



**Middlesex
University
London**



INFORMATION PACK FOR INCOMING ERASMUS AND EXCHANGE STUDENTS

ACADEMIC YEAR 2018/19

Middlesex University
Erasmus and Exchange Office
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Please Note: Prospective exchange students may not communicate with Middlesex University directly before the application submission. All communication should be coordinated and facilitated by your Home University's Coordinator to this stage.

The Application Process

The deadline for Middlesex to receive completed applications is **1st May 2018** for Term 1 and full year exchange period.

After your application has been processed and accepted, you will receive an email from our Exchange Coordinator confirming your place and giving you your Middlesex University Student Identification (MU ID) number. At the same time, your Visa requirements (if applicable) will be assessed and a CAS generated where required. Please note that applications will not be processed before the 1st May.

The Application Form

The completed form and accompanying documents should be scanned and with the subject 'Middlesex University Student Exchange Application' emailed directly to: exchangein@mdx.ac.uk. Please name your documents according to content and your name, e.g. transcript Jane Doe.doc.

Please note that we **ONLY** accept applications sent to us by email; we do **NOT** accept hard copy applications by post.

Notes on completing the Application Form

Please read the following notes carefully when completing the form:

Course(s) Applied For: Programme Title: Insert *Exchange* and *Undergraduate or Postgraduate*. Leave the rest of this section blank.

Fee Payment: Highest Qualification: Leave these sections blank.

English Language Qualifications: You must complete this section and provide evidence that you meet the English [language requirements](#).

GMAT: Employment and Work Experience: Leave this section blank.

Personal Statement:

- Write here the name of your university and the name of the degree programme you are following there, and your current year of study (e.g. University of Cordoba, BA Translation, 2nd year).
- List the name of the programme you wish to study at Middlesex, which year of that programme, and the modules that you will study. These are listed at [UG courses](#) & [PG courses](#).
- **To avoid timetable clashes, you are required to choose modules only from one course and from the same year (e.g. BA International Business, 4 modules from 2nd year).**

References: Leave this section blank.

Courses/modules available for incoming exchange students

Undergraduate (1st cycle):

Full year exchange: During one academic year you are required to register on 4 modules, each worth 30 Middlesex Credits (15 ECTS, 6 US credits) – a total of 120 Middlesex credits (60 ECTS, 24 US credits) in a year.

To identify the courses that are on offer, please see the Middlesex University [website](#). Whilst we do our best to provide you with up-to-date module information, programmes are subject to change and from time to time you may need to consider other modules.

To avoid timetable clashes, you are required to choose modules only from one programme and from the same year of study (e.g. BA International Business, 4 modules from 2nd year).

The screenshot shows the Middlesex University website for the Business BA Honours course. The page features a search bar at the top, a navigation menu, and a sidebar with 'SAVED PAGES' and 'Employability' sections. The main content area includes a 'Back to subject' link, a 'Business BA Honours' header, and a 'What will you study?' section. Below this, there are sections for 'What will you gain?' and 'Year 1', 'Year 2', and 'Year 3' module lists.

What will you study?
Your studies will be focused on a progressively international business syllabus. Through tailored modules you will gain specialist knowledge in international trade and ethics and explore the challenges associated with taking a business to the global market. In addition, you will cover the fundamentals of business finance which are essential to making effective decisions in a globalised environment.

What will you gain?
You will develop a suite of transferable skills which are essential for business professionals, including: communication, critical thinking, team-working, numerical and information technology skills.
You will also gain effective communication skills through in-class presentations, optional real-life consulting projects and writing reports that focus on the globalised environment.
You can find information about this course in the [programme specification](#)

Year 1

- Applications and Research in Management (30 Credits) - Compulsory
- Financial Aspects of Business (30 Credits) - Compulsory
- Foundations in International Management and Organisation (30 Credits) - Optional
- Marketing Theory and Practice (30 Credits) - Compulsory

Year 2

- International Business Environment (30 Credits) - Compulsory
- International Operations and Innovation Management (30 Credits) - Compulsory
- HRM in a Global Context (30 Credits) - Optional
- Managerial Finance (30 Credits) - Optional
- Trade and International Business (30 Credits) - Optional
- International Business Law (30 Credits) - Optional

Year 3

Changing Modules: We might be able to change your modules only during the first two weeks, after the classes have started and if there is a time-table clash.

Postgraduate

Master's (2nd cycle):

We will accept Master's (2nd cycle) students to study with us for **ONE TERM** only, either for research (non-credit exchange) or for taught modules/courses (subject to module availability) and as per Inter-institutional exchange agreement).

Doctoral (3rd cycle):

We will accept doctoral students for research/non-credit exchange study for **ONE TERM** only (September or January term)

Accompanying Documents

All students must provide copies of the following documentation along with their application form:

- Passport (or European ID card)
- Most recent transcript translated officially in English
- English Language Qualification Certificate (see here our [language entry requirements](#))

Portfolios

Students applying for Music, Art and Design or Film and Television programmes **must** include a web address to a site where their portfolio/show reel can be assessed. We no longer accept portfolios on CDs or other media storage devices. Students for these area subjects are accessed and reviewed on their portfolios to the course by the Academics.

Tier 4 Visas

Unless you are an EU or EEA national, you will probably need a Visa to study in the UK. For one term, you may be able to come as a 'Student Visitor'. If you want to come for more than 6 months, you will need to apply for a Tier 4 Visa, for which you must meet the following English [language requirements](#).

Withdrawal from Exchange Study

Students, who apply to Middlesex University for a full year exchange study, complete the full year academic requirements and submit assignments in order to gain credits. If you wish to withdraw before the end of the academic year, you cannot gain credits if you are registered for year-long modules. Due to the framework and assessments within programmes at Middlesex University, it is not possible for students to be awarded 'half-credits' for completion of one term only. Thus, students will not receive a transcript.

Accommodation

At Middlesex we offer self-catering housing for nearly 1500 students across seven halls of residence. This accommodation ranges from study bedrooms with ensuite facilities, to traditional halls with shared kitchens and bathrooms. Note that a place in one of the university residences is not guaranteed and students may only apply once they have been issued with an MU ID number. For more information, click on the link: [Accommodation](#)

Calendar

Term 1	
Late September/early October	International Student Orientation Week/Induction (17-22 Sep2018)
Early October	Teaching begins
Late December	University closes for Christmas break
Mid-January	Term 1 ends

Term 2	
Early January	University reopens following Christmas break
Mid-January	Teaching begins
Late December	Term 1 students return to teaching Welcome Term 2 students
Late May/June	Exchange students leave Middlesex

Academic year 2018/19:

For more information on university dates see: [Calendar](#)

London Fact Sheet

Middlesex University London (MDX)	Virtual tour of the campus Getting to the Hendon Campus Hendon Map	
Location	The Burroughs, Hendon, London, NW4 4BT	
University website	There is lots of information available about MDX and life in London on our websites, so please spend time exploring these: Main Website / Student Website	
Timetable	In London, the teaching week runs from Monday to Friday and daily timetables range from 9am-7pm for Undergraduate students. You will find out your personal timetable on the University System, myUniHub , after you enrol on your programme. Timetables are usually available from the Mid-September (Term 1/Full Year) and Mid-January (Term 2).	
Transport	The main transport in London is tube and bus. Most people here have an Oyster travel card to get around London. Depending on your duration of stay and how much you travel, it would be advisable to either consider Pay As You Go or an 18+ Student travel card. For the latter, you have to apply online and Middlesex University has to confirm your student status. Useful links: General ; Visitor Oyster Card ; Student Fares ; London Tube Map	
Cost of living (monthly average)	The list below will give you a guideline to how much to budget for the month. These amounts are subject to change according to your circumstances. Please note that London is one of the most expensive cities in the world.	
	Halls fee/private rent	£560/600
	Food/Housekeeping	£140
	Travel/Transport	up to £100
	Leisure/sport/socializing	£160
	Clothes/shoes	£50
	Books/Stationary	£40
	Mobile Phone	£20
Total	£1070/1110	
Health Insurance Policy	Britain has a subsidized health service called the NHS (National Health Service) which provides free health care and treatment for people who are resident in Britain. This includes all students enrolled on a programme lasting for more than six months. Routine optical and dental treatment is not normally covered by the NHS.	
UniHelp	Once you arrive in London, UniHelp is your first port of call for general student enquiries. It brings together all face-to-face support in one location on the Hendon campus as well as providing online assistance.	
Student Support	Check the following links: International Students ; Life at Middlesex	