

## **APPLICATION FOR STUDENTS TAKING EXAMINATIONS AT AN ALTERNATIVE INSTITUTION**

It is your responsibility to make yourself available for examinations as advertised on the published exam timetable (University Regulation C2.5). However, applications are welcome if you wish to apply to sit your exam at an approved alternative institution. Where the host institution is unable to supervise your exam due to time differences, your application will be rejected and not processed; if you have paid any fees, a refund will be requested. Refunds will not be considered in any other circumstances.

**PLEASE ENSURE THAT YOU APPLY BY THE DEADLINE ADVERTISED ON UNIHUB (usually 3 weeks prior to the beginning of the examination period).**

Students based at Middlesex University campuses are able to apply to sit their exams at an alternative institution as follows:-

- British Council
- Overseas Regional Offices of Middlesex University (NOT SUB OFFICES)
- Universities accepting Middlesex students on exchange
- Universities approved by Middlesex University for franchise programmes
- Overseas campus

### **APPLICATIONS MUST BE MADE ONLINE**

The fee is £200 per exam; the form must be submitted at least three weeks before the start of the examination period.

**If your form is received **after** the early payment discount date the fee will increase to £250 per exam and there is a possibility that we may not be able to accommodate your application at such short notice.**

All forms must be fully completed and payment made at the time of submission for the application to be processed.

### **Students are responsible for:**

- Providing contacts within the institution and confirmation of acceptance by that approved institution
- Paying the fee
- Paying additional costs charged by the host institution
- Turning up at the date and time advised – please note that missing an exam does not constitute a reason for a refund.