IMPORTANT NOTICE

ABSENCE FROM EXAMINATIONS

FOR THE ATTENTION OF STUDENTS

READ CAREFULLY

In terms of the University Assessment Regulations, 2009 (http://www.um.edu.mt/registrar/regulations/general/assessment_regulations), students who absent themselves from examinations are required to inform the University of the reason of absence. Such justifications will be considered by Senate and if accepted as valid, students would be allowed to take the missed examination/s as a first sit at the next session of examinations. If the reason brought forward is not considered sufficient to justify students’ absence, the students shall be deemed to have failed the examination and shall be awarded a mark of 0.

Notification of absence should be made to your Faculty/Institute/Centre Office by phone by NOT LATER THAN ONE HOUR AFTER THE COMMENCEMENT OF AN EXAMINATION.

A written letter giving the reason for absence, together with any documents in support of the claim, must be presented to the Faculty/Institute/Centre Office within the next 24 hours.

In the case of illness, the medical certificate should be in the form of a letter explaining the reason for absence. The Medical Certificate should be LEGIBLE and should include the name and the Medical Registration Number of the Medical Doctor printed clearly. Certificates issued by a family member of the student or National Insurance medical certificates or pre-printed certificates for the purpose of exempting pupils from attending school are NOT acceptable for this purpose.

Certificates which do not state the reason for absence are not acceptable (i.e. it is not enough for the certificate to state that the student was sick or unwell on a certain date).

Students who feel ill after the examination paper has been distributed and decide to discontinue their examination cannot be considered as having been absent for a valid reason. Should you feel unwell, it is advisable not to attend for the examination and to provide a medical certificate as explained above. If you attend and leave the examination hall due to sickness, you will be allowed to re-sit the examination in the September supplementary session, if eligible.

Veronica Grech
Registrar