

**UNIVERSITY OF MALTA**

**SENATE RESOLUTION**

**System of Assigning Codes for Study-Units**

A study-unit can be described as the building block of a University award scheme. It is the basic unit of instruction - a self-contained component of a certificate, diploma or degree programme. It is normally made up of a series of lectures/tutorials/practicals but may also be made up entirely of private study, as is the case, for example, in a dissertation study-unit. Each study-unit has its specific aims and learning outcomes, a syllabus, a teaching/learning pattern and a means of assessing a student's progress.

Study-units are taught at different levels, reflecting the academic standard of the study-unit and the demands placed on students as they progress from year to year.

In the first instance, the responsibility for ensuring the academic quality of each study-unit, including its content, delivery and assessment, lies with that academic entity, normally an academic department or division or unit. The Faculty, Institute or Centre to which the department, division or unit is assigned is responsible for academic quality control at the next higher level over the study-units offered under the Faculty's or Institute's or Centre's responsibility.

The University, through Senate, remains ultimately responsible for ensuring academic quality control, external examining, examination boards, admission to a Course programme, including the study-units that compose the programme, and seeing that resourcing (including staffing) is adequate. It authorises all changes to the content and structure of the programme and may from time to time conduct a formal review of any programme.

The coding system reflects the principles listed above and is applicable from October 2002 onwards.

**Assigning Codes**

Each study-unit shall be assigned a unique code, comprising three letters indicating the department, division or unit and four digits.

Letter codes are assigned to each entity, that can be a department, division or unit, to which Senate assigns the responsibility for teaching and research in a given discipline or sub-discipline. Thus, any study-unit bearing a code commencing with particular letters denotes that the department/division/unit concerned assumes academic responsibility for that study-unit. Conversely, it is to be assumed that Senate will only authorise entities to

offer study-units in that subject/area of study that falls within the academic responsibility assigned to them.

The list of codes for Faculties, Institutes and Centres as well as departments, divisions, units and areas of study as approved by Senate and Council will be published on the Office of the Registrar website at:

<http://www.um.edu.mt/registrar/dept-codes.pdf>

### Assigning Digits

The first digit shall indicate the level at which the study-unit is offered, assigned by the department/division/unit concerned according to the following criteria:

- Level 0** Pre-tertiary or foundation or proficiency study-units.
- Level 1** Study-units normally offered in Year 1 of an undergraduate Course where it is assumed that the students have a general level of education at least meriting the award of the Matriculation Certificate. In courses where admission is dependant on students being in possession of special Course requirements, such as a pass in a subject taken at Advanced Level, lecturers can assume that students possess the pre-required knowledge.
- Levels 2 & 3** Study-units offered in Years 2 and 3 of an undergraduate Course. Level 3 credits are also offered in Year 4 of an undergraduate non-professional Course. Lecturers can assume that students have the required skills associated with studying at tertiary level.
- Level 4** Study-units offered in Years 4 and 5 of a professional Course. Such study-units, normally imparting specific professional competencies although given at a level higher than Level 3, are still considered as being at undergraduate level.
- Level 5** Study-units offered at postgraduate level such as study-units exclusively required for the award of postgraduate qualifications.
- Level 6** Ph.D. theses, and dissertations submitted in part-fulfilment of the Professional Doctorate degree.

The second, third and fourth digits are the numbers assigned to each study-unit by the department / division / unit offering the study-unit.