

SUMMER
SCHOOL



Middlesex
University

Summer School

Student Handbook 2012



MIDDLESEX UNIVERSITY, LONDON

welcome to Summer School



You've made a great decision to join us. At Middlesex we will always put the needs, welfare and experience of our students first. We place a high value on developing a mature approach to learning in which students are encouraged to challenge conventional wisdom, handle complexity and benefit from difference and diversity. Middlesex is committed to outstanding teaching and learning. We hope your studies and that your time spent here will be successful, fruitful and enjoyable.

If you encounter any difficulties there are many sources of help available, details of which are given in the following pages.

If at any point you need information or advice please feel free to contact any of the staff in the Summer School office, based in Garden Cottage at Trent Park (020 8411 5782). The Garden Cottage is opposite the nursery, behind the stable yard and the Students Union building and is clearly signposted.

How to Use This Handbook

This handbook provides information about the services available to you. It also contains important information about the things you will need to do before you arrive. It will also be useful to you after Summer School, if you have any queries about your grades or any other matters.

We look forward to seeing you this summer.

Tim Rudd
Director, Summer School

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What to do Before You Start

Checklist

Before you start your course you should do the following:

✓ Enrol Online

Enrol online via MISIS at <http://unihub.mdx.ac.uk> before the start of your course. You will be able to do this from 18 June. Enrolment is compulsory for all students not already studying at the university. If you are a current Middlesex student, you only need to enrol if you are taking a module which will not be added to your existing degree programme.

✓ Apply for your Middlesex Student Access Card

Ensure you have uploaded a digital photo and have submitted the completed application form. More information can be found at

<http://www.mdx.ac.uk/courses/short/summer-school/student-information/index.aspx>

✓ Collect Your Middlesex Student Access Card

You can collect your card at the Learning Resources Centre. This card provides proof that you are a Summer School student and allows you to enjoy all the services and facilities on offer, including parking access.

✓ Ensure You Have Paid Your Fees

You must pay tuition/accommodation fees in full. This can be done on the telephone by using a credit or debit card (020 8411 5782). You can also pay in person at the summer school office or at a campus finance office.

✓ Check Your Course Registration

Once you have enrolled, check that you are registered for the correct courses/modules on MISIS. If this information is incorrect please let the Summer School office know without delay.

✓ Check The Timetable

Find out when and where your first lecture is. Timetables are available at enrolment.

✓ Register With The Library

Once you have enrolled and obtained your official Middlesex University Access card, you can register with the library, allowing you access to all the facilities.

✓ Accommodation

Read the terms and conditions given to you when you check into your room, if you will be staying in Halls.

✓ Check The Notice Boards And Website

Important information will also be posted on the student information page of our website and the Summer School notice boards near Reception in the Mansion and the Library. Please check either of these from time to time.

On the first day of class

Enrol online via myUniHub at <http://unihub.mdx.ac.uk> before the start of your course. You will be able to do this from Monday 18 June. Enrolment is particularly important if you are doing a computing course as it takes up to 24 hours from enrolment for your computing account to be activated. Once you have enrolled you can use myUniHub to update your personal details and check on details about your course.

Step 1: Enrol Online

Before your classes begin you can enrol online from anywhere in the world. Please go to: <http://unihub.mdx.ac.uk>. The timing of your online enrolment is particularly important if you are doing a computing course as it takes up to 24 hours from enrolment for your computing account to be activated. Once you have enrolled you can use myUniHub to update your personal details and check on details about your course.

Before you enrol, why not look at the videos below which you may find helpful.

- Login and logout of myUniHub
- Enrol / re-enrol
- Pay your fees

Enrolment Instructions

Click the myUniHub tab, this will take you to the log in page of myUniHub.

You will need your:

1. IT User ID: This you can find on your offer letter, eg: JK123
2. Your Password: This will be your student number followed by the first three letters of your month of birth in lower case. Eg: if your student number is M00123456, and you were born in January, then your password will be M00123456jan.

Once in MyUniHub:

1. To enrol, go to the **Enrol Here** portlet on the Getting Started page in myUniHub (this should be the first page you see).
2. Before you enrol, read the Enrolment Terms and Conditions by clicking on the link
3. View the Enrolment FAQs by clicking on the link
4. Ready to enrol? Click on the ENROL button and follow the simple on-screen instructions
5. When you have completed On-line enrolment you will see a message in the Enrol Here portlet confirming that 'You have now successfully enrolled'
6. **If you have any problems enrolling, you can use the helpline +44 (0)20 8411 6060.**
7. **You can make an on-line payment by debit/credit card by going to My Admin and Finances page in the My Fees and Finance portlet or you can ring +44 (0)20 8411 6400 and press option 1 for payment enquiries. You can also contact the Summer School Office on +44 (0)20 8411 5782.**

Step 2: Id Check and Student Card Issue

After confirmation of your successful enrolment, you will need to come to the enrolment session in the Learning Resources Centre for identification checks and the issue of your Student ID card. You should allow at least half an hour for this before your first class. Please bring the following items with you:

1. Your student registration number which you will see on your offer letter.
2. Your passport (if you are an International student).
3. ONE of the following - Passport, UK/EU ID card, UK Photographic Driving Licence, IND documents or Proof of Age card bearing pass logo and photo (UK students only).
4. The balance of your tuition fees if this has not already been paid in full.

prepare

What to do Before You Start

Services on Campus

Summer School Office at Trent Park

The Summer School office is situated in Garden Cottage opposite the Nursery at Trent Park.

During the first two weeks of Summer School on Monday to Thursday, the office will open from 9am to 7pm and on Friday from 9am to 5pm. During the remaining three weeks of Summer School the office will be open on Monday to Friday 9am to 5pm.

Trent Park campus is closing after Summer School finishes and we are moving to Hendon. The driveway bus service will cease running on Tuesday 7 August at 5pm. The Summer School office closes on Thursday 9 August at 5pm. The new Summer School office opens on Tuesday 31 July at 9am at the Hendon campus. It will be located in CG20 in the Quad, close to the main reception.

Photocopying

There are photocopying machines in the library at Trent Park and in Crush Hall (ground floor of the Jebb building, to the left of the Mansion), and at Hendon.

Catering

Trent Park

The Trent Park Students' Union provides a selection of both hot and cold food and refreshments from Monday to Friday. Vending machines serving hot and cold drinks can also be found outside these times at the entrance to Crush Hall.

Hendon

There are a number of eating establishments at Hendon, including the ever popular Costa outlet (located below the library area) and the coffee shop (in the Quadrangle). The Chefs Theatre in the Forum offers a range of hot and cold food including The traditional English breakfast and Hot Wok - authentic Oriental dishes to name but a few.

Careers Advice

The university's careers service provides advice and information on career options, job search strategies, CV preparation, etc.

If you would like to arrange an appointment with a careers adviser please telephone 020 8411 4923. Our main careers centre and careers information library is at Hendon campus (CG21), but it may be possible to see a careers adviser at Trent Park. If you are unable to see us on campus, you can use the e-guidance service through our website to submit a careers related enquiry. (see below)

The Careers Service website at <http://unihub.mdx.ac.uk/careers> offers a wide range of careers related advice and information, including an on-line vacancy service 'JobsPlus' and an e-mail careers enquiry facility (MeG). Additionally, Graduate Prospects, the UK's official graduate careers website, may also be of interest www.prospects.ac.uk

Disability support

The University has a central Disability Support Service team, based at the Hendon Campus, that can provide advice and support to students on issues concerning; physical difficulties, medical conditions, sensory impairment, mental health or specific learning difficulties (such as dyslexia) that may impact upon your studies. The Disability Support team can be contacted via their email address: disability@mdx.ac.uk or by telephone on 020 8411 4945.

Counselling Service

Counsellors are available at Trent Park by appointment to see anyone with difficulties in studying, personal or emotional problems. For more details see www.mdx.ac.uk/myunihub/counsel/index.htm

Counselling appointments can be made during the summer.

To make an appointment please email counselling@mdx.ac.uk or contact Caroline Hallett c.hallett@mdx.ac.uk Tel: 020 8411 6169.

Student Finance Offices and Money Matters

If you need to pay your fees, please do this either on-line at <http://unihub.mdx.ac.uk/support/money/fees/how/index.aspx> or at the campus Finance Office at Trent Park or Hendon. Opening hours are displayed on the doors. Remember MISIS takes 24 hours to update.

There is a cash machine in the Trent Park Student Union building which accepts all major cards, though there is a charge for each withdrawal. There are also cash machines at the Tesco garage at the top of Snakes Lane. The foreign exchange bureau in the parade of shops next to Oakwood Station will exchange currency for a fee. Outlets for most popular UK high street banks can be found in Southgate, with a few also in Cockfosters.

At Hendon there is an HSBC cash machine outside the entrance to the Ricketts Quadrangle and Natwest, Lloyds and Barclay's cash machines on Brent Street.

Accommodation – Halls of Residence

The halls of residence at Trent Park offer student accommodation with single study bedrooms; basic shared bathroom and kitchen facilities. There are also laundry facilities. A room in the halls of residence includes weekly servicing of bedrooms and provision of linen and towels. Students are expected to wash their own dishes and keep the communal areas tidy. Rooms are single occupancy. Guests are allowed but there will be a charge of £25 per guest and this is payable in advance to the Summer School office.

If you have requested accommodation in Trent Park halls of residence, you should already have received confirmation of this and should make your way upon arrival to the entrance of Gubbay Halls where you will be issued with your keys at the security lodge.

If you have not received confirmation, or have not yet booked accommodation but would like to stay in Halls for all or some of your time at Summer School, please contact the Summer School office to check availability and to make payment.

To confirm that your name appears on the accommodation list, please call: **++44 (0) 20 8411 5782, between 9am and 5pm, Monday to Friday.**

Free network and internet access points are included in each room. Your computer will need to have an Ethernet Network Interface Card installed for compatibility with the network system. Each room in the halls of residence will provide a network cable for connection. Once this is connected to your computer you will need to open your default internet browser and register your details.

If you encounter any problems connecting to the University's network or you require a network cable, please contact the accommodation office in the first instance.

Luggage and belongings must be cleared from rooms by 10am on the day of your departure. If you fail to do this you will be charged for the additional days your room remains occupied.

The University operates a free minibus service between Oakwood Station and the campus. This service will cease operating at 5pm on Tuesday 7 August 2012.

Learning resources

Finding the Right Information

Learning Resources comprises the library, computing support and audio visual services. Learning Resources aims to support students in their academic study with a range of services.

Once you have enrolled on to your course you are automatically a member of the all the libraries at our campuses. Those of you who are current Middlesex students, registered as finalists this summer, will need to clear all fines and return all outstanding items before you can borrow. If you want to use the Sheppard Library at Hendon you will have to take your student id card with you to get in.

Audio Visual Services support and contribute to your program by providing equipment, advice and tuition. Some AV equipment can be loaned, however fines are charged for late return. A range of equipment is available for loan, including digital cameras, listening and play back facilities and laptops. Please check what is available from your home campus as it does vary.

Your Library card

Your student ID card is also your Library card. Your Library borrower id is printed on the front. Your pin number is your date of birth in the format ddmmyy.

Searching the Library catalogue

The library catalogue is available via the internet from <http://library.mdx.ac.uk/>

It lists all the books, paper journals, sound recordings, videos and DVDs, and music scores held in the Middlesex University libraries. It also lists the electronic journals and the electronic books we have.

You can search by exact title of the book or journal, by keyword, by author (name) or title.

Borrowing

You can borrow up to 12 items, including a maximum of 4 short loans.

You can borrow and return books whenever the library is open. During staffed hours you can use self-issue machines or go to the issue desk; out of staffed hours you can use the self-issue machine and the book return box. You can return borrowed items at any campus, and you can also return items by post if you are not able to come onto a campus.

Renewing and Fines

Most 7, 14 and 28 day items can be renewed. To renew your items you can come in to the library, phone the Webhelpdesk number 0208 4116060 or use the library Catalogue - from <http://library.mdx.ac.uk/> go to 'My Account' and log in, then you can renew your items. If something has been requested by another user you will not be able to renew it and must return it to the Library.

If you are late in returning or renewing any borrowed items you will be charged fines:

- 28 day loan – 20p per day late
- 14 day loan – 30p per day late
- 7 day loan – 50p per day late
- 2 day loan - £1:00 per day late
- Short loan / overnight loan – 50p per hour late

Finding resources for your subject

The library provides online subject guides to help you find resources relevant to what you are studying. They are available from <http://libguides.mdx.ac.uk/homepage>.

Unihub

The student portal has all the information you need to help with your studies. Always log on to **Myunihub** (<http://unihub.mdx.ac.uk>) before you start researching. By doing this you will in most cases bypass the need to further authenticate when you look at our e-resources. Click on 'My Study' and the 'Library and IT Support' section for all your library research needs.

Athens ID

Athens is the password system used to get access to electronic resources. If you are asked for your Athens username and password they are the same as your Middlesex computer userID (for example ABC123) and password.

Photocopying and printing

You can print and photocopy in both colour and black & white. Colour is 25p per A4 sheet; Black & White is 5p per A4 sheet. To get 10% free printing, create an online printing credit account by going to printing and photocopying <http://unihub.mdx.ac.uk/study/library/it/printing>

Help

You can get help with finding and using library resources, both physical and online, from the online subject guides. These are available from: <http://libguides.mdx.ac.uk/homepage>

You can get help with passwords, access to electronic resources and Oasis+ and installation of University provided software from the Web helpdesk: <http://webhelpdesk.mdx.ac.uk/>

GUIDE FOR TRENT PARK SUMMER SCHOOL

This year our Trent Park Library is moving to Hendon over summer. The help desk and computer access area on the ground floor will be open for everyone, with photocopiers/printers and binding available for all students. The first floor book area will be unavailable for students whilst we move the books.

How do I get a book/cd/music score?

Whilst the books are moving to our Sheppard Library at Hendon we will provide a fetch service at the help desk. You will need to know which book you would like us to fetch by looking on the catalogue <http://library.mdx.ac.uk/> and noting the Title, Author and shelf number which will be in the format 123.4 ABC. The fetch service will be available from 9am-5pm Monday –Friday.

Please note: books will be unavailable for a short period of time whilst they are being moved to Hendon. If books are unavailable from the Trent Park Library for this reason please use the request service, see below under Requesting Books.

1. Opening Hours

The Trent Park Library (Ground floor space) is open:

Monday – Thursday 9am - 9pm (self-service 5pm – 9pm)
 Saturday 12 noon - 4pm (self service)
 Friday 9am - 5pm
 Sunday 12 noon - 4pm (self service)

You can return borrowed items outside these hours using the book return box outside the entrance.

2. What does the Library have?

The Trent Park Library provides computers for you to use (PCs and Macs), printers and photocopiers, and Library materials including:

learning resources

Finding the Right Information

books; journals. DVDs, CDs, and music scores. books, videos & DVDs, and sound recordings are shelved by Dewey number; Journals and magazines are arranged alphabetically by title. (See 'How do I get a book/cd/music score?' above).

3. If the book you want is at another campus or if your books are already at Hendon

If the book you want is at Hendon you can request that it is transferred to Trent Park.

On the Library catalogue find the book you want. Click on the **REQUEST ITEM** button and type in your student number, your pin number, and select 'Trent Park' as the pick up location. Then click on the **REQUEST** button. If it is not on loan it should get to Trent Park within a couple of working days. When it is available for you at Trent Park you will be sent an email to your Middlesex account and it will be held for you for 7 days behind the helpdesk.

4. If the book you want is on loan

If an item is on loan, you can request it so that the borrower will not be able to renew it, and when it is returned it will be held for you for 7 days behind the helpdesk.

On the Library catalogue find the book you want. Click on the **REQUEST ITEM** button and type in your student number, your pin number, and select 'Trent Park' as the pick up location. Then click on the **REQUEST** button. As soon as it is returned you will receive an email to your Middlesex account.

5. Electronic journals

The Library database 'Summon' enables you to search across a large number of journals for articles on a particular topic. It is available from the Library website: <http://www.lr.mdx.ac.uk/summon/index.htm> and you use it just like Google. Some of the articles you find will be available to read/print/download, and some will only give you a summary of what they are about. It depends on whether we buy that journal in 'full text' or not.

GUIDE FOR HENDON SUMMER SCHOOL

1. Opening Hours

The Sheppard Library is open seven days a week, including weekday evenings.

For up-to-date details of the opening hours see

<http://unihub.mdx.ac.uk/Assets/he-annual.pdf>

You can return borrowed items outside these hours using the book return box outside the entrance.

2. What does the Library have?

Sheppard Library provides computers for you to use (PCs and Macs), printers and photocopiers and Library materials including books, journals and DVDs.

Books, videos and DVDs are shelved by shelf number. Those journals and magazines not online are arranged alphabetically by title.

3. If the book you want is on loan

If an item is on loan, you can request it so that the borrower will not be able to renew it and when it is returned it will be held for you for 7 days in the reservation area in the lobby. This is a self service pick up area and you will need the Request number from your email to identify your book. The Request number will be on a slip inside the book. You can then issue the book using a self issue machine.

On the Library catalogue find the book you want. Click on the **REQUEST ITEM** button and type in your student number, your pin number, and

select 'Hendon' as the pick up location. Then click on the **REQUEST** button. As soon as it is returned you will receive an email to your Middlesex account.

4. Electronic journals

Our new Summon searching system enables you to search across a large number of journals for articles on a particular topic. It is available from the Library website: <http://www.lr.mdx.ac.uk/summon/index.htm>

You use it just like Google. Some of the articles you find will be available to read/print/download and some will only give you a summary of what they are about. It depends on whether we buy that journal in 'full text' or not.

The Learning Development Unit

The **Learner Development Unit (LDU)** is a team of specialists in academic writing and English language development, and numeracy. We can provide the support you need to help you get the most from your studies this summer at Middlesex Summer School.

This support is FREE, and is available to all students, whether home or international. You can get help with your writing or your language or your communication generally, and you can also get help with your maths or statistics. To do this, you will need to book a one-to-one tutorial at <http://tiny.cc/ldubooking> or email LDU@mdx.ac.uk.

Learning Lounge

The Learning Lounge at Middlesex is at Hendon campus, and will be open on some days during the summer. It provides a drop-in facility where you can find resources to help you study, talk with our advisers, and book appointments with the LDU team. You can check for opening days & times here: <http://unihub.mdx.ac.uk/study/ldu/lounge/index.aspx>

Contact details

Information about us and what we do is available on unihub <http://unihub.mdx.ac.uk/study/ldu/index.aspx>; or you can call us on 020 8411 5116; or you can email us at LDU@mdx.ac.uk.

If you have questions about specific teams within the LDU, please contact:

Academic writing and English language
020 8411 4609
LDU@mdx.ac.uk

Maths, Stat & Numeracy Support
020 8411 6280
numeracy@mdx.ac.uk

useful information

University Publications and Websites

Summer School Website

www.mdx.ac.uk/summer

The Summer School website provides up to date information about the following:

- Dates, times and details of any changes to classes
- Timetables for classes and exams (if applicable)
- Details of Summer School social events and activities
- Counselling services
- Opening times of the Summer School office
- Assessment information including exam timetable

Much of this information will also be displayed on the Summer School notice board in the Learning Resources Centre. Any important or urgent notices will also be posted here so please be sure to check out these areas during the course of your studies.

24-7 Student Information Website
www.mdx.ac.uk/24-7

Details of the whole range of student support services (Student Office, Counselling, Money and Welfare, Middlesex University Student Union, Careers, Learning Resources, Sports etc) are given on the 24-7 student web site. Information on this site covers both academic and other aspects of student life.

Learning Resources Website
www.lr.mdx.ac.uk

Learning Resources comprises the library, computing support and audio visual services.

Learning Resources aims to support students in their academic study with a range of services.

University Regulations

www.mdx.ac.uk/regulations

All students must adhere to University regulations. These are there to protect the interests and equality of opportunity for all students, as well as the smooth operation of university procedures. Reference copies of the University Regulations are held in the library or Summer School office. Please ensure you read the regulations so that you understand your responsibilities in relation to academic and personal conduct, handing in coursework, submitting deferral forms or withdrawal forms and payment of fees.

Please note that breaches to the regulations may result in penalties.

Useful external Websites for students

<http://www.studentfreestuff.com>

100's of free things for students, updated three times a week
<http://www.nusonline.co.uk>

National Union of Students site with lots of useful information for students
<http://www.gumtree.com>

Accommodation, services, jobs, tickets, chat
<http://www.timeout.com>

London listings, accommodation, jobs, features
<http://www.HorsesMouth.co.uk>

Student advice on a range of issues, plus a mentoring scheme
<http://www.studentlife.com>

A site for international students
<http://www.Student.UK.com>

Information on accommodation and student life

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Policies and Rules

Your responsibilities

Please note that it is your responsibility to:

1. Know and comply with the attendance regulations of the modules you are registered for, and notify tutors of reasons for any absence. In some cases, 100% attendance is a requirement to pass the module and this will be noted on the module information provided to you with this pack.
2. Observe deadlines for handing in assessed work. The Summer School deadline is 4pm on Monday 6 August 2012 unless otherwise advised by your lecturer.
3. Advise the Summer School office of changes to your module choices as failure to do this may result in a significant delay to the publication of your grades if your module/course has an assessment.
4. Advise the Summer School office of your permanent home address and an e-mail address at which you can be contacted once Summer School is finished. Alternatively you can enter this on MISIS yourself.
5. Be aware that disruptive behaviour of any kind is likely to result in disciplinary action being taken against you.
6. If you are a Middlesex University student on a full degree programme, notify us urgently if you fail any modules which are pre-requisites for your Summer School modules. You will need to be removed from the module and choose another one.

Withdrawing from summer school

If, for any reason you decide to withdraw from Summer School you will need to send an email to the Summer School office at sschool@mdx.ac.uk

If you do not formally withdraw from your course, you will lose your deposit, any fees paid and you will also be liable for the balance of fees, as a place will have been reserved for you at the expense of another student.

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Policies and Rules

Refunds

Deposits and any additional fees paid are fully refundable up until and including Wednesday 23 May 2012 on receipt of written or emailed notification of withdrawal. After this date deposits are non-refundable unless a module is cancelled or there are no places available. After 23 May, deposits are non-refundable but any additional fees paid can be refunded where requests have been received in writing or by email. Please keep proof of posting. After 13 June 2012 no fees will be refunded unless: documentary evidence is provided to demonstrate that you have been unable to attend, or modules are cancelled or full. If the Summer School office has agreed a refund, you will be sent a form to complete. Please note that a refund can take up to six weeks during the busy period of the Summer School.

University policy on mobile phones

To avoid disturbing the studies of your fellow students and disrupting the essential work of the University, the use of mobile phones is not permitted in any university building, other than halls or residence or the student union. This mobile phone ban is enforced with the full support of students. You are therefore asked to respect the wishes of your fellow students and of members of staff by fully observing this policy at all times. Your co-operation in ensuring a high quality and undisturbed learning environment is very much appreciated.

Smoking policy

From 1st July 2007 virtually all enclosed public places and workplaces in England became smoke free. This allows a healthier environment, so everyone can socialise, relax, travel, shop and work free from second hand smoke. You will only be allowed to smoke in designated areas on campus. These do not include the student union building at Trent Park or the garden at the back.

Equal opportunities policy

In the provision of Equal Opportunities, the University realises and accepts its responsibilities under the law. The policy also aims to reach beyond legislative boundaries to provide equality of opportunity regardless of age, colour, ethnic origin, family responsibility, gender, marital status, nationality, race, religion, sexual orientation, socio-economic status or special needs. Overall responsibility for Equal Opportunities within the University lies with the Vice Chancellor. The general policy relates to all aspects of employment and academic business including advertisement, recruitment, pay, terms and conditions of service, training secondment, redeployment, benefits, promotions, grievance and disciplinary procedures, curriculum, pedagogy and assessment, course validation and admission strategies. All employees and students of the University are responsible for ensuring that their actions are carried out in the terms of the general policy and codes of practice. They may be held personally accountable should any complaint arise.

Assessment

If you are taking your Summer School module to obtain Middlesex University credits, it is very important that you read the following information carefully. Not all courses have assessments. If there is an assessment with your module and you choose not to do it, please advise the Summer School office.

Please refer to the University Guide and Regulations for an overview of the rules regarding assessment. Reference copies of this publication are held in the library, the Summer School office or you may refer to the following web site (<http://www.mdx.ac.uk/regulations/>)

Submission of assessed coursework

The final deadline for Summer School students to hand in coursework is 4pm on Monday 6 August. However, your individual module lecturers may set an alternative deadline for the submission of coursework. Please submit your coursework at the Summer School Office.

Trent Park campus is closing after Summer School finishes and we are moving to Hendon. The driveway bus service will cease running on Tuesday 7 August at 5pm. The Summer School office closes on Thursday 9 August at 5pm. The new Summer School office opens on Tuesday 31 July at 9am at the Hendon campus. It will be located in CG20 in the Quad, close to the main reception.

Summer School staff will date and receipt your coursework. You will need to keep your receipt as proof that the work was handed in on time. Please DO NOT submit your coursework to School-Student offices or your lecturer.

All coursework must be submitted on paper unless otherwise specified in the subject/programme handbook. Coursework may not be submitted via E-mail unless it is an explicit requirement for the assessment in the module concerned. In exceptional circumstances coursework may be submitted by recorded delivery to the Summer School office, and the post office receipt retained. The date of submission will be taken as the date of posting as shown by the recorded delivery receipt. You must keep a copy of any work submitted.

Cover Sheets

Your work should include a cover sheet on which you must write:

1. the words Summer School
2. your full name
3. student number
4. module code
5. module title
6. the name of the lecturer who taught your module.

If you are unable to meet the main Summer School deadline due to extenuating circumstances, you must formally apply for a deferral through the Summer School office.

Late submission of assessed coursework

Failure to submit work by the deadline will result in failure in the component or the module concerned (grade 20), should the required learning outcomes not be met, unless permission has been granted by the School Assessment Officer, Summer School, to defer assessment of the whole module.

Exam timetable, examinations and special requirements

If you are taking a course for assessment for which there is an examination component, you are expected to be available for the examination. Examinations are carried out in accordance with the University Regulations. Special individual arrangements for the timing of exams will be considered, in the event of a timetable clash.

Exams will take place on Monday 6 August 2012 inclusive. The exam timetable will be available on the Summer School notice board and Summer School website <http://www.mdx.ac.uk/summer/studentinfo/> from mid July. You should check the timetable carefully and refer any problems such as exam clashes to the Summer School Assessment Manager immediately. It is your responsibility to check the timetable to ensure you know the correct dates, times and location of your exams. We regret that we cannot give examination timetable details over the telephone or via email.

Morning examinations commence at 10AM, afternoon examinations at 2PM and evening 6PM. You must arrive at least 10 minutes before the start of the exam, if you arrive later than 30 minutes after the start of the exam, you will not be permitted entry to the exam hall. Mobile phone/devices are not allowed and must be left at the front of the exam hall.

Please note that you must bring your student card with you for all examinations. If you are using a temporary student card please bring a form of photo identification such as a passport or driver's license.

Disability - special examination requirements

If you require special arrangements to be organised for you, please provide us with a copy of your formal assessment, complete a 'Special Requirements Form for Exams' available from the Summer School office and return it to the Summer School Assessment Manager. The details of any such arrangements will then be confirmed in due course. We will only be able to help you if you help us by letting us know of your requirements as soon as possible.

Deferral requests

If you are unable to sit any of your examinations or meet the Summer School coursework deadline, you must seek permission to defer part or the whole of the assessment in a module to the next available opportunity, which is in May 2013. Deferrals can only be granted in exceptional circumstances, usually medical. You must complete a deferral form and return it to the Summer School office with supporting documentation e.g. medical certificates. The form can be downloaded at <http://www.mdx.ac.uk/Assets/Defer.doc> all requests for deferrals must be made to the Summer School office (not your School Student Office) and must be received by 01 September 2012.

If your request is rejected, you must either complete the assessed work by the required time or sit the exam (whichever is applicable), or risk receiving a '20' grade. If your deferral is granted, you must submit your work at the next University assessment deadline.

It is your responsibility to check your resit dates and exam location. Current Middlesex students please login to myUnihub <http://unihub.mdx.ac.uk/> or contact your School Student office. If you are an external student (i.e. you are not on a full degree programme at Middlesex University) you should check myUnihub <http://unihub.mdx.ac.uk/> or contact the Summer School office for more information. Should you defer part of the module, your whole grade will be withheld until the publication of results following the next assessment opportunity, provided that you have submitted and completed all the module assessment components.

Middlesex students should submit coursework to your School Student office BUT please ensure that you have included the words 'Summer School' on your cover sheet.

External Summer School students (if you are not on a full degree programme at Middlesex University) should submit coursework to the Trent Park Campus Student office. Please ensure that you have included the words 'Summer School' on your cover sheet. Coursework may not be submitted in electronic form (via E-mail) unless it is an explicit requirement for the assessment in the module concerned.

Extenuating circumstances

If you feel your work has been affected by circumstances beyond your control, you may have these recorded, confidentially, on your program by completing an 'Extenuating Circumstances' form before the assessment deadline or examination, together with any evidence. The form is available from the Summer School office, all School Student offices or available to be downloaded from <http://www.mdx.ac.uk/Assets/Extcircs.doc>

Your form must be accompanied by supporting documentation e.g. medical certificates. This means that the information you provide will be summarised and put on your program but it cannot be used to change or improve your final grade on a particular module. This information will however be taken into account for progression or final classification.

Publication of Results and Progression

Individual module results will be published on MISIS, (<http://misis.mdx.ac.uk/>) on 21 September 2012. If you are an external student, not on a degree programme at Middlesex, a transcript will be sent to your home address or institution. We regret that results cannot be given over the telephone or via E-mail. Please visit your myUnihub account at <http://unihub.mdx.ac.uk/>

Students with debts to the university will not be provided transcripts until these have been cleared.

Grade Queries and Appeals

Students who have a query about their module grades should contact their lecturers in the first instance. If this proves unsatisfactory, students may make a formal appeal to the Academic Registry within **28 DAYS OF PUBLICATION OF RESULTS AND QUALIFICATIONS** (Appeal forms are available from the Summer School office and all School Student offices).

Exam and Coursework Conduct

Poor study habits or cheating can cause you serious problems. Follow the tips below to make sure you succeed.

Exam Conduct: Actions that constitute as cheating:

- Taking unauthorised material into an exam.
- Unauthorised use of a calculator.
- Copying another person's work in the exam.
- Someone else taking your exam for you.

Coursework

- Asking for help is NOT cheating. Asking someone else to do the work for you or copying IS cheating.
- Deadlines mean exactly that. If there is a good reason why you cannot submit on time, you will need to contact the Summer School Assessment Manager, and apply for a deferral. You will need to bring appropriate evidence as to why you cannot submit the coursework by your deadline.
- There are no extensions beyond the University coursework deadline.

What is plagiarism?

- Asking someone else to do work for you and passing it off as your own.
- Allowing someone else to copy your work and pass it off as their own.
- Copying work from published material (books, journals, newspapers etc.) without properly referencing the material used.
- Copying work from the internet without properly referencing the websites used.

Possible Consequences of cheating

- Expulsion from the University; this will stay on your record therefore making it difficult to apply to another University.
- Note put on your record and exclusion from that module.
- Minimum grade for the module.

On Campus



- 1 Mansion
- 1a Basement Cafe
- 2 Bevan
- 2a Library
- 3 Lakeview
- 3a Dance Theatre
- 4 Repton
- 5 Wisteria
- 6 Orangery
- 7 Swimming Pool
- 8 Sassoon Hall
- 9 The Stables
- 10 Summer School Office
- 11 Students' Union
- 12 Gubbay Hall
- 13 The Warren
- 14 Sports Hall and Fitness Room
- 15 Astro Turfs and Sports Field
- 16 Simmonds Hall
- 17 Richard Jebb Building
- 17a Crush Hall
- 17b Student Office
- 17c Finance Office
- 18 Bus Stop
- P1 Staff Car Park
- P2 Student Car Park
- P3 Sports Field

Trent Park

Set amongst a picturesque landscape of lakes, woods and country walks, Trent Park is a vibrant, lively and inspiring place to study. It houses specialist facilities including modern study areas, editing suites, product design workshops, dance studios, theatre space, PC and Mac labs and a professional TV production studio. The site has a rich and diverse history: the park was one of Henry IV's favourite hunting grounds and was also the location for the original 1960s Dr Who film! Trent Park has its own outdoor swimming pool to help students to relax in the summer months.

Travelling to Trent Park

Summer School Office at Trent Park

Underground: The nearest tube station is Oakwood on the Piccadilly line. The University operates a free minibus service between Oakwood station and Trent Park. The service runs every fifteen minutes between 07.00 and 01.10 during term time. The bus stop for the minibus is to the left of the exit to Oakwood station, on the same side of the road.

National Rail: The nearest national rail station is either Enfield Chase or New Barnet. From Enfield Chase you need to catch either the 121 or 307 bus from directly outside the station and alight at Oakwood underground station. From New Barnet you will need to catch the 307 bus from the station to the bus stop opposite Oakwood underground station.

Bus: You can catch the 121, 307 or 377 bus to outside Oakwood underground station.

Minibus to Trent Park A free bus service is provided between Trent Park (outside the Students' Union building) and Oakwood Station forecourt. This operates approximately every 10 minutes between 7am and 1.10am during the summer. Please refer to notice boards and posters on minibuses for current timetables. Campus transport is the responsibility of the university Transport Manager, including producing and distributing accurate timetables. Any issues or complaints should be referred to Nicki Littlefield (N.Littlefield@mdx.ac.uk, tel: 020 8411 5895), accompanied by detailed information in order that complaints can be investigated. This should include times, dates, nature of complaint and where relevant, a description of the driver. The driveway bus service will cease operating at 5pm on Tuesday 7 August 2012.

Taxis: If you are coming back to the campus late at night, either by tube to Oakwood or on the N91 night bus, you can get a cab from Oakwood cars (tel: 0208 882 5216) based in Oakwood station. A cab onto the Trent Park campus will cost approximately £5.

By Car: Parking spaces are limited at Trent Park and parking is only permitted with a permit. You can obtain a permit from the Security office located in the Jebb building. Please note that you will need your student access card to obtain your permit.

Walking: Trent Park is a delightful site, set in 950 acres of meadows and woodland, with many lovely walks during the daytime. However, because of this parkland location please ensure that you enjoy the campus and its surroundings safely. We do not recommend that you walk to the campus along either Snakes Lane or Cockfosters Road at night, unless in a group.

Hendon

The comprehensive multi-million pound redevelopment of our Hendon campus has made it one of the capital's finest learning centres. Our newest learning resource centre, the Hatchcroft building, features state-of-the-art teaching facilities and laboratories for our Health, Social science and computing students. Hatchcroft was also one of the first buildings in London to feature carbon neutral ground sourced heating, and this has been awarded 'excellent' status by the Building Research

Establishment. The forum is our exciting new venue offering student's places to eat, relax and socialise.

Sport and exercise students are supported by modern facilities and equipment. A refurbished gym provides state-of-the-art fitness facilities, and we have new outdoor football, tennis and netball courts.

Travelling to Hendon

By Underground: The Northern Line station at Hendon Central is less than 10 minutes walk from the campus. Turn right out of the station, walk up the road to the traffic lights, turn right, and then walk along The Burroughs for 300-400 metres until you reach the campus, which is on the left hand side of the road. Hendon is only 35 minutes away from central London via Hendon Central station on the Northern line, while Hendon rail station is on a line that stretches from Hertfordshire to the north of the capital, to the centre and south of the city.

By Bus: Local London bus services (143, 183, and 326) stop outside the front of the campus.

By Train: Fast and frequent overground rail services run to and from central London from Hendon railway station in West Hendon. Catch the local bus (183) outside the station directly to the front of the campus.

By Car: Parking on Hendon is strictly limited and there is no student parking between 8.00am and 4.30pm Monday to Friday.

The Local Area

Although central London is only about a 30 minute journey from Oakwood station, there are plenty of things to do in the Trent Park area. As well as the bars, restaurants, shops, banks and the Chicken Shed Theatre in the Oakwood and Cockfosters areas, one stop along the Piccadilly line is Southgate. Here you will find a much bigger range of bars, restaurants and shops, as well as ASDA - the nearest supermarket. A couple of stops further on is Wood Green where you should be able to find anything you need. Alternatively, Enfield Town is also a short distance away and be reached by taking either the 307 or 121 bus from the bus stop opposite Oakwood station.

Part of the London Borough of Barnet, Hendon's population includes a rich mix of cultures, a diversity reflected in the student community at the campus. Despite its location in urban north London, our ultra modern Hendon campus is in one of the capital's ancient villages and is part of a conservation area.

Bars and Restaurants: There are many restaurants located in Southgate and Hendon offering all kinds of different cuisine from Indian to Chinese and Spanish to Italian.

In addition to the various restaurants, fast food chains such as McDonalds, KFC and Wimpy are also located on Southgate high street and Nando's can be found in Enfield Town. There are pubs and bars in abundance around the local area. The New Crown in Southgate is part of the Wetherspoons chain offering cheap food and alcoholic beverages. The Cock and Dragon serves Thai food and is a short walk through Trent Park to the Cockfosters entrance. In Hendon you will find a large number of shops along Brent Street, including sandwich shops and bakers.

Shopping: The nearest shopping centre of significance is located in Wood Green. Shopping City offers a comprehensive array of shops and high street retailers selling everything from clothes to multimedia. In addition to Shopping City, Wood Green high street also has a vast range of shops. Maplin electrical shops are of particular importance to students needing converters for using electrical appliances in UK.

Mobile phones can be purchased in many high street electrical shops or specialist telecommunications outlets. The Carphone Warehouse has a

campus

On Campus

number of stores located in London including ones locally in Southgate and Enfield. Supermarkets such as ASDA and Tesco also sell cheaper pay-as-you go packages. In Hendon, nearby Brent Cross shopping centre, with over 100 shops and cafés provides ample opportunity for much-needed retail therapy for students after a busy day of study.

A vast range of high street stores and department stores can be found in central London, approximately 35 minutes away on the Piccadilly Line.

Leisure: As well as the gym on campus at Trent Park, Southgate Leisure Centre offers activities such as swimming, health and fitness and indoor and outdoor sports activities. Southgate Leisure Centre is situated just off the Southgate high street in Winchmore Hill Road about 15 minutes away from the Trent Park campus. The nearest cinemas are located in Enfield and Wood Green. Cineworld have cinemas in both locations, in Enfield

you can get there by taking the 121 or 307 bus to Southbury Road and in Wood Green, Cineworld can be found in shopping city on the first floor. Wood Green also has another cinema “Hollywood Green” located opposite the tube station as you exit.

Post Offices

Local post offices can be found in Oakwood (in the parade of shops to the left at the top of Snake’s Lane), Cockfosters Southgate. You can buy stamps at the post office and at many high street shops such as grocers, supermarkets and newsagents. Trent Park has its own post box, situated in the wall at the entrance to the Stable Yard. In Hendon post offices can be found at 131 Brent Street and 14 Vivian Avenue.

Leisure

Social Activities and Sports

Our exciting social programme offers you the opportunity to add to your learning experience with organised trips and events. If you are a ‘Summer Package’ student, these activities are already included within your overall fee.

Please note that some optional trips carry an additional cost.

AIRPORT MEETING SERVICE AND ARRIVAL ON CAMPUS

Tuesday 3 July

Welcome to Middlesex University Summer School. Our staff will be at London Heathrow to facilitate transfers to campus throughout the day. Once on campus we will help you settle into your accommodation.

WELCOME RECEPTION

Tuesday 3 July

Our evening Welcome Reception will provide buffet, drinks and live music, giving you the perfect opportunity to meet fellow international Summer School students and staff.

INDUCTION AND ENROLMENT

Wednesday 4 July

This day of activities will allow you to familiarise yourself with the facilities and surroundings of the Trent Park Campus and get to know your new home. You also will complete your enrolment in order to officially become a Middlesex University student.

OXFORD

Saturday 7 July

Experience beautiful Oxford, the City of Dreaming Spires, which is famous the world over for its University and place in history. For over

800 years, it has been home to royalty and scholars. With its mix of ancient and modern, our tour guides will take you on an amazing journey through this bustling cosmopolitan town.

HAMPSTEAD WALK AND LONDON SIGHTSEEING

Sunday 8 July

Following a guided walking tour of Hampstead, you will go on an exciting panoramic coach tour of London. There will be plenty of opportunity to familiarise yourself with the many famous landmarks including Buckingham Palace, The Tower of London, Big Ben and many others that London has to offer.

GAMES NIGHT IN THE STUDENT UNION

Monday 9 July

Pit your wits against each other at our games night - you may even walk away with a prize!

GUIDED GHOST WALK

Tuesday 10 July

Don’t believe in ghosts? You will after walking the streets of London in the company of ghouls and spectres. Explore the nooks and crannies that hide a number of dark secrets. Are you brave enough to join us?

BRITISH MUSEUM – OLYMPIC HIGHLIGHTS

Wednesday 11 July

The modern Olympic Games are the greatest international sporting festival today, and they were also the biggest sporting event in the ancient Greek world. Join us for this magical tour where you will explore the British Museum’s rich collections and discover the story of the Ancient Olympic Games.

Social Activities and Sports

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Greek world. Join us for this magical tour where you will explore the British Museum's rich collections and discover the story of the Ancient Olympic Games.

SUMMER OLYMPICS BALL

Thursday 12 July

Come and celebrate in style at our Summer School Olympics themed Ball. Come dressed in Olympic themed costumes and be transported to London 2012 and feel like you're a real Olympian. The highlight of this party will be our fire show, making this a truly unforgettable event.

STONEHENGE AND BATH

Saturday 14 July

One of the most famous sights in the world, Stonehenge is one of Britain's greatest national icons, symbolizing mystery, power and endurance. First to Stonehenge to see the mystical stones that lie in the heart of the countryside. We will then travel to the beautiful old Roman city of Bath where a guided walking tour will enable you to absorb both the historical elements as well as the modern day features of this stunning town.

OLYMPICS WALK

Monday 16 July

The 2012 Summer Olympics will ensure that London will be a very exciting place next summer, with hundreds of events taking place celebrating London's Cultural Olympiad. This guided walk will give you breathtaking views of the Park, Olympic Stadium, Village and Aquatics Centre.

OPTIONAL TRIP TO PHANTOM OF THE OPERA

Tuesday 17 July

The Phantom of The Opera is a haunting story of a disfigured musical genius, hidden away in the Paris Opera House, who terrorizes the opera company for the unwitting benefit of a young protégée whom he trains and loves. We are able to offer vastly reduced tickets so that you can experience this musical which has cast its spell over audiences in over 60 cities worldwide. Book your ticket via the Summer School Office.

KARAOKE PARTY

Wednesday 18 July

Come along to our karaoke night for a night of singing and entertainment. Get up on stage and perform the songs of your favourite stars - anyone can do it!

OPTIONAL WEEKEND IN PARIS

Friday 20 July to Sunday 22 July

This weekend promises to show you the many exciting sights of one of the most beautiful cities in the world. Climb the Eiffel Tower, take a boat down the Seine, see the Mona Lisa in the Louvre or shop along the Champs Élysées. Discover how enchanting and magical Paris is, there is something for everyone in this stunning city.

OPTIONAL TRIP TO WICKED, THE MUSICAL

Monday 23 July

Based on the acclaimed novel by Gregory Maguire that re-imagined the stories and characters created by L. Frank Baum in 'The Wonderful Wizard of Oz', Wicked tells the incredible untold story of an unlikely but profound friendship between two girls who first meet as sorcery students.

Leisure

Experience this unforgettable, award-winning musical and discover that you've not been told the whole story about the land of Oz. Book your ticket via the Summer School Office.

FAREWELL TROPICAL PARTY FOR THREE WEEK PACKAGE STUDENTS

Tuesday 24 July

Our three week package students are leaving us but not before we send them off with a party. Don't forget to wear your grass skirts and Hawaiian shirts at this fun event. Cocktails will be served while you hula and limbo the night away.

THAMES RIVER CRUISE

Thursday 26 July

We will be boarding the river boat from Tower Pier for an amazing party, sailing through the heart of London, with food, drink and dancing to enjoy on board.

WINDSOR CASTLE

Saturday 28 July

The Royal Borough of Windsor, home to one of the Queen's official residences is a historical English town with lots to explore and see. Our guides will take you on a walking tour as well as a visit to the Castle, one of The Queens official residences and the largest inhabited castle in the world. Among the highlights of a visit to Windsor is Queen Mary's Dolls' House, the most famous dolls' house in the world. It took three years to complete and involved 1,500 craftsmen, artists and authors. The house has electric lighting, hot and cold running water, and even flushing lavatories.

HARRY POTTER WALK

Monday 30 July

This walk will take you into the magical world of wizardry in London. Along the route of our Harry Potter walking tour you'll have plenty of chances to take plenty of pictures and see the film locations up close. Learn about London's rich history and the famous and infamous muggles that have lived in this great city.

OPTIONAL TRIP TO THE GLOBE

Tuesday 31 July

The Globe is one of London's most renowned open air theatres and the place to watch Shakespeare in performance. Book your ticket via the Summer School Office.

OPTIONAL CITY BREAK IN BRUSSELS

Wednesday 1 August to Friday 3 August

As well as visiting the spectacular capital city of Belgium with all it has to offer, this three day trip includes visits to the European Commission, the European Parliament and the Atomium. Be sure to sample the world famous Belgian chocolates!

MEDIEVAL BANQUET

Saturday 4 August

The final event of the summer, set in the beautiful and historic St Katharine Docks alongside the River Thames, moments away from Tower Bridge and the Tower of London. Join Henry VIII and his court of knights, troubadours, contortionists, magicians, jugglers, minstrels and medieval tumblers at this most royal of banquets and enjoy a four course feast.

Sports Membership

Summer memberships at our Trent Park campus are just £35.00 for students over the summer period. The membership will enable you to make use of the fitness centre, which houses a range of cv and resistance equipment and a sports hall with four courts marked for a variety of sports; we also run a range of leisure classes. Out doors we also have the fitness trail and outdoor pool.

If you would like to take out a summer membership contact the Trent Park sports office on 020 8411 5699. Further information can be found at www.mdx.ac.uk/sport

Golf: A reduced charge of £16.00 for green fees at Trent Park Golf Club (on production of a valid Student Golf Card). Applicable Monday to Friday.

Club Address: **Trent Park Golf Club, Bramley Road, Oakwood, N14 4UW. Telephone: 020 8367 4653.**

Excel at sport?

Middlesex University is proud of it's sporting achievements with a history of excellence in University competition. We provide opportunities for competition in University championships in over 40 sports.

A range of support is available for the elite level athletes:

Scholarships

Athlete Support Programme

Contact Stella Sipple, Deputy Head of Sport on **07919628892** or email s.sipple@mdx.ac.uk

Community access and provision

We run a highly popular Kids Camp during the school holidays which offers a wide range of sport and art and craft activities for 5-11 year olds. Prices are £20 per day, £90 per week.

Contact the sports office on **020 8411 5699**

Further information is on the website at www.mdx.ac.uk/sport/activities

Contact us:
 sschool@mdx.ac.uk
 www.mdx.ac.uk/summer
 +44 (0)20 8411 5782



Check out how near we are to central London – only 35 minutes by tube.



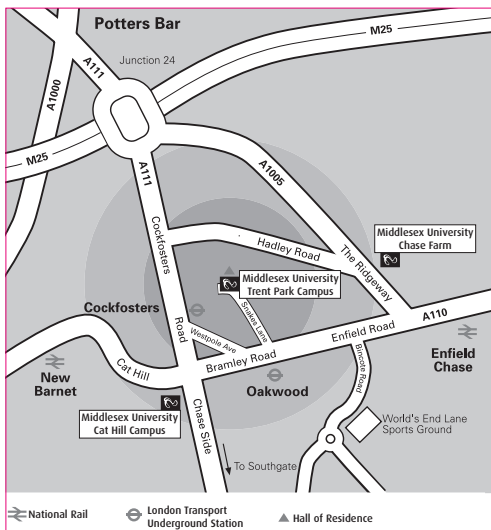
1 Trent Park

Middlesex University
 Trent Park Campus
 Bramley Road
 London
 N14 4YZ



2 Hendon

Middlesex University
 Hendon Campus
 The Burroughs
 London
 NW4 4BT

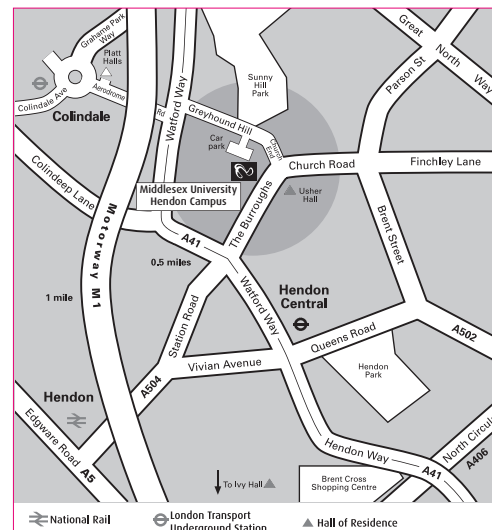


Note: Access from Bramley Road then a 15 minute walk. Or, a free minibus service runs from outside Oakwood station to the campus every 15 minutes.

Underground: Oakwood (Piccadilly line), then 20 minutes' walk.

Rail: New Barnet, then 307 bus, or Enfield Chase, then 121 or 307 bus to Oakwood underground station and walk.

Bus: To Oakwood underground: 121, 298, 307.



Underground: Hendon Central (Northern Line), then approximately 15 minutes walk.

Rail: Hendon, then 183 bus to The Burroughs.

Bus: To The Burroughs: 113, 143, 143A, 183, 186, 326.