NOTES FOR FRESHERS

October 2018

FACULTY STRUCTURE

The Faculty of Health Sciences is made up of the following 12 Departments:

- Applied Biomedical Science
- Communication Therapy
- Food Sciences and Nutrition
- Health Services Management
- Medical Physics
- Mental Health
- Midwifery
- Nursing
- Occupational Therapy
- Podiatry
- Physiotherapy
- Radiography

Contact details of the Dean, Deputy Dean, Heads of Department, Faculty Office Staff and Departmental Secretaries are available on the Faculty notice board and on the Faculty website: [http://www.um.edu.mt/healthsciences](http://www.um.edu.mt/healthsciences).

The Faculty is governed by the **Faculty Board of Health Sciences** made up of the Dean, Heads of Department, Departmental Representatives and three Student Representatives. Each course also has its Board of Studies with another two Student Representatives sitting on each Board. Students should consult these Representatives before submitting any requests for the consideration of the Boards of Study and the Faculty Board. Names and contact emails of these representatives will be made available on the Faculty website.

REGULATIONS AND BYE-LAWS

Please read the regulations governing the course you will be following carefully: the *General Regulations for University Undergraduate Awards, 2004*, the *University Assessment Regulations, 2009* and the Bye-Laws for your respective course. Regulations and Bye-Laws are available through the website of the Office of the Registrar: [http://www.um.edu.mt/registrar/regulations](http://www.um.edu.mt/registrar/regulations)

ENROLMENT AND UNIVERSITY EMAIL ACCOUNT

Enclosed with your letter of acceptance you have received/will be receiving instructions including a username and password to access your University email account as well as **e-SIMS**. An email has been sent/will be sent in due course including the steps you should follow to enrol for the course. Each student
is required to enrol each Academic Year in order to notify the University that he/she intends to commence with/continue the course.

Students are expected to check their University email account on a daily basis for e-mails that might be sent by academic and/or administrative staff. Any notices sent to your University email address are considered as official notices duly published. You are also requested to communicate through your University email account **ONLY** when corresponding with members of staff.

**e-SIMS**

By using your University account username and password you can access e-SIMS and thus you may:

- view your personal details
- edit your address and/or telephone numbers
- view your registered study-units and results; and
- view and print an unofficial academic record

**REGISTRATION FOR STUDY-UNITS**

Registration for study-units on the appropriate registration sheet is compulsory. In any Academic Year students should register for a total of 60 ECTS credits (or equivalent in the case of part-time courses). All first year students will be handed a registration form in meetings that will be held by Departments during this week.

Students are to keep a copy of their registration sheet and of any forms submitted to the Department/Faculty Office.

**ORIGINAL CERTIFICATES**

Students are requested to submit their original SEC, Matriculation certificates and original police conduct certificate (not more than 6 months old) for verification purposes on the date and time set by Departments. These will be communicated to you at Departmental meetings.

**MEDICAL FITNESS EXAMINATION**

All students will be required to undergo a medical fitness examination at the Occupational Health Unit in Floriana. You will be informed of your appointment in due course and are to strictly adhere to the appointment given. **If students cannot make the appointment for any valid reason, they are to inform the Faculty Officer through email immediately once they receive notification of their appointment:** nikolai.papagiorcopulo@um.edu.mt

More information on the Medical Fitness Examination is available at the following link: https://www.um.edu.mt/__data/assets/pdf_file/0012/341031/MedicalTestProtocol.pdf

**REQUIRED IMMUNISATION**

As a Health and Safety pre-requisite only students who are certified to be immune from Hepatitis B can be allowed for placements in state hospitals and in the health service. You are therefore expected to complete a full course of Hepatitis B vaccination and submit a relative lab report of your Seroconversion Titre to the Faculty Office **by not later than the 30 November 2018.** Detailed instructions are available at the following link: https://www.um.edu.mt/__data/assets/pdf_file/0013/341032/RequiredImmunisation.pdf
Students who fail to submit the lab report by the indicated deadline will not be allowed to start/continue with their placement/s.

MATER DEI HOSPITAL ACCESS CARD
All students will be issued with an access card to Mater Dei Hospital. You will be informed in due course of your appointment at the Cards Office, Mater Dei Hospital Administration. **Students who miss their appointment for no valid reason will NOT be granted a second appointment.** If students are prevented from adhering to the appointment given for a valid reason, they are to inform their Departmental Secretary in advance so that the Hospital administration can be notified accordingly.

UNIFORMS
Uniforms and/or lab coats may be required. You will be briefed on this subject in Departmental Meetings.

STIPENDS/MAINTENANCE GRANT
Students should direct any queries in connection with Stipend/Maintenance Grant to staff at the Stipends Office on campus (Room 117, Administration Building).

ATTENDANCE
In terms of University regulations, attendance for lectures, tutorials, seminars, practical or clinical sessions or work placements is **obligatory.** Unauthorized absence may lead to the student being declared ineligible for assessment of the study-unit by the Board of Examiners, in which case a 0 mark and F grade will be assigned and recorded in the student’s academic record. Stipend may also be affected.

You will be briefed further on the policies regarding absence in Departmental meetings.

ABSENTEEISM OWING TO PARTICIPATION IN INTERNATIONAL GAMES AND COMPETITIONS
University students who are chosen (or short-listed) to participate in official international games or competitions that are scheduled during the University’s examination periods should fill in the application for exemption available at the following link: https://www.um.edu.mt/__data/assets/pdf_file/0020/344450/RequestforExemptionfromAttLecturesPlacementExaminations.pdf

This form, which is to be endorsed and rubber stamped by the Sports Organisation with whom the student is affiliated and by SportMalta, is to be submitted to the Office of the Registrar (Room 207, Administration Building) as early as possible and by not later than the beginning of November (for the January/February 2019 Examination Session). If the information is received by these dates, the University will make every effort to ensure that examinations do not clash with the students’ athletic commitments.

TRAVELLING ABROAD
Should a need arise where travelling abroad for a justifiable reason is incurred, a letter needs to be sent to your Head of Department, requesting permission to be away. The request should also indicate the duration of absence.

ABSENCE FROM EXAMINATIONS/ RULES OF CONDUCT
Notification of absence from examinations should be made through a phone call to the Departmental Secretary or to the Faculty Office by **not later than one hour after the commencement of an examination.**
In the case of illness, students are to submit a Medical Report which is available on the following link: [http://www.um.edu.mt/registrar/students](http://www.um.edu.mt/registrar/students). This Medical Report should be duly filled in legibly. Medical Reports 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 or medical certificates in the form of a letter are not acceptable for this purpose. It is very important that the medical practitioner should be certified and practicing in Malta. Medical Reports 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).

The Medical Report, together with any other documents in support of the request, **must be presented to the Faculty within the next 24 hours**. A receipt will be issued by the Officer receiving the documents. In cases where a student has repeated absences, the University of Malta may refer the student to a board appointed by Senate. If the medical condition is a psychiatric/mental health issue, a certificate by a psychiatrist, in addition to the Medical Report, is also required.

Students who attend for an examination but feel ill after the examination paper has been distributed and decide to discontinue their examination will not be considered as having been absent for a valid reason. Should you feel unwell on the day of the examination, it is advisable not to attend for the examination and to provide a Medical Report as explained above.

**No student is allowed into the examination room after the first half an hour from the commencement of the examination or to leave the examination room during the first half an hour and during the last ten minutes of an examination.**

Any student caught cheating during examinations will be liable to disciplinary action which may lead to dismissal from the University.

**ASSIGNMENTS**

Deadlines are to be respected and adhered to. The academic member/s of staff responsible for the particular study-unit is/are to be contacted beforehand if deadline is not to be met. Members of staff will indicate when and where they expect assignments to be handed in. Students should ensure that they know the name and surname of the academic members of staff responsible for each study-unit.

**PLAGIARISM**

Plagiarism is a crime. Disciplinary action will be taken against students who are found to have breached University Regulations by the Faculty or University Disciplinary Board. This may include dismissal from the University. Please refer to the documents: *How to Avoid Plagiarism - A Resource Pack for the Students of the University of Malta* and *Guidelines on Plagiarism and Collusion*. The documents are available at:

[https://www.um.edu.mt/__data/assets/pdf_file/0006/95568/how_to_avoid_plagiarism.pdf](https://www.um.edu.mt/__data/assets/pdf_file/0006/95568/how_to_avoid_plagiarism.pdf)


**NOTICE BOARD**

Please consult the notice board daily. Many notices are also posted on the Faculty website.
RESIGNATION
Just as University issues letters of acceptance to qualified applicants who are admitted into a course, resignations should be formalised through the sending of an email/signed letter. This should be sent to the Faculty Officer (healthsciences@um.edu.mt).

STUDENT HOURS
Students requiring assistance should contact the Departmental Secretary/Secretaries or the Faculty Office during the following student hours. Student hours should be strictly adhered to.

Monday, Wednesday and Friday
10.30am - 12.15pm
3.30pm - 4.30pm

Tuesday and Thursday
8.30am - 10.30am
2.00pm - 4.00pm