**Uniform Policy January 2017**

**University Courses that require Uniforms and Placement Badges:**

* BSc Nursing (Adult, Child and Mental Health)
* BSc Midwifery (3 Year and Short courses)
* PG Dip (Adult and Mental Health)
* BSc Healthcare Sciences (excluding Audiology)
* Erasmus Students
* Transition Nursing (all modules)
* Guernsey based Students

**Student entitlement:**

Students will be measured for their uniform at the start of the programme and be issued in time for their entry into placement. This will consist of the following allocations:

* Female – 3 tunics and 2 pairs of trousers.
* Male – 3 tunics, 2 pairs of trousers and a set of epaulettes.

**All Students will be issued with a badge in their legal name**. The uniform and badge will be provided by the Uniform Department. **Only Middlesex University Tunics and trousers will be issued to Students. All Students will also be issued with documentation for ordering with Alexandra Workwear, care instructions for their issued uniforms and details of the Uniform replacement ordering process.**

**Process for Ordering new/replacement Uniforms and Badges**

Students will be required to fill out a Uniform Requisition Order form or Badge Replacement Order Form located on their Unihub under the A-Z forms section. Students will fill this form out with their replacement order details and the reason why they require replacement items. Once the form is submitted, the system will initially filter applications and respond to Students via an auto-reply. The Uniform department will process successful applications that meet the criteria outlined in the policy. **Students may be granted re-issues of uniforms/badges depending on the reasoning for the replacement and the circumstances**. This will be outlined before orders are placed and as part of this process, **Students will be required to present uniforms/badges as proof of the information submitted on the application**. This is to discourage misuse of the service.

If the submitted application is approved, the Student will be contacted by the Uniform Department (nmuniforms@mdx.ac.uk) with confirmation that the uniform items requested are in stock and to arrange a collection appointment. Once this has been arranged, Students will be able to collect their uniform order with the Estates team located in Goods In during the assigned timeslot.

Badges need to be ordered and this can take up to 3 weeks to be received from our supplier. Students will be contacted by the Uniform Department on arrival of badges and with collection details that will be in the **Fenella Building**.

Should the Student not attend their chosen allocated appointment slot, their order will be returned to stock at the end of the day and the Student will be required to place another order. (Estates are unable to hold uniforms for more than the day as they do not have the space).

If the Student encounters any issues with the uniform/badge order, they will be required to contact the Uniform Department either by emailing the uniform inbox, nmuniforms@mdx.ac.uk or by filling out Uniform or Badge request order form where they will be able to state the issue with their order.

Please note that if a Student **does not present** **photographic identification** (Middlesex University Student ID will suffice) upon collection, they will not be permitted to collect these items. Students will not be able to collect uniform/badge orders for other Students unless approved by the Uniform Department in exceptional circumstances and with adequate notice. Students will need to pre-arrange collection details prior to collection.

**Uniform/Badge Replacement Policy**

**Badges:**

* **Incorrect spelling on badge** – Student will need to come in so the name spelling can be confirmed before this is then ordered.
	+ The correct name should match the university systems.
	+ Students will be required to update name information (Unihelp) before we can order the new badge.
* **Change of name will be free of charge to replace** – we can verify name changes on MISIS and NTS systems.
	+ We will only be able to order a new badge in the **correct legal name** if the Middlesex systems have been updated.
	+ Students who have not updated their name details with Unihelp will be required to do so before a badge in the new name can be ordered. Students as part of this will be required to provide accurate documentation in their new name to Unihelp when submitting their name change form. Once this has been updated, we will be able to order a new badge.
* **Lost or stolen badges** should be paid for by the Student. (£5 to cover the cost of a badge and also the cost of delivery). Students will have to place an order with Online Store. Once payment has been received, the order will be placed with our supplier.
* **Broken badges** will be replaced by the University **free of charge on the first occasion**. The Student will need to come in and provide the original badge before the order is placed. **For additional instances of broken badges, students will be charged for their replacement and be required to place a badge order with Online Store.**

**Uniforms:**

Students will be sized up and issued with their uniform during induction. It is assumed that this uniform will be sufficient for 3 year programme.

* **Uniforms damaged through negligence**: will no longer be replaced. Students will be required to order uniforms directly from Alexandra Workwear (they will be provided contact details for Alexandra Workwear and the codes for ordering. If Students are unsure of their sizes, we can measure them and give the codes of Alexandra Workwear sizing to place their order).
	+ **Negligently damaged uniforms includes:**
		- Uniforms with ink/pen stains.
		- Damage from incorrect care.
	+ **Exceptions** – extenuating circumstances will be considered. Students will be requested to provide further information alongside their current uniform for a decision to be made. This will be conducted as part of the online application process.
* **Lost Uniform garments**: these will need to be replaced by the Student at their own cost.
* **Change in uniform size:** will not be replaced unless during first two weeks of Welcome and not worn in clinical skills labs, (see next bullet point).
	+ Students will need to order any replacement uniforms directly with Alexandra Workwear. We will issue Students with a code for ordering purposes so that Alexandra Workwear will issue the correct uniforms.
	+ Students will have the option of being re-measured for uniforms. This is so that the correct size is ordered with Alexandra Workwear.
* **Incorrect size distributed at 1st Year Welcome week:** Students will be able to exchange in the 2 weeks of Welcome, prior to wearing in the clinical skills labs.
	+ Students have been professional measured by Alexandra Workwear. The Student will need to come in to be re-measured for their uniform and will be requested to try on their originally issued uniform. A decision will then be made in regards to the suitability of the uniform for placement.
	+ If deemed that a uniform exchange is not required, the Student will not be able to exchange their uniforms.
	+ If deemed that a uniform exchange is required, this will be actioned.
	+ The Student will need to bring in the ill-fitting uniform for the exchange.
	+ This will be noted on the database; both the return of uniform and the order (prevent misuse of the uniform service).
	+ If Students apply for exchange outside of the aforementioned time period, these items will not be replaced as Students will have been already required to wear uniforms in the clinical skills labs for manual handling and all uniform issues should be resolved.
* **Change in uniform garment preference**:
	+ Students are only issued tunics and trousers as part of their uniform.
	+ If for medical reasons, such as excessive rubbing or restrictive movement, then this should be acted upon immediately at no charge to the Student.
		- If possible, replace items from our stores temporarily or exchange if required.
		- If we do not have items in our stores, we will place an order.
		- On collection of the new uniform, arrange for the Student to bring in previously issued uniform.
* **Religious reasons:** this will need to be confirmed and approved by the Programme Leaders.
	+ If this involves ordering dresses, once we have the permission of Programme leaders we can look to place an order with no charge to the Student.
	+ The Student will have to attend a dress sizing/measuring appointment (we have a dress sizing kit). The size will then be ordered as a custom order (3 dresses issued).
	+ Alexandra Workwear will provide the dresses which we will issue to the Student.
	+ On collection of the dresses, the Student will be required to return their previously issued uniform (if they have already received items).
	+ Students requesting dresses on religious grounds should only be issued with dresses and no other uniform garments.
* **Returning Students:** uniforms being issued to Students depends on each individual situation.
	+ The majority of returners will have been issued with a uniform when they started their respective programmes. In this instance, Students will be required to place an order with Alexandra Workwear as per the previous points above.
	+ If the Student was never originally sized/measured for a uniform or did not collect their uniform, they will be considered for a new uniform (this should be a minority).
	+ If Students have been on maternity leave, please see below.
* **Maternity Students**: Students will be sized/measured and issued Maternity uniforms from the Fenella Building.
	+ Students will be assigned appointments to be sized/measured for maternity uniforms. If we have these items available in our stock, we will then issue them to the Student. If not, we will have to put these on order that can take up to a month.
	+ Each Maternity order will consist of 2 tunics and 2 pairs of trousers.
	+ Once Students have returned from Maternity leave, they need to be re-sized/measured for new uniforms as previously issued uniforms would most likely not fit. The new uniform garments will be exchanged for those previously issued.
	+ Please note that replacement maternity uniforms will be subject to the same criteria aforementioned for replacement uniform requests. The only exception is that any requested change in size on application will be considered.
* **Students wanting to purchase extra uniforms**: order directly with Alexandra Workwear.
	+ Students have requested more items of uniform. Currently our uniform policy is that you can have a maximum of 3 tunics and 2 pairs of trousers. Students have complained that this is not enough if they are expected to be in placement 4 or 5 times a week.
	+ If they require further, I suggest we do not stop them from ordering further uniforms. However, they can do this directly with Alexandra Workwear. There should not be any complications as we will not be issuing Students more than one set of uniforms under normal circumstances at Alexandra Workwear are happy for us to re-direct Students to order directly with them. 2016-17 Students were given information for ordering with Alexandra Workwear.
* **Students not wishing to wear gender specific uniforms** – Students can put in a request via Unihelp forms, email nmuniforms@mdx.ac.uk or via programme leaders or tutors.
	+ Students identifying themselves during the induction will be sized/measured separately in the Fenella Building.
		- Whilst being measured for their uniform, Students will be informed of collection arrangements.
	+ Outside of the induction measuring session, Students will also be sized in Fenella Building.
		- Students will be required to exchange issued uniforms before they receive their new uniform.
	+ If this also involves a change of name, the University will provide Students with a new badge free of charge. (Please note that any change of name will require a deed pole and the university systems will need to be updated as well).
* Please note that students unable to provide evidence of their Uniforms/Badge, their applications will be re-considered under lost Uniforms/Badges criteria as per the information above.

If you have read this policy document and would like to proceed to the Uniform and Badge Request form, to place your request, please click [here](http://wgfp-prrw02.mdx.ac.uk:8001/forms/DynamicForms.aspx?FORM=UniformandBadge).