlesex. Good luck!

To Do List

Things to do before your induction

- Get **fully enrolled online** via [myUniHub](#) (Enrolment opens Monday 4 September)
- Register for 2FA/self service password reset
- From 4 September you will have received an email inviting you to complete your enrolment **AND** then upload your documents for an ID check and ID photo card. (more details can be found [here](#))
- Arrange accommodation
- Pay any fees due
- Check your modules and timetable via [myUniHub](#)
- Access your University email account via myUniHub
- Arrange visa
- Get involved with our [Ready for](#)
- Book on to the International Students Orientation programme
- Watch our important campus safety

Enrol Here

- Enrolment Terms and Conditions
- Enrolment FAQs

CLICK HERE TO ENROL NOW

ENROL

Accommodation

How Accommodation Services can help you?

Apply for a place in the University halls of residence

Accommodation offer

Private rented accommodation

Preparing to Study

Getting Started on managing your studies and making the most of your time at University.

Prepare to study on Midwifery Subject Area
Prepare to study on Anatomy and Physiology Learning Centre
Prepare to study on Discussion Group - Exploration of Resilience
Prepare to study on Study Well
Prepare to study on My Care Academy (Mental Health)
Prepare to study on HARELIN & SHAREDIN
Prepare to study on Clinical Skills - Nursing and Midwifery

Pre-arrival questionnaire

Welcome Back

Welcome Back (below) is the first page you see when you log into the portal when you return for a new year. It gives you access to useful information and essential tasks you will need to carry out before you restart study.

On this page you will find:

- Access to the online enrolment process where you must re-enrol
- Helpful information about your current status
- Information about any new developments at Middlesex
- Activities that may be of interest to you during your first few weeks back
- Further information about areas such as finance and accommodation

Until you enrol, you'll only be able to see certain areas of the other portal pages. You will be able to see the full site once you've re-enrolled. The **Welcome Back** page will stay as your front page for up to four weeks after you enrol. After that it will disappear and **My Middlesex** will become your front page.

Welcome Back

Welcome

Welcome back. We hope you had a good break and are looking forward to the start of term - please make sure you re-enrol as soon as possible. We have had a busy time preparing for your return. You can read about some of the exciting developments taking place at Middlesex on this page. Your new 2023-24 modules will be available to you in My Learning by 12 September. If after this date you are missing modules please contact [UniHelp](#).

All the best for the new academic year!

What's new this year?

- We have made a number of improvements and changes based on feedback from students. You can view these on [UniHub](#)
- We have made a number of improvements and changes based on feedback from students. You can view a full list of these within our Impact Tracker on [UniHub](#).

Enrol Here

- [Enrolment Terms and Conditions](#)
- [Enrolment FAQs](#)

CLICK HERE TO ENROL NOW

ENROL

- Progress = (PL) Continue with Credit Deficit**
You have passed sufficient credit to continue your studies as [more...](#)
- Holds = You have no holds on your record.

Accommodation

How Accommodation Services can help you?

[Apply for a place in the University halls of residence](#)

[Accommodation offer](#)

[Private rented accommodation](#)

Finance

[When and how to pay](#)

[Student Financial Regulations](#)

To Do List

My Middlesex

The **My Middlesex** page (facing page) provides key information that Middlesex students need.

The **My Status** portlet shows your enrolment status, progress code and hold status and provides advice on how to resolve any related issues. Direct access to your programme and module online learning, teaching and assessment is within the **My Learning** portlet. The modules for which you are currently registered on are displayed here.

The University will use the **Announcements** portlet to communicate information relevant to you and your study, which are compiled specifically for you. The **My Email** portlet provides your access to your Middlesex email account.

It is important that you regularly check both emails and announcements.

In the **Key Contacts** portlet you will find the contact information for your module and programme leaders and advisor (if relevant), as well as other key support staff.

The **Password Change** portlet enables you to reset your password for your IT User ID by clicking on **Register for 2FA/self-service password reset**. However, first you must register by clicking on the **Change your password (if you already know it)** which will require you to provide the answers to between three and ten questions.

The **My Calendar** portlet provides a link to your teaching timetable, the academic calendar and social events.



My Middlesex

System Status

For the latest information about planned system updates, accessing quick links and service disruptions visit the [Systems Status](#) page.

For your information: myUniHub is unavailable each evening from midnight to 1am (UK time) for necessary system backup.

If you are experiencing problems accessing My Learning please click [here](#).

Announcements

All ▾

You currently have no announcements.

☐ Show Hidden

Key Contacts

» [Programme Leader](#)

» [Office contact and opening hours](#)

[UniHelp Online Portal](#) ⓘ

My Learning

For Information on how to use this area, see [My Learning essentials](#)

Programme of study

- MSc Cyber Security and Pen Testing
- Pre-Placement Module Computer Science
- Spotlight on Research

Modules

- CST4500 Computer Networks and Internet Networking
- CST4522 Operating Systems for Networked Environments
- CST4550 Penetration Testing and Digital Forensics

My Status

- **Enrolment Status** = You have no current enrolment status.
If you are still actively studying on your programme, please speak to your student office immediately to ensure that you are given an appropriate enrolment status.
- **Progress** = (RG) Progress to Final Stage
You have passed sufficient credit to continue on to the [more...](#)
- **Holds** = You have no holds on your record.

My Email

University Email

Sign in with your Middlesex email address:

e.g. [jc123@live.mdx.ac.uk](#) and your password

You must [register for 2FA](#) to access email ⓘ

My Calendar

[My teaching timetable](#)

[Academic calendar](#)

[Students' Union events](#)

[All events and trips for students](#)

Password Change

Stay safe online - we now use two factor authentication (2FA) for Microsoft 365 / email services

Two factor authentication guidance

In case you forget your IT User ID password in the future, you must register to enable you to reset your password.

[Register for 2FA/self-service password reset](#) ⓘ

[Change your password \(if you already know it\)](#) ⓘ

My Study

The **My Study** page contains information relevant to your academic life at Middlesex.

Direct access to your programme and module online learning, teaching and assessment is within the **My Learning** portlet.

Access to your final module grades, progression decision and final classification will be available by clicking on **My Grades and Progression** within the **My Progress and Achievement** portlet.

The **Study Skills** portlet is a simple way to obtain extra help with your studies - whether it's finding online learner development materials, booking time with a librarian, an IT specialist or a member of the Learning Enhancement Team (LET).

The LET provides help and support for academic writing, language, maths, statistics, and numeracy. The LET offers

workshops, one-to-one tutorials, and online resources, all of which you can access via Unihub: <https://unihub.mdx.ac.uk/study/writing-numeracy>

The **My Library** portlet provides direct access to all your books, journals and electronic resources, either by searching the library catalogue or browsing the indexes.

Software provides you with access to a range of software such as SPSS, Nvivo and Minitab. You can download and install Microsoft Office programs like Word and Excel when you log into your email. You can also access online help with using the software.

Should you be looking to enhance your employability, support and information on placements, internships and volunteering opportunities can be found within the **My Employment** portlet.



My Study

My Learning

For information on how to use this area, see [My Learning essentials](#)

Programme of study

- MA International Relations
- Pre-Placement Module Law

Modules

- LEX4723 Business and Human Rights
- POI 4114 The Politics of Globalisation
- (HEN) SSC4602 Research and Practice Skills
- SSC4994 Dissertation
- POI4112 Global Security
- POI4113 Foreign Policy Analysis: Geopolitical Perspectives (HEN)
- SSC4604 Global Governance for Sustainable Development

My Timetable

You can find the links to join your online teaching activities via [MDXapp](#). If you are unable to view these please check your My Learning pages.

Teaching Timetable

- [My teaching timetable](#)
- [Change my teaching timetable](#)
- [Search University teaching timetable](#)
- [Academic calendar](#)

University Exam Timetable

- [University exam timetable](#)
- [Taking my exams in a different country](#)

My Employment

My Library

- [My Subject - Library Guides](#)
- [Library Search](#)
- [Referencing](#)
- [Library Account](#)
- [Library borrowing, returning and charges](#)
- [Library Payments](#)
- [Bookable Group Study Spaces](#)
- [Reading lists](#)
- [Suggest a book](#)

- [Ask a librarian](#)
- [Online Chat with a Librarian](#)
- [Make an appointment](#)

- [Databases](#)
- [Ejournals](#)
- [EBooks](#)
- [LinkedIn Learning](#)
- [Research Repository](#)
- [Inter-Library Loans](#)
- [Distance Learning Library Support](#)

- [Previous exam papers](#)
- [Library FAQs](#)

Study Skills

- [Online resources](#)
- [Disability and Dyslexia support](#)
- [Support with referencing and avoiding plagiarism](#)

The [Learning Enhancement Team \(LET\)](#) is here to help.

- [Book a one-to-one appointment](#)

- [Ask a librarian](#)
- [Make an appointment with a specialist liaison librarian](#)

Online Booking

My Progress & Achievement

- [My grades and progression](#)
- [Understanding my grades](#)
- [Understanding my progression decision](#)

- [Make up credit](#)

- [Extenuating circumstances](#)
- [Assessment regulations](#)

Software

- [Microsoft Office Installation guide](#)

- [Download software for my PC/MAC](#)
(To login use your IT User ID and password)

- [Installing University Printer](#)

- [Wireless guidance](#)

- [Online software tutorials](#) (via [linkedin.com/learning](#))

- [Software deals for students](#)

University Catalogue

Find more information about University Programmes and Modules including aims and learning outcomes, module structure, assessment methods, progression requirements, reading lists etc

- [Programme information](#)
- [Module information](#)

Please note: My Library and Software portlet links may differ depending on which campus you are studying at.

My Admin and Finances

The **My Admin and Finances** page contains information and links that will help you with non-academic matters during your student life.

You should be aware of all of the University Regulations, which cover personal behaviour, and academic and financial issues. These are available in the **University Regulations** portlet.

You can check and amend the information that the University holds about you by using the links in the **My Personal Record** portlet.

International students can obtain information including visa advice and assistance, events and general support in the **International Support** portlet.

If you wish to view your tuition fee charges and/or make a payment (students studying in UK only) you should go to the **My Fees and Finance** portlet. Information regarding payment methods and dates is available to all students from this portlet.

If you need financial advice or support you can visit the **My Financial Aid** portlet. You can obtain information regarding student loans, University discounts and bursaries as well as monitor the progress of any applications that you have made to the University for financial assistance.

If you wish to obtain a letter such as a student status letter, a letter to open a student bank account or obtain a council tax discount, you can request a letter from the **Letters and Forms** portlet. You can also check on the progress of a previous request here.

In addition, you will see a number of easy to submit forms listed in this portlet and can also access additional forms by clicking on the **Other useful forms** link.

My Admin & Finances

My Personal Record

It is important that your personal data is kept up to date at all times

- [My personal information](#)
- [My address and phone number](#)
- [My email address](#)
- [My trusted contact](#)

If you need to change your name in the University records this must be done in person at [UniHelp](#)

Letters & Forms

Letters

The letters below may be ordered online

- [Student Status letter](#)
- [Student Status with Address Confirmation \(Bank\) letter](#)
- [Council Tax letter](#)
- [View status of my letter requests](#)

For any other letter you will need to submit a non-standard letter request to [UniHelp](#)

Forms

Forms you may need access to during your study:

- [Extenuating circumstances](#)
- [Request a permanent or temporary withdrawal from studies](#)
- [Other useful forms](#)

My Fees & Finances

[My financial account](#)
[Understanding my financial account](#)

- [How to make a payment](#)
- [Make an online payment by debit/credit card](#)
- [Make a payment by international bank transfer](#)

[Register card for instalments payment](#)
(You will need your student ID and have an instalment plan on your account to access this site)

- [Library Account](#)
- [Library borrowing, returning and charges](#)

My Financial Aid

[University Financial Support](#)
[What financial support is available to me and how do I apply?](#)

Other Support

The [Student Welfare Advice Team](#) offer advice regarding financial support issues. Make an [appointment](#) with one of the advisors in the Student Welfare Advice Team.

- [Postgraduate funding options](#)

International Support

The [International Student Advice Team](#) offers advice regarding visa, immigration and welfare support issues.

[Make an appointment with one of the](#)

My Wellbeing

If you think you may have a disability, dyslexia or an ongoing mental or physical health condition, please contact the [Disability and Dyslexia Service](#) to discuss possible support arrangements.

Is an issue affecting you on an emotional or psychological level? Contact the [Counselling and Mental Health Team](#) to discuss how we can help

Accommodation

[How can Accommodation Services help you?](#)

- [Apply online for a place in halls of residence](#)
- [Accommodation offer](#)

[Private rented accommodation](#)

There is no relevant information for you.

University Regulations

When enrolling with the University you agree to abide by all the regulations set out by the University and it is therefore important that you are aware of the documents below and understand their implications for you.

[Academic Regulations](#)

[Assessment Regulations](#)

[Student Financial Regulations and Information](#)

My Graduation and Beyond

The **My Graduation and Beyond** page provides information related to graduation and your options after that. This page will only appear a few months before you are due to complete your programme.

In the **Graduating** portlet, you can see information related to graduation ceremonies, certificates, diploma supplements, academic references/verifications and professional registration.

Using the **Is My Information Correct** portlet you can update your contact information and check if the information that we have about your name and award title is correct.

You can also access Employability Service in the **Career Information** portlet.

If you wish to study further, the **Further Study** portlet contains links to information about postgraduate study at Middlesex, scholarships and bursaries, postgraduate open evenings, visas as well as the online application form.

In the **Keep in Touch** portlet, you can access information related to alumni accounts, library access, as well as information about alumni bursaries and scholarships.



My Graduation and Beyond

Graduating

Graduation ceremonies

The University Graduation Ceremonies take place every year in June at the Hendon Campus. An invitation will be sent to your Middlesex University email and personal email address at the start of April for the ceremony.

Digital Documents


A digital certificate and diploma supplement will normally be available within 1 month of the publication of final results. [more...](#)

Certificates

A formal certificate will normally be posted to you within two months of the date of your award. Please keep your **address details up-to-date**. Your Diploma Supplement may be used as official confirmation of the qualification you have been awarded.

A digital certificate will be available to you online within two months of the date of award.

Diploma supplement

Diploma supplements are sent to you within two months of the date of your award with your certificate. Diploma supplements can be used to verify module results and final classifications. The initial diploma supplement is free of charge. 

Academic references/verifications


Academic references and verification requests from graduates can be requested via **UniHelp**. Verification requests from third parties i.e. employers or referencing agencies should be emailed to verifications@mdx.ac.uk




Is My Information Correct

Update my address and phone number


Check name

You need to ensure that your legal name is recorded correctly as this is how it will appear on your official certificate. A request to change your name must be made in person at UniHelp. 

Check award title

If your Award Title is incorrect, please go to UniHelp asap. 

Career Information

You can continue to use MDXWORKS after you graduate. Simply contact MDXWORKS by clicking on the following link: [MDXWORKS](#). 

Keep in Touch

Remain part of the Middlesex University community after you graduate. Our **Alumni Team** is there to support you and provides access to a growing range of benefits including ongoing access to the Sheppard Library, lifetime employability support, free WiFi whenever you return to campus, regular Middlesex news updates and the opportunity to connect with more than 270,000 other former MDX students.

Sign up to myAlumniHub

Alumni bursaries and scholarships

Alumni library access

Join the Alumni LinkedIn Group

Further Study

After your Honours Degree why not consider continuing with postgraduate study at Middlesex University in

- **London**
- **Dubai**

Apply online for postgraduate study at Middlesex University in

- **London **
- **Dubai**

There are a range of scholarships and grants for student undertaking postgraduate study at Middlesex University:

- **Scholarships and bursaries in London**
- **Scholarships and Grant (Dubai)**

We offer all Middlesex University alumni who are UK/EU citizens a 20% **fee reduction** on postgraduate courses. International alumni can benefit from 20% off their masters fees if they are not in receipt of any regional awards. Alumni from our Academic Partner Institutions are entitled to a 10% reduction in fees.

Why not visit a forthcoming postgraduate open evening in

- **London**

Troubleshooting, help

Having difficulty in logging into myUniHub

Make sure that you are entering the correct university email address and password (see page 2). If you still cannot log in, [UniHelp](#) will be able to support you.

Cannot view myUniHub or pages/portlets

Check that you are using a recommended browser. The site is designed to work with Firefox, Chrome, Internet Explorer 11 or higher and Mac Safari.

Need help navigating or finding information in myUniHub

The **Help** page in myUniHub provides 'how to' instructions as well as FAQs.

Downtime

If there is a problem or planned downtime with any of the IT systems accessed via myUniHub, this will be communicated via the **System Status** portlet on the **My Middlesex** page, and the **System Status** page on UniHub. Please see unihub.mdx.ac.uk/study/it/system-status

Still having problems

Visit unihub.mdx.ac.uk/unihelp to check out our FAQs and submit your enquiry online.

Alternatively, contact UniHelp from the **Chat with Us** tab on all UniHub and myUniHub pages. Advisors are available between 8.30am and 7pm (UK time) Monday to Friday and 11am to 3pm Saturday and Sunday.

Phone us on +44 (0)20 8411 6060





UniHub:

unihub.mdx.ac.uk

myUniHub:

<https://myunihub.mdx.ac.uk>

UniHelp:

unihub.mdx.ac.uk/unihelp

Phone:

+44 (0)20 8411 6060