

**Subject:**
**Consent Policy for Students Under-18 years and IFP students**
**Version:**

V1-210427

**Supersedes:**

none

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Approved by:	Pro-Vice Chancellor & Director, Dr Cedwyn Fernandes
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## 1. INTRODUCTION

Middlesex University Dubai is committed to equal opportunities in its admissions. All applications are considered on their individual merits. Occasionally the University admits students who are under the age of 18 years. Such students are usually enrolled in our International Foundation Programme (IFP) and sometimes also in the first year of our undergraduate programmes. The University treats all its students as independent, mature individuals.

However, the University acknowledges that anyone under the age of 18 years is legally a minor (under UK Law) and recognises that students under the age of 18 years may therefore have different needs in relation to their support and wellbeing. Middlesex University Dubai is committed towards promoting the wellbeing of all students under the age of 18 years. While most students transition into University life smoothly, some may face challenges. Staff in support services, accommodation and academic departments work together to ensure that the wellbeing of students under the age of 18 years is maintained and monitored accordingly.

## 2. DEFINITION AND SCOPE

This policy is applicable to all students who are under 18 years of age and are applying for admission to any taught programmes at Middlesex University Dubai.

Students under-18 years are required to provide their consent in writing, by signing a consent form, to authorise the parent/guardian to receive information about and discuss their academic progress and student conduct with the respective staff (academic or administrative) of Middlesex University Dubai. This consent covers information released verbally or in the form of copies of written records. The provision of consent is an admission condition and needs to be fulfilled prior to enrolment.

## 3. PARENTAL INVOLVEMENT

The consent form signed by the student will be placed on the student records. In the event of any of the following circumstances, the parent/legal guardian will be contacted.

- Medical Emergency;
- Continual class non-attendance without reasonable explanation;
- The non-occupation by a student of their university accommodation for more than 4 weeks;
- Concern over personal neglect or unexplained physical injury;
- Concern over involvement in criminal activity;
- Violations of disciplinary rules relating to alcohol, drugs and banned substances which could lead to criminal investigations by appropriate law enforcement authorities;
- Serious violations of disciplinary rules judged by the University to be egregious to indicate that the student's safety or health may be at risk, or that the student may have placed others at risk;

- Violations of the Student Code of Conduct that result in the student's removal from the Residences or suspension or expulsion from the University;
- Repeated violations of the Student Code of Conduct which may cause accumulation of disciplinary points that could lead to expulsion;
- Violations of the Student Code of Conduct that may result in knowledge of medical conditions that could result in the threat of violence directed against self, others or University property;
- Any other situation where a senior member of the University deems it necessary to make contact.

Apart from a medical emergency, all reasonable steps will be taken to advise and support the student before a decision is taken to contact the parent or legal guardian.

## 4. ADMISSION PROCESS

The following procedure will be followed at the time of admissions for prospective students who are under 18 years of age.

- All students who are under 18 years of age at the time of enrolling will be updated in the University Student Records system.
- Where the applicant satisfies the entry requirements, the Admissions Team will contact the relevant programme coordinators for confirmation that the course content, field trips or placements are appropriate for an individual aged under 18 years. If the content is inappropriate the application will not be accepted.
- A conditional offer will be made, including a requirement for the applicant to sign and return a consent form.
- On receipt of the signed consent form and when the applicant firmly accepts the offer, a representative of the Admissions Team will contact relevant programme and professional service teams to indicate that a student aged under 18 has enrolled.
- The offer will become unconditional only after the signed Consent Form is completed and duly submitted to the Admissions Office.

## 5. DATA PROTECTION

- Middlesex University Dubai fully complies with the UK Data Protection Act 2018 and is committed to protecting the personal data of all its students.
- This covers data held electronically and in hard copy, regardless of where the data is held, so long as it is held for University purposes.
- MDX Dubai has appropriate procedures and policies in place to ensure the protection of the personal data of students and other stakeholders. Such data is collected, handled and stored in a secure manner.

- The University is required to share personal data with certain other organisations in order to meet statutory requirements or to provide services to students. Sharing is always undertaken in line with the requirements of the UK Data Protection Act.

## 6. REVIEW

The policy will be reviewed at least every 2 years.

## 7. RECORD KEEPING

The Quality Office will be responsible for record keeping and keeping track of changes made to the policy. These will be documented as indicated in the table below.

### ***Amendment History***

Previous Version	Changes to previous version in the current version and date.	Updated by	Authorised by
Vx	Description of changes to each section and rationale	Quality Manager	Director