1. Applications may be obtained either from Room 111, Admissions and Records Office (Administration Building), University of Malta or else downloaded from the following link:

   http://www.um.edu.mt/registrar/students

2. Applications must be completed and signed by the Supervisor and Head of Department.

3. A research proposal of around 1000 words is to be attached to the application.

4. Once application is completed, applicant is required to pay the application fee as follows at the Maltapost (Campus Branch):
   - €95 for applicants presenting overseas qualifications;
   - €23 for applicants presenting local qualifications.

5. The application together with the Research Proposal and application fee receipt is to be submitted to Admissions and Records Office (Room 111).

6. Applicants will be required to submit a copy of the Research Proposal by e-mail to Ms Doris Wright on doris.wright@um.edu.mt.

7. Applicants who wish to follow their Ph.D. Studies on a full-time basis will also be required to submit a declaration to Ms Doris Wright, confirming that they will not be engaged in full-time employment during their studies.

8. Once the application is received by the Faculty, the bench fees form is forwarded to the Supervisor for completion. The bench fees form must also be signed by the Head of Department.

9. Applicants are to bear in mind that the process to obtain all the necessary approvals regarding a Ph.D. Application may take up to three months.

10. Further information regarding Ph.D. Studies may be obtained by accessing the Ph.D. Regulations on the following link:
11. Once accepted, students will be initially accepted as M.Phil students with the possibility to transfer to a Ph.D.

ETHICAL APPROVAL

1. Any research undertaken by students which involves direct contact with patients or healthy participants, whether clinical, biomedical or social research, or the secondary use of existing human materials or specimens, or involving animals must be subject to ethical review. Such review must be undertaken by the Research Ethics Committee appointed by Senate for the purpose. These research proposals shall first be considered by the Board who shall submit the proposal to the Research Ethics Committee. The Sub-Committee and Senate shall only consider such applications if the Research Ethics Committee has given its approval.

2. Information regarding application procedures may be obtained from the following link:

http://www.um.edu.mt/urec/gpropform

3. Applicants will be required to submit five copies of the completed application form and Research Proposal.

4. Applicants are to bear in mind that the process to obtain all the necessary approvals regarding Research Ethics Applications may take up to two months.

5. Further information may also be obtained from Ms Leanne Baldacchino who may be contacted by e-mail on leanne.baldacchino@um.edu.mt.

GET QUALIFIED

1. All Ph.D. Degrees registered with the Faculty of Medicine and Surgery have been accepted by the Malta Enterprise as recognized certifications and qualifications under the Get Qualified Scheme.
2. The full list of approved courses and the student’s application form can be accessed from: http://support.maltaenterprise.com/getQualified/approved.

3. Students may apply for the Get Qualified tax credits only in respect to courses that commenced on 1st July 2014 or later. Applications should reach Malta Enterprise within one year from commencement date of the course.

Submission of Thesis

1. Three months before submission, students must request permission from Faculty Doctoral Committee to submit thesis for examination. The exact title should be indicated and the supervisor must endorse request.

2. For examination purposes, students will be required to submit four spiral-bound copies of the thesis and also a soft copy on CD. If a student is an assistant lecturer at University, he/she will be required to submit an additional spiral-bound copy (therefore five copies in total). In addition students are also required to submit a spiral-bound copy to Supervisor.

3. Once the correction process is completed, an official notice is issued in connection with date of viva voce examination.

4. The student’s supervisor will be invited to attend the viva voce examination as an Observer.

5. Once the viva voce has been finalized, students will be informed by the Board of Examiners whether any changes are required. If the Board of Examiners conclude that only minor changes are required, the student will be expected to submit the revised version within a few weeks. However, if major changes are recommended, the student will be expected to submit the revised version of thesis within six months.

6. As soon as student submit the revised version and the Chairman confirms that all revisions recommended by the Board of Examiners have been carried out, the report will be referred for Senate’s approval.

7. Once Senate approves reports, the final result will be published. After publication of result students will be required to submit three copies of the hard-bound copies of the thesis. A fourth copy should be forwarded to the supervisor directly by the student.

Format of thesis

1. The thesis shall be written in the prescribed format and shall not exceed 100,000 words excluding bibliography, appendices and abstract. The work presented shall conform to the established scholarly standards of the appropriate discipline.

2. Harvard referencing should be used.