

Middlesex University Student Exchange Office exchangein@mdx.ac.uk

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**Instructions for Exchange Applicants 2015/16**

**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 Nomination and Application Process**

In order to apply for an exchange to Middlesex University, you must first be nominated to us by your home institution. The deadline for nominations is **15th April 2015.** If your nomination is accepted by Middlesex, an application form will be sent to your Home University Coordinator and you will then be contacted by them in order to complete the application form. The deadline for Middlesex to receive completed applications is **15th May 2015** for Term 1 and for a full year exchange period.

After your application has been processed and accepted, you will receive an email from our Admissions team confirming your place and giving you your Middlesex University Student Identification (MU ID) number. At the same time, your Visa requirements will be assessed and a CAS generated where required. Please note that applications will not be processed until after the deadline of 15th May.

**The Application Form**

 Exchange applicants whose nomination has been accepted will receive a copy of our application form from their home institution.

**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 will **ONLY** accept applications sent to us by email; we will **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](http://www.mdx.ac.uk/__data/assets/pdf_file/0011/198425/English-Language-Requirements-2015-16.pdf).

**Please note: TOEFL is no longer accepted.**

***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 follow at Middlesex, which year of that programme, and the modules that you will follow. These are listed at [UG courses](http://www.mdx.ac.uk/courses/undergraduate/index.aspx) & [PG courses.](http://www.mdx.ac.uk/courses/postgraduate/index.aspx)

• You may choose modules from different programmes, but this may cause difficulties. You might not be accepted onto modules outside of your subject area; and there may be a timetable clash that prevents you from taking your first 4 choices. For this reason, please list 2 more modules than you need in case any you choose are not available or you are not approved for.

**We strongly advise students to choose a single programme, and note that changing modules at the start of the year may be difficult.** (See information below under [Programmes and Modules](#Programmes) for more details.)

***References:*** Leave this section blank.

**Accompanying Documents**

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

• Passport (or European ID card)

• Most recent transcript

• English Language Qualification Certificate

**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](http://www.mdx.ac.uk/__data/assets/pdf_file/0011/198425/English-Language-Requirements-2015-16.pdf).

**Programmes and Modules**

During one academic year students are required to register on four 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 (with a limit of 60 Middlesex credits at postgraduate level). We encourage students to choose to follow one degree programme. This provides the student with a coherent programme and avoids the risk of timetable clashes.

We have a very limited number of modules available for single semester exchanges. Students may only apply for a single semester visit if they wish to study in one of the following areas (selected partners only):

• Fine Art (note that applicants for Undergraduate Fine Art may ONLY apply for an exchange in term 2)

• Politics (limited modules available)

• Development (limited modules available)

• Dance (by agreement)

• Nursing (by agreement)

* Graphic Design (note that applicants can apply from Year 2 level, either for single term or full year exchange)
* Illustration (note that applicants can apply from Year 2 level, either for single term or full year exchange)

*Please choose your modules very carefully as you may not be allowed to change them after the start of term.*

***If you are enrolled on modules that run for the full academic year and you decide to exit your exchange early, you will not be issued with a transcript, as Middlesex University can only award the credits allocated to those modules. This may impact your studies should you decide to return to your home university early.***

**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](http://www.mdx.ac.uk/facilities/accom/)

**Our Calendar**

Academic year 2015/16:

*Undergraduate and Postgraduate Induction for September starters begins in late September*

*Undergraduate Induction for January starters begins in Mid-January*

**For more information on other university dates see:** [**Calendar**](http://unihub.mdx.ac.uk/mdx/calendar/index.aspx)