

**EDUCATION ACT
(CAP. 327)**

General Regulations for University Undergraduate Awards

IN EXERCISE of the powers conferred upon him by articles 74 (5) and 75 (6) of the Education Act (Cap. 327), the Chancellor of the University of Malta has promulgated the following regulations made by the Senate of the University of Malta by virtue of the powers conferred upon it by articles 75 (3) and 79 (b) of the said Act:

Citation and Interpretation

1. In these regulations, unless the context otherwise requires, the terms used shall be taken to mean as indicated in the Glossary of Terms listed hereunder:

GLOSSARY OF TERMS	
Term	Explanation
Academic year	An academic year consists of two semesters, each incorporating 14 weeks of teaching, two weeks of recess, and examination periods of two weeks and of four weeks at the end of the first and the second semester respectively.
Add/Drop Period	A pre-announced period of time at the commencement of a semester during which students may withdraw without penalty from a unit previously registered for, or register for a new unit given in that semester. "Adding" or "Dropping" study-units may be subject to restrictions.
Area of Study / Area	A subject or a group of related subjects taken together in an approved Programme of Study.
Award Classification Board	The Award Classification Board appointed for each Undergraduate Course.
Board	The Board of the Faculty or Institute or Centre responsible for a particular Course or Programme of Study.
Board of Studies	The Board appointed to administer a Programme of Study in terms of these Regulations.
Bye-Laws	Means the Bye-Laws approved by Senate for each Course.
Catalogue of Study-Units	A catalogue of study-units is the collection of all the study-units offered by an academic entity. The detailed description of each study-unit shall indicate its type, level, code, title, content and learning outcomes, credit value, method of assessment, including the percentage weighting of each assessment component when applicable. The unit description shall also indicate if other units are prerequisites or are required to be followed concurrently.
Course / Course Plan	A course of studies leading to a University Undergraduate award. A Course Plan may include one Programme of Study or a number of Programmes of Study in particular Areas of Study.

GLOSSARY OF TERMS	
Term	Explanation
Credit	Credits are awarded for successful completion of each study-unit. A total of 60 credits are assigned to the study-units that students are expected to complete over one full-time academic year.
Dean	Refers to the Dean of a Faculty or the Director of an Institute or Centre
Faculty / Faculties	Refers to a Faculty/Faculties, Institute/s or Centre/s
Method of Assessment	Assessment of study-units may be through coursework, assignments, written or oral examinations, other methods of assessment as approved by Senate, or combinations of these, to each of which a percentage of the final mark shall be assigned. The method of assessment for each study-unit shall be indicated in the detailed description of the study-units that is published in the catalogue of study-units.
Professional Course	A course that imparts specific professional competencies and leads to an award that gives access to a regulated profession.
Programme of Study	The list of study-units comprising an Area of Study offered as a main or subsidiary Area of Study in a Course. The Programme of Study shall indicate which units are compulsory or elective, the year of study and the semester in which each unit is to be followed.
Referral / Referred Study-Unit / Referred Assessment	A failed or incomplete study-unit which students are allowed to refer to the following year as follows: (a) students who are referring a failed study-unit are required to be reassessed in all components (including any passed components) except those components where reassessment is not practicable; (b) students who are referring an incomplete study-unit due to a valid reason for absence are required to be reassessed in all components except the passed components. In both cases, attendance for lectures is not obligatory.
Study-Unit / Unit	A part of a Programme of Study carried out upon a syllabus approved by Senate, on the recommendation of the Board, to which a specified number of credits at an indicated level is assigned, and which is capable of separate assessment. A study-unit may take the form of a series of lectures, seminars, tutorials, practical or clinical sessions, field placements, projects, research work, dissertation, private study or a combination of such work, or any other method of teaching.
Compensatable / Non-compensatable Study-Unit	All study-units, whether compulsory, elective or optional, are deemed to be compensatable, i.e. may be passed by compensation, except for those compulsory study-units that are declared to be non-compensatable in a Programme of Study and provided all conditions in terms of these regulations are satisfied.

GLOSSARY OF TERMS	
Term	Explanation
Compulsory Study-Unit	A Study-Unit which must be followed and passed for the purpose of progression or successful completion of the Course.
Concurrent Study-Units	Two or more study-units which must be followed together during the same semester.
Elective Study-Unit	A study-unit in a particular Programme of Study which must be chosen from a designated list of study-units.
Optional Study-Unit	A Study-Unit chosen from all study-units offered by the University.
Prerequisite Study-Unit	A study-unit which must have been followed in order for a student to be able to follow a subsequent study-unit.
Synoptic Study-Units	Study-units, the teaching of which helps students to integrate knowledge acquired in study-units pursued during the Course. Whenever such study-units are included in a Programme of Study, these study-units are compulsory and are taught during the last year of the Programme of Study.
Study-Unit / Credit System	The allocation of credit to study-units forming part of a Programme of Study follows closely the European Credit Transfer and Accumulation System (ECTS) proposed by the European Commission, relevant extract from which is attached as Schedule 2 – ECTS Credits - which shall form part of these regulations for the purpose of interpretation and guidance.
University Undergraduate Award	A University or Faculty Pre-Tertiary Certificate, a University Certificate, a University Diploma, a University Higher Diploma, a Bachelor degree, a Bachelor Honours degree.

Applicability

2. These regulations shall be applicable as from October 2003 for all courses leading to a University Undergraduate Award based on the study-unit/credit system and brought into force as bye-laws of these regulations.

Eligibility for a University Undergraduate Award

3. To be eligible for any University Undergraduate Award, students must:

(1) be registered as regular students in a Course in terms of the Admission Regulations of the University;

(2) complete the Course, and satisfy any other requirements prescribed in these regulations and in the bye-laws for the Course;

(3) satisfy any other requirements prescribed in any other relevant statutes, regulations and bye-laws of the University; and

(4) obtain not less than the number of credits at not below the level as indicated hereunder, including all credits for compulsory and elective study-units as specified in the Programme/s of Study and/or bye-laws relevant to the Course on which the student is registered and subject to regulations 20, 21 and 22 below:

University Undergraduate Award	Requirements
University or Faculty Pre-Tertiary Certificate	Between 16 and 32 credits at Level 0.
University Certificate	30 or 32 credits of which not less than 26 credits not below Level 1.
University Diploma	60 or 90 credits, as specified in the bye-laws for the Course, of which not more than 10 Level 0 and not less than 56 Level 1.
University Higher Diploma	90 or 120 credits, as specified in the bye-laws for the Course, of which not more than 10 Level 0 and not less than 56 Level 2.
Bachelor	180 credits of which not more than 4 Level 0, not less than 56 and not more than 68 Level 1, and not less than 108 more or less divided equally between Levels 2 and 3.
Bachelor (Honours in one Area of Study) (three year full-time Course or three year full-time professional Course)	180 credits of which not more than 4 Level 0, not less than 56 and not more than 68 Level 1, and not less than 108 more or less divided equally between Levels 2 and 3 of which not less than 56 Level 3 credits assigned to the area taken at honours.
Bachelor (Honours in two Areas of Study) (4 year full-time Course)	240 credits of which not more than 4 Level 0, not less than 56 and not more than 68 Level 1, and not less than 168 more or less divided equally between Levels 2 and 3 of which not less than 50 Level 3 credits in each of the two areas taken at honours.
Bachelor (Honours) (4 year full-time professional Course)	240 credits of which not more than 4 Level 0, not less than 56 and not more than 68 Level 1, and not less than 168 Levels 2, 3 and 4 of which not less than 100 at Levels 3 and 4.
Bachelor (Honours) and any other undergraduate award following a 5 year professional Course	300 credits of which not more than 4 Level 0, not less than 56 Level 1, 56 Level 2 and a further 168 at Levels 3 and 4.

Provided that:

(i) students may be allowed to offer higher level credits in substitution of the required credits at a specific level;

(ii) an unclassified pass degree may, at the discretion of the Award Classification Board, be awarded to a student registered in a degree Course, who at the end of the Course lacks not more than 10 credits to complete the credit requirement for the award of the degree. The student shall however have the option to refuse the award and opt to refer the missing units to the following year or repeat the year if so eligible in terms of these regulations; and

(iii) in the case of the award of a University Higher Diploma, Senate may exceptionally approve programmes to which 60 ECTS credits are assigned provided that such programmes build upon studies at tertiary level.

(5) Senate may also approve inter-faculty awards which may be offered by two or more entities of the University.

Registration and Special Course Requirements

4. (1) Applicants shall apply to register for the Course on the prescribed form and within the time specified by the Office of the Registrar.

(2) To be registered as regular students in any undergraduate Course, applicants must satisfy the requirements for registration as regular students in terms of the Admission Regulations of the University and any Special Course Requirements laid down in the bye-laws for the Course.

Course Plan

5. (1) In any Course Plan, full-time students shall be required to register for study-units to which 60 credits are assigned as indicated in the Programme/s of Study for the Course.

(2) In any Course Plan, full-time students shall not be required and may not register for more than 36 credits in any one semester.

(3) Study-units taught and assessed over two consecutive semesters shall be deemed to be divided equally between the two semesters for the purpose of establishing the number of credits that a student may register for in a semester.

6. (1) Students shall select and register for the study-units as prescribed in their Programme of Study as directed by the Office of the Registrar and shall not be considered students on a unit unless they have so registered.

(2) Students shall not be permitted to follow a study-unit and/or be assessed for the award of credit unless they are registered as students on that unit.

(3) Where a particular first semester study-unit is specified as a prerequisite for a study-unit to be taken in the following semester, then the prerequisite will be deemed to have been satisfied if the student has been registered for the former unit, has maintained satisfactory attendance and has completed all requirements associated with the unit.

(4) Where a particular study-unit is specified as concurrent with another, the student must maintain satisfactory attendance at both units.

(5) Students may, subject to timetable and other published restrictions, and subject to any other condition that the University may from time to time impose, change a choice of units during the Add/Drop Period that shall be published by the Registrar with the approval of Senate.

(6) The Registrar, after seeking the advice of the Faculty concerned may, subject to the same conditions and restrictions as in paragraph (5) of this regulation, allow a student to change a choice of units, or withdraw from or register for a unit after the "add/drop period" has passed, provided that no withdrawal from a unit may be permitted after any of the assessment components of that unit has been completed.

(7) Students are responsible for complying with the procedures at the time in force as published on the "add/drop" form.

Duration of Course

7. The duration of a Course shall be specified in the bye-laws for each Course but shall be not less and not more than the following periods of full-time study:

(a) one semester for courses leading to a University Certificate;

(b) between two and four semesters for courses leading to a University Diploma or University Higher Diploma; and

(c) between six and ten semesters for courses leading to the Bachelor and Bachelor Honours degrees,

provided that students may be allowed to follow a Course on a part-time basis, in which case the time spent in part-time study shall, unless otherwise stated in the Programme of Study approved by Senate, or unless in special circumstances specific arrangements are agreed in writing by the Board with the student, count as half that required in the case of full-time studies.

8. The Board may allow students to extend their studies by up to twelve months of study, irrespective of whether the student is registered on a full-time or part-time basis.

9. In special circumstances and on the recommendation of the Board, Senate may allow a further extension of up to two years of study, irrespective of whether the student is registered on a full-time or part-time basis.

10. (1) The Board may allow students, for a good and sufficient reason, to suspend their studies for a maximum period of twelve months, irrespective of whether the student is registered on a full-time or part-time basis. In such cases, the period of suspension of studies shall not be taken into consideration for calculating the period of registration in the Course in terms of the duration requirement.

(2) A student who is on suspension of studies shall not follow any study-unit, sit for any assessment, or work on the dissertation.

Academic Calendar

11. (1) The academic calendar of the University extends from 1 October to 30 September. The academic year consists of two semesters, each incorporating 14 weeks of teaching, two weeks of recess, and two and four weeks of examinations following the first and second semester respectively, followed by the summer recess.

(2) Supplementary examinations are held in September during the summer recess.

(3) Course Plans may, with the approval of Senate, include summer sessions of varying lengths.

12. The calendar for each academic year, indicating the date of the commencement of each semester, the dates reserved for examinations, and the dates of the Christmas, Easter and summer recesses, shall be approved by Senate before the commencement of each academic year, normally a year in advance.

13. Courses shall normally commence at the beginning of a semester unless otherwise approved by Senate.

Language of Instruction

14. The language of instruction shall be English, except that for areas of study involving a language teaching may be in that language. Senate may also approve the delivery of a Study-Unit in Maltese or in any other language.

Courses and Course Plans

15. Any Course shall be proposed by a Board duly authorised to offer undergraduate Courses and approved by Senate through bye-laws for the purpose.

16. Course Plans shall be approved by Senate and may consist of one or more Programmes of Study in particular Areas of Study.

17. The Areas of Study and the combinations of areas that may be taken in a Course shall be indicated in the bye-laws for the Course.

18. A Course leading to an award in more than one Area of Study may include areas that fall under the academic responsibility of different Faculties. Senate shall approve such courses provided there is the concurrence of each of the Faculties concerned.

Programmes of Study

19. There shall be a Programme of Study for each area of study in which a University Undergraduate Award may be given, whether the area is designated as a main honours, as a main or as a subsidiary area.

20. An Area of Study can be designated as a main area in the Course Plan for a Bachelor degree if at least 70 credits at the appropriate level are assigned to it.

21. An Area of Study can be designated as a main area in the Course Plan for a Bachelor honours degree if at least 110 credits at the appropriate level are assigned to it.

22. An Area of Study can be designated as a subsidiary area in a degree Course Plan if at least 35 credits at the appropriate level are assigned to it.

23. Course Plans may include optional Study-Units.

24. (1) Each Programme of Study shall be submitted for the approval of Senate by the department or division responsible for the teaching of the Area of Study.

(2) The Programmes of Study shall be approved by Senate after due process of validation and periodic review as indicated by Senate from time to time.

25. Programmes of Study shall normally be approved by Senate not less than eight months before the commencement of the Course, and shall include all the study-units in the area, indicating which of the units are compulsory or electives, and the order in which the units shall be followed.

Study-Units

26. Study-units shall be proposed by the department or division responsible for the teaching of the Area of Study and approved by Senate on the recommendation of the Board.

27. Each study-unit shall be assigned a code by the Office of the Registrar in accordance with the principles listed in Schedule 1 - System of Assigning Codes for Study-Units attached to these regulations.

28. Study-units shall be offered at levels as follows:

- 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 study-units 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.

Board of Studies

29. Boards of Studies for all Courses shall be appointed by Senate by June for a period of two years except in the case of students appointed on Boards of Studies whose appointment shall be of one year's duration.

<p>Applicable as from 1 March 2019 onwards:</p>
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<p>29. Boards of Studies for all Courses shall be appointed by Senate by September for a period of one academic year.</p>

30. Each Faculty shall recommend to Senate the appointment of Boards of Studies for Courses run under the auspices of that Faculty. In doing so, the Board shall aim to achieve an optimal arrangement for the appointment of a Board of Studies for one or more Courses run under its auspices.

31. Senate may approve the appointment of any of the following:

(a) a Board of Studies for one Area of Study for a Course, where such a Course consists only of one Area of Study;

(b) a Board of Studies for a Course consisting of more than one Area of Study offered together in that Course;

(c) a single Board of Studies for such number of Courses offered under the auspices of a Faculty, where such an arrangement is the most appropriate;

(d) the designation of a Board to carry out the functions of a Board of Studies; and

(e) any combination of the above which Senate may approve from time to time for Courses offered under the auspices of a Faculty.

32. (1) Boards of Studies shall be composed as follows:

(a) in the case of regulation 31 (a), the Board of Studies shall be composed of: (i) the head of the department responsible for the Area of Study or his delegate as chairman; (ii) at least two other academic members; and (iii) two students elected from amongst the students registered on the Course;

(b) in the case of regulation 31 (b), the Board of Studies shall be composed of: (i) the heads of the departments responsible for the Areas of Study concerned, or their delegates, one of whom shall be appointed chairman; (ii) at least one other academic member from each of the departments concerned; and (iii) two students elected from amongst the students registered on the Course;

(c) in the case of regulation 31 (c), the Board of Studies shall be composed of: (i) the Course coordinators for a number of Courses offered under the auspices of a Faculty, or their delegates; one Course coordinator shall be appointed chairman; (ii) at least one other academic member teaching on each of the Courses concerned; and (iii) two students elected from amongst the students registered on the Courses; and

(d) in the case of regulation 31 (d), the Board shall be designated by Senate to perform the functions of a Board of Studies.

(2) In the case of a Course offered by two or more Faculties, Senate may appoint, on the joint recommendation of the Faculties concerned, an inter-Faculty Board of Studies. Such a Board of Studies shall consist of: (i) the Dean or his delegate of each Faculty concerned; (ii) at least two other academic members from each Faculty; and (iii) two students elected from amongst the students registered on the Course. One of the Deans shall be appointed chairman. The terms of reference of such a Board of Studies is to ensure better coordination of programmes of study where study-units are offered by different Faculties.

Applicable as from 1 March 2019 onwards:

(3) Faculties may include as members on all Boards of Studies up to two stakeholders in the areas of expertise covered by the relevant programme.

(4) Administrators from all Faculties concerned shall attend meetings of the Board of Studies.

33. The functions of Boards of Studies shall include the following:

- (a) implementing the regulations and bye-laws governing the Programme of Study, subject to the general directions given by the Board concerned;
- (b) monitoring and evaluating the Programme/s of Study;
- (c) making proposals to the Board for the revision of the Programme/s of Study; and
- (d) monitoring the assessments and the procedures used in the assessment of the performance of the students.

Credits

34. A credit value is assigned to each study-unit indicating the total learning time, including time devoted to tuition, private study and assessment, which an average student might be expected to spend in achieving the learning outcomes associated with the unit; one credit nominally represents 25 hours of learning, of which five to seven hours are normally direct teaching when a study-unit is imparted in the standard lecturing mode.

35. Study-units taught and assessed within a single semester shall normally be assigned not less than four credits (except for study-units designated as optional, which may be assigned two credits) and not more than 30 credits.

36. Credits shall be awarded to students who pass the assessment for that unit. The mark/grade and credits for a particular unit cannot be awarded to a student more than once, unless a student is required to follow a compulsory study-unit credit for which had been obtained towards another award, in terms of regulation 38.

37. Study-units credited to a student may not normally be used towards an award after seven years have elapsed from the award of the credit to the student.

38. The same credits cannot be counted towards two separate qualifications unless one qualification is considered by Senate to be an interim qualification in the normal progression to the other, higher level qualification, provided that a Board of Studies may exempt a student from the attendance requirement of a compulsory study-unit credit for which was obtained towards another award, although such a student shall still be required to be assessed in the unit.

39. (1) Subject to regulations 37 and 38, students who obtained credit when registered at other recognised institutions of higher education may have their credits accepted by the Board of Studies for transfer towards a specific Programme of Study except to a programme leading to a University Certificate, provided that any award of the University shall be subject to the last 60 credits of the Course being awarded by the University of Malta and, except for students who participate in periods of study abroad approved by the University, the classification of the award is calculated only on the credits obtained from the University of Malta.

(2) The mark, grade and credit value equivalence of the units for which credits are transferred shall be calculated by the Office of the Registrar in consultation with the Board.

Attendance

40. (1) Unless otherwise specified in the bye-laws of a Course, or expressly stated in the description of a study-unit as published in the catalogue of study-units, attendance for lectures, tutorials, seminars, practical or clinical sessions or work placements, fieldwork and any other teaching session in whatever mode is obligatory. On the basis of documented evidence, a lecturer may bar a student whose attendance in a study-unit is not satisfactory from being assessed in that study-unit. In such cases a 0 mark and an F grade shall be assigned and recorded.

(2) The University will not excuse students from missing lectures or other teaching activities, and neither will it tolerate late submission of assignments or any defaults in coursework due to work or unauthorised commitments. No rescheduling of lecturing-related activities, examinations or vivas will be approved to accommodate such commitments.

Assessment

(1) Marking and Grading

41. Examiners shall express the student's performance in the assessment of study-units as a percentage mark and as a grade as indicated in the tables below. Both the percentage mark and the letter grade shall be recorded in the student's academic record. The percentage mark shall be used for the purpose of calculating the student's progress and for the award classification.

Descriptor	Mark Range	Grade
Work of exceptional quality Exceptional performance showing comprehensive understanding and application of the subject matter. Evidence of extensive additional reading/research/work.	95%-100%	A+
Work of excellent quality Superior performance showing a comprehensive understanding of the subject matter. Evidence of considerable additional reading/research/work.	80% - 94%	A
Work of very good quality Performance is typified by a very good working knowledge of subject matter. Evidence of a fair amount of reading/research/work.	75% - 79%	B+
Work of good quality Above average performance, with a working knowledge of subject matter. Evidence of some reading/research/work.	70% - 74%	B
Work of average quality Considerable but incomplete understanding of the subject matter. Evidence of little reading/research/work.	65% - 69%	C+

Descriptor	Mark Range	Grade
Work of fair quality Basic understanding of the subject matter. No evidence of additional reading/research/work.	55% - 64%	C
Work of rather low quality Minimal understanding of the subject matter, with no evidence of additional reading/research/work.	50% - 54%	D+
Marginal Pass Marginal performance, barely sufficient preparation for subsequent courses in the same area.	45% - 49%	D
Pass - when assessment is based on a Pass/Fail basis only for study-units that are used for establishing eligibility to progress or for the award but are not taken in consideration for calculating the student's progress and for award classification purposes.	Not Applicable	P
Compensated Pass. Performance in the assessment of a study-unit, except a non-compensatable unit, that is deemed to be just below marginal pass but is deemed to be compensatable by good performance in other units. (vide regulation 50.)	35% - 44%	CP
Narrow failure that however is not compensated by good performance in other units.	35% - 44%	F
Unsatisfactory, failing work in any study-unit.	0% - 34.%	F
Unsatisfactory, failing work in a non-compensatable study-unit.	0% - 44%	F
Unjustified absence for an assessment, or failure to hand in assigned work on time, or ineligibility to take assessment due to unapproved absence from lectures. Shall be considered as F with 0 marks in the calculation of the average mark.	0%	F

42. The following grades when assigned to study-units shall not be taken into consideration for computation purposes but form part of the student's academic record:

Grade	Descriptor
I	Temporary grade for (a) incomplete work due to justifiable reasons (illness, approved absence, etc.) for which the assessment date has been postponed or deadline for submission of work has been extended or (b) work which is being considered in terms of the disciplinary procedures stipulated in the University Assessment Regulations, 2009.
W	Approved withdrawal of the registration for a study-unit after the official add/drop period has elapsed, given in consideration of exceptional circumstances, such as absence from lectures due to prolonged illness during the semester. The unit shall not be taken into consideration in the calculation of the average mark.

(2) Calculating an Average Mark

43. In calculating the average mark for each year of the Course (referred to as the Year Average Mark), each individual mark obtained for each unit registered for during the year shall be weighted by the credit value of the corresponding unit, the resultant marks are added and divided by the total number of credits to give the Year Average Mark. The average shall be recorded correct to one decimal place.

44. (1) The Final Weighted Average Mark that shall be used to classify the award shall be calculated by weighting each Year Average Mark by the corresponding factor for the year as indicated in the bye-laws for the Course in terms of regulation 77 (b) and the average shall be recorded correct to the nearest whole number.

(2) The Final Weighted Average Mark for the Bachelor in General Studies (B.Gen. St.) degree shall be based on the results obtained in each year of the Course, all years being weighted equally.

Assessment Methods

45. The method of assessment for each study-unit shall be indicated in the study-unit description and published in the catalogue of study-units.

46. When the method of assessment comprises more than one assessment component, the percentage weighting of each component shall be given. Students shall be awarded the credits associated with the study-unit if they obtain an overall weighted mark of 45% or higher for the unit as a whole, provided that Senate may, in the case of study-units comprising a practical component, approve that a particular mark must be obtained in a component for students to be awarded a pass mark/grade in the study-unit.

47. Unless in special circumstances and with the approval of the Board, all students on the same study-unit shall be assessed by the same method/s of assessment. Supplementary assessments shall normally have the same mode of assessment as the corresponding first assessment.

48. (1) Assessment may be made:

(a) **in a continuous mode**, i.e. by a set of assessments, which may take the form of class tests, take-home assignments, oral tests, practical work/projects, or a combination of two or more of these methods, or any other method of continuous assessment approved by the Board distributed throughout the study-unit; or

(b) **in a final mode**, i.e. by a single assessment at the end of the study-unit; or

(c) **in a continuous and final mode**, i.e. partly by a set of assessments distributed throughout the study-unit and partly by an assessment at the end of the study-unit.

(2) Study-unit assessments shall be conducted in terms of the University Assessment Regulations, 2009.

49. Any work assigned as coursework for continuous assessment purposes shall always be submitted before the date of the final examination of the study-unit. When a study-unit is assessed by coursework only, the date of submission of the work shall not be set later than the last day of the examination session following the semester during which the study-unit is given.

50. (1) Students who fail in any study-unit, except a compulsory study-unit that is declared to be non-compensatable in a Programme of Study, with a mark of not less than 35% and whose current Year Average Mark is at least 50% shall be awarded the grade CP and shall be awarded credit for the unit by compensation and shall not be required to be reassessed.

(2) Bye-laws may provide that in courses comprising two main areas of study, units in one area declared to be compensatable may be passed by compensation if students obtain a mark of not less than 35% in the unit and their Average Mark in the programme of study for the same area for the current year is at least 50%. In such cases, eligibility for a compensated pass shall not be based on the Year Average Mark as provided for in paragraph (1) of this regulation.

(3) A student may only refuse the award of a compensated pass and opt for reassessment in the September supplementary session when the mark obtained in the supplementary session could make a difference for the purpose of reaching an average mark required for access to a particular Programme of Study. In such cases, the student is required to advise the Registrar of his intention after all results for the year have been published but by not later than 16 August preceding the date of the supplementary session.

Supplementary Assessments

51. Students who fail a study-unit in the first sit and who are not eligible for a CP (compensatory pass) shall be allowed three supplementary assessments in order to obtain credits for the study-unit, provided they are eligible for such supplementary assessments in terms regulations 52 and 53.

52. In any academic year, students shall only be eligible to be re-assessed in study-units to which not more than a total of 20 credits are assigned.

53. (1) Students shall be allowed to sit for a study-unit for which they did not obtain credits for whatever reason, during the next scheduled assessment session of that study-unit, provided they had satisfied the attendance requirement of the study-unit and the deadlines for submission of coursework and provided they are eligible in terms of regulation 52.

(2) Students who fail a study-unit due to unjustified absence for an examination or due to non-submission of coursework by the set deadlines, may be allowed a supplementary session at the discretion of the study-unit examiner/s.

(3) Students who fail a study-unit due to ineligibility to take the first assessment because of failure to satisfy the attendance requirement shall not be allowed a supplementary assessment, unless in special circumstances with the approval of the Board of Examiners. In such cases, the Board of Examiners shall impose special requirements on the student to make up for the missed teaching sessions.

54. In the supplementary assessment of a failed study-unit, students may be required to be reassessed either in particular component/s of the assessment or in all the components of the assessment as indicated in the description of the study-unit. An assessment component may be indicated as not having the possibility of a supplementary assessment, in which case the original mark obtained is retained.

55. Students who fail the assessment of a study-unit involving a work placement, clinical practice or any other unit that requires assessment over a period of time, and when it is not practicable or possible for students to be re-assessed during the current year, shall not have the right to a supplementary assessment and shall:

either (1) be required to refer the study-unit to the following year if such referral is allowed in terms of these regulations;

or (2) be required to re-do the unit during an additional year of study. Such an additional year may, at the discretion of the Board, not be counted for the purpose of Course duration.

The conditions for the re-assessment of such study-units shall be indicated in the particular study-unit description and/or in the bye-laws for the Course.

56. In any supplementary assessment, the maximum mark/grade that may be awarded shall be 45%, grade D.

57. Supplementary assessments shall be held as follows:

(1) for the continuous assessment mode: by arrangement with the lecturer concerned provided that reassessment is completed before the end of the supplementary assessment session; and

(2) for the examination mode: at the supplementary session of examinations, held in September.

Progress

(1) Regular Progression

58. Students shall register as regular students in the following year of the Course on obtaining the 60 credits assigned to the study-units for their current year as indicated in the Course Plan and Programme/s of Study.

(2) Conditional Progression

59. Students who after the supplementary session need not more than 10 credits in order to successfully complete the Course Plan for the year, shall, whenever possible and after academic counselling by the Dean and/or the head of department concerned, be given the option by the Board to either:

(a) refer the failed study-units (including any passed components) to the following year to be done over and above the study-units indicated for that year; or

(b) repeat the failed study-unit/s (including any passed components) in an additional year of study if the student is in the final year of the Course; or

(c) repeat the year, if eligible in terms of these regulations.

60. (1) Students referred to in regulation 59 who take up the option to refer failed units (including any passed components) to the following year shall be considered to have progressed conditionally and shall not be allowed to continue with the Course if, after the supplementary assessment session of that year, they would have failed again to obtain the required credits for any of the referred units.

(2) If a student is prevented for a reason considered valid by Senate to be assessed in a referred study-unit, the student shall be required to complete the previous year's requirements in an additional year of study. Under no circumstances shall a student be allowed to progress from the current year to a subsequent year if the requirements of the year previous to the current have not been satisfied.

61. In the case of non-compulsory referred study-units, the Board, after consultation with the head of department and/or the Board of Studies, may allow students to register for alternative study-units which fall within the scope of the students' Programme of Study.

62. A study-unit that has been accepted as an alternative to a referred study-unit shall, for the purpose of these regulations, be deemed to be a referred study-unit and the provisions of regulation 60 shall apply.

63. Any study-unit may be referred to the following year once only.

64. Students who fail the assessment of a referred study-unit in a normal session of examinations shall be allowed a final re-assessment in the September supplementary session, provided that they are eligible in terms of these regulations.

65. The maximum mark/grade that may be awarded to a referred study-unit, including study-units accepted as alternative to referred ones, and irrespective of whether the study-unit is assessed in a normal or in a supplementary session of examinations, is 45%, grade D.

Change of Area of Study

66. A student registered in a degree with more than one Area of Study may request to change one of the Areas of Study. In such instances, the Board may, at its discretion, allow students to change under those conditions it may impose, including the condition of an additional year of study.

Requirement to repeat a year of study or to terminate a Course

67. Students who, by the end of a particular academic year of study, lack more than 20 of the credits required for their current year including credits for referred study-units shall not be allowed a reassessment in any of the failed study-units pertaining to the programme of their current year but shall be eligible to a re-assessment of any failed referred unit/s. Such students shall be required to repeat the year if after the supplementary session they successfully complete the referred units and if eligible in terms of these regulations. If not eligible to repeat the year, students shall be required to withdraw from the Course.

68. Students who, after the supplementary assessment session still lack more than 10 credits to complete the requirements of their Course Plan for the particular year shall be required to repeat the year if eligible in terms of these regulations or, if not eligible to repeat a year, shall be required to withdraw from the Course.

69. Students shall be allowed to repeat a year of a Course once only and shall not be allowed to repeat another year in the same Course, unless in exceptional circumstances and with the approval of Senate.

70. (1) Students who are not eligible to progress to the next year of the Course and are allowed to repeat the failed year shall be required to follow the Programme/s of Study that is/are current for the academic year during which they are repeating, including any study-units the student may have successfully completed in their failed year, provided that such students shall always be required to successfully complete all the compulsory units of their Programme/s of Study.

(2) In the first assessment of this year any grade may be obtained; in a supplementary assessment, the maximum grade that may be awarded shall be grade D. The credits obtained in this year shall count towards the final classification of the degree.

71. The results obtained during the failed year shall not be taken into consideration for the award of the degree and shall not be included in the student's academic record, provided that:

(i) at the discretion of the Board, students registered in a degree comprising more than one Area of Study and whose overall Year Average Mark is at least 50%, may be allowed to retain the credits obtained in a successfully completed Area of Study. In such instances, the Board may either allow the student to register part-time and follow the units of the failed area only, or, time-table constraints permitting, allow the student to register also for some higher level study-units in the other area/s;

(ii) at the discretion of the Board, students registered in a degree comprising both clinical/practical and theoretical components and whose overall Year Average Mark is at least 50%, may be allowed to retain the credits obtained in a successfully completed component but will be required to repeat the failed component in its entirety

72. (1) Notwithstanding the provisions of regulation 36, where applicable, the bye-laws of a course may provide that a successfully completed year of study in one area of study, whether on a full-time or a part-time basis, may be followed again in its entirety in an additional year to allow students one other opportunity to obtain the minimum requirements required for progression within that programme, provided that where the minimum requirements are based on study-units spread over two years, the additional year may be availed of only once in either year.

(2) The original results obtained in the successfully completed area of study shall not be taken into consideration for progression within the programme or for the award of the degree and shall not be included in the student's academic record.

(3) Students may follow an additional year in terms of paragraph (1) of this regulation once only in a course of study. This additional year shall not be regarded as a repeat year and shall not count for the purpose of regulation 69.

Special Provisions for Students in the Final Year of a Course

73. (1) Students who, after the supplementary session of examinations of their final year of study in a Course, need only to successfully complete one study-unit (normally a dissertation, long essay or project) to which more than ten credits are assigned in order to successfully complete the Course shall be allowed an extra year of study in which to complete the missing unit.

(2) Students who successfully complete a research Study-Unit, such as a dissertation, long essay or project, shall not be required to re-do such a Study-Unit if they are required to repeat the year.

Consequences of Withdrawal from a Course

74. Students may only be allowed to re-join a course as stipulated in Admissions Regulation, 2016. On re-joining the Course, students shall be required to follow the Programme of Study that is applicable for that year and they shall be required to follow all study-units, including those they may have successfully completed during the failed Course.

75. When a student withdraws from a Course either by choice or because ineligible to proceed further in terms of these regulations, and unless the bye-laws for the Course provide for the granting of an interim award the student shall:

(a) if at least 60 credits have been obtained, the student shall be granted the Certificate in General Studies (Cert. Gen. St.);

(b) if at least 120 credits have been obtained, the student shall be granted the Diploma in General Studies (Dip. Gen. St.); and

(c) as from academic year 2010/11, if at least 180 credits have been obtained in the course in which the student is registered and in accordance with the definition of a Bachelor degree as in paragraph (4) of regulation 3, the student may request to be awarded the degree of Bachelor in General Studies (B.Gen. St.). Students who partially completed degree programmes prior to the academic year 2010/11 and who satisfy this regulation shall have the right to request, on entry into force of this regulation, to be awarded the degree of Bachelor in General Studies *ex gratia*, provided that this degree shall not be granted retroactively, in all instances without reference to any Area of Study in the title of the award.

Classification of Undergraduate Awards

76. (1) Certificates shall be awarded unclassified.

(2) Diplomas and Higher Diplomas may be awarded in any of the following classifications:

Pass with Distinction
Pass with Merit
Pass.

(3) Bachelor Degrees may be awarded in any of the following categories:

Category I (Summa Cum Laude)
Category IIA (Magna Cum Laude)
Category IIB (Cum Laude)
Category III (Bene Probatus)

(4) Bachelor Honours degrees may be awarded in any of the following classes:

First Class Honours (Summa Cum Laude)
Second Class Honours (Upper Division) (Magna Cum Laude)
Second Class Honours (Lower Division) (Cum Laude)
Third Class Honours (Bene Probatus)

(5) A Bachelor degree obtained in accordance with the provisions of Regulation 3(4)(ii) shall be awarded a Pass (Probatus).

(6) A Bachelor in General Studies degree obtained in accordance with the provisions of regulation 75 (c) may be awarded in any of the following categories:

Category I (Summa Cum Laude)
Category IIA (Magna Cum Laude)
Category IIB (Cum Laude)
Category III (Bene Probatus).

77. The classification of awards shall be determined by the Award Classification Board in accordance with criteria that shall be indicated in the by-laws and that shall be made subject to the following provisions:

(a) The performance in study-units in a Certificate, Diploma or Higher Diploma Course shall normally be weighted equally except that, in the case of a Diploma or Higher Diploma Course that includes Level 2 study-units, such units may be weighted by a factor that is not more than twice that of Level 1 units.

(b) In degree courses, the performance in study-units of each year of the Course may be weighted differently towards the Final Weighted Average Mark, provided that the weighting of the study-units of any particular year shall not be more than 65%.

Award Classification Board

78. (1) Award Classification Boards shall be appointed as follows:

(a) for courses comprising one main area of study, the Award Classification Board shall be composed of the members of the Board of Studies, excluding the student representatives, and the external examiner when one is appointed; and

(b) for courses comprising two main areas of study, the Award Classification Board shall be composed of not less than four members, including the chairman of each Board of Studies, and the external examiner when one is appointed and if practicable.

(2) Award Classification Boards shall consult the following guidelines when deciding upon the classification of awards at the end of each Course:

(a) Diplomas / Higher Diplomas are normally awarded as follows:

Final Weighted Average Mark	Classification
100 - 80%	Pass with Distinction
79 - 70%	Pass with Merit
69 - 45%	Pass.

(b) Degrees are normally awarded as follows:

Average Mark	Bachelor Degrees	Bachelor Honours Degrees
100% - 80%	Category I	First Class Honours
79% - 70%	Category IIA	Upper Second Class Honours
69% - 55%	Category IIB	Lower Second Class Honours
54% - 45%	Category III	Third Class Honours

(3) The Award Classification Board, at its own discretion, may award a higher classification than that indicated to students whose Final Weighted Average Mark is up to five marks less than the minimum for the category/class, provided that all students who obtain the same or a higher Final Weighted Average Mark within that category/class shall be awarded the higher classification. In such cases, the Award Classification Board is required to minute the decision and the justification for it.

(4) The Award Classification Board may also award a lower classification than that indicated in the above guidelines, provided that all students who obtain the same or a lower Final Weighted Average mark within that category/class shall be awarded the lower classification. In such cases, the Award Classification Board is required to obtain the authorisation of the Board of the Faculty responsible for the particular Course that shall minute the decision and the justification for it. The student/s concerned may appeal to Senate against the decision within two weeks of the publication of the final classification.

(5) Students who repeated a year or were allowed a suspension of studies or an additional year shall be classified with the cohort of students completing the course in the same academic year.

Miscellaneous

Changes to published Programmes and Study-Units

79. The University shall make every effort to ensure that the published Course Plans, Programmes of Study and Study-Unit Catalogues are complete and up-to-date, but reserves the right to make changes on the recommendation of the relevant Board. The availability of optional units may be subject to timetabling constraints. Units not attracting a sufficient number of registrations may be withdrawn without notice.

Consequences of Unfulfilled Obligations

80. A student in debt to the University, or otherwise having unfulfilled obligations to the University, shall not be permitted to re-register in any succeeding sessions, nor shall a degree, higher diploma, diploma or certificate be conferred upon a student in debt or having unfulfilled obligations, except by special permission of the Rector, or until the debt is paid or the obligation is fulfilled.

Professional Misconduct and/or Unsuitability

81. (1) In the case of students following courses which involve work with vulnerable persons, the University may at any time suspend or preclude from further studies any student who, following appropriate investigatory procedures that Senate may establish for such cases, is deemed to have acted or be acting in a manner which jeopardises the welfare of the subject (whether patient, pupil, or client) or which contravenes the relevant professional codes of conduct (i.e. professional misconduct), or whose behaviour is deemed to be incompatible with that required by the profession (i.e. professional unsuitability).

(2) The University may request a Police Good Conduct Certificate of its students. Students shall inform the University if the declaration on their certificate changes during their registration on a University course, in which case this declaration shall be considered by a sub-committee of the Admissions Board appointed by Senate for the purpose.

Special Provisions for Part-Time Courses

82. (1) A Board may, from time to time, offer students the opportunity to follow a Course on a part-time basis in Areas of Study which shall be indicated before the commencement of each Course.

(2) The provisions of the foregoing regulations shall apply *mutatis mutandis* to courses followed on a part-time basis, and subject to such changes as may reasonably be deemed by the necessary Board as necessary due to the part-time nature of the Course.

Supervision of dissertations

83. (1) In the case of a dissertation study-unit, the Board shall appoint a supervisor for each student, provided that if required a co-supervisor may also be appointed.

(2) A supervisor shall not be related to a student by consanguinity or by affinity to the third degree inclusive or have a dual relationship with the student.

(3) The supervisor or the supervisory team when a co-supervisor is appointed shall be responsible for providing guidance to students under their care in the following areas:

(a) assisting students to select and elaborate a research problem and to formulate a written proposal for their dissertation;

(b) offering ideas and providing guidance and encouragement on the planning and progress of research, submission of the dissertation, and publication of results;

(c) providing or arranging instruction in research methodology, including use of information technology;

(d) guiding students in acquiring and improving appropriate generic skills, including written and oral communication, numeracy, decision-taking and organisational and management skills;

(e) ensuring that the students are aware of the manner in which research results are reported and that they understand the implications of plagiarism and other unbecoming academic practices; and

(f) any other matters which require the attention of the Board or Senate.

(4) Supervisors shall meet students regularly to review progress. Meetings may be substituted by other means of communication.

(5) Supervisors are not responsible for proof-reading dissertations. Neither is it their responsibility to ensure that dissertations do not contain plagiarised parts.

(6) If plagiarism is detected by a supervisor in drafts or in the final version of a dissertation prior to formal submission, the supervisor shall use discretion as to whether to reprimand the student and demand corrective action or to report the matter to the Assessment Disciplinary Board, depending on the gravity of the offence.

Boards of Examiners for Dissertations

84. (1) Dissertations submitted for a Bachelor's degree shall be assessed by a Board of Examiners appointed by Senate for the purpose, on the recommendation of the Board, which shall normally be composed of at least three members.

(2) The Board of Examiners shall follow the procedures for the assessment of dissertations for Bachelor degrees, as approved by Senate.

Assessment of Dissertations

85. For dissertations presented for the award of a Bachelor's degree:

(1) an oral examination shall be held if it is indicated in the method of assessment of the dissertation study-unit. A second oral examination may be held at the discretion of the Board of Examiners in cases of resubmission of dissertations following major corrections or resubmission of failed dissertations;

(2) if an oral examination is not indicated in the method of assessment of the dissertation study-unit, it may be held in cases of borderline dissertations verging on a fail, in cases of resubmissions of failed dissertations, or in cases where there is lack of consensus among the Board of Examiners.

86. (1) When an oral examination is indicated in the method of assessment in terms of regulation 85 (1), after reading and marking the dissertation, the Board of Examiners shall call the student for the oral examination and shall either:

(a) award an overall pass to the dissertation unconditionally or subject to minor corrections which shall be submitted within a time established by the Board of Examiners and to the satisfaction of the chairman of the Board of Examiners in consultation with the supervisor. If the changes are not effected properly, the Board of Examiners shall award a mark and grade for the original version; or

(b) in the case of borderline dissertations verging on a fail, advise major corrections to the dissertation which shall be submitted within a time established by the Board of Examiners and to the satisfaction of the chairman of the Board of

Examiners in consultation with the supervisor, in order to qualify for a minimum pass mark and grade (ie 45%, grade D). If the changes are not effected properly, the dissertation shall be declared as failed and a re-assessment shall be allowed if eligible in terms of these regulations; or

(c) in cases of low quality dissertations, declare the student to have failed with the possibility of a re-assessment if eligible in terms of these regulations.

(2) When an oral examination is not indicated in the method of assessment in terms of regulation 85 (2), after reading and marking the dissertation, the Board of Examiners shall either:

(a) award a pass to the dissertation unconditionally or subject to minor corrections which shall be submitted within a time established by the Board of Examiners and to the satisfaction of the chairman of the Board of Examiners in consultation with the supervisor. If the changes are not effected properly, the Board of Examiners shall award a mark and grade for the original version; or

(b) in the case of borderline dissertations verging on a fail, the Board of Examiners may:

either (i) refer the dissertation back to the student for major corrections which shall be submitted within a time established by the Board of Examiners and to the satisfaction of the chairman of the Board of Examiners in consultation with the supervisor, in order to qualify for a minimum pass mark and grade (ie 45%, grade D). If the changes are not effected properly, the dissertation shall be declared as fail and a re-assessment shall be allowed if eligible in terms of these regulations;

or (ii) call the student for an oral examination before deciding if the dissertation should be referred back to the student for major corrections or if the dissertation shall be declared as fail with the possibility of a re-assessment if eligible in terms of these regulations; or

(c) in cases of low quality dissertations, declare the student to have failed with the possibility of a re-assessment if eligible in terms of these regulations.

(3) When a Board of Examiners fails to reach consensus about the final mark/grade they shall proceed according to regulation 24 of the University Assessment Regulations, 2009.

(4) A Board of Examiners shall not allow a period longer than three months for major corrections in cases of borderline dissertations verging on a fail, and not longer than six months for resubmission of failed dissertations, unless there are valid reasons which shall be recorded in the report of the Board of Examiners.

(5) Major corrections to borderline dissertations verging on a fail as required by the Board of Examiners may be submitted once only.

Dissertation Copies

87. Before graduating, and where applicable, students shall present two hard bound copies of the dissertation to the Faculty, and one electronic version for the

University Library, which shall include a signed declaration of authenticity. The electronic version must conform to the standards set by the University of Malta Library.

Copyright and Intellectual Property

88. Students must abide by the University of Malta Intellectual Property Policy.

Confidentiality Agreements

89. (1) Confidential information includes, but is not limited to, training know-how, information, methodologies and manuals; workbooks; statements of operating practice; specifications; drawings; designs; formulae; discoveries; inventions; technical information; know-how generally; lab notebooks; manuscript papers; software; information about the methods, concepts and techniques on which software is based; samples; finances; financial models; pricing and other commercial information; business plans; marketing plans; and any information considered to be sensitive by the University Research Ethics Committee.

(2) Students are bound not to disclose any confidential information which may come into their possession and/or which they are exposed to and/or which they have access to. Furthermore, students may be asked by the University to sign specific confidentiality agreements should it be deemed necessary.

(3) Subject to the provisions of sub-paragraph (1) of this regulation, information shall not be considered as confidential information if:

(a) it was already known to the student and it was not subject to any obligation of confidentiality by the student to the University;

(b) it is or becomes publicly known without the act or omission of the student;

(c) it is obtained by the student from a third party with a valid right to disclose such confidential information, provided that said third party is not under a confidentiality obligation to the University;

(d) it is approved for release in writing by an authorised representative of the University; or

(e) the student is specifically required to disclose pursuant to a law or order of any Court of competent jurisdiction.

Confidentiality of Assessable Student Work

90. (1) Where the student considers that assessable student work should remain confidential during or after completion of the programme of studies or research, a request for it to be embargoed must be made to the Library Committee.

The Library Committee shall consult with the Faculty concerned before taking a decision. The period of confidentiality approved shall not normally exceed two years from final submission of such work to the University. However, in cases where publication of the assessable student work would prove detrimental to the student or the University or the sponsor or the funding body or the persons referred to in such work, a further period may be approved.

(2) In any case and without prejudice to paragraph (1) of this regulation, the University retains the right to request the embargo of assessable student work. In the event that assessable student work is embargoed, the student shall be bound to treat the contents of such work as confidential. Prior to any publication, the provisions about publication and exploitation, as detailed in the University of Malta Intellectual Property Policy shall apply in every case.

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.

ECTS CREDITS

*(Extracts from ECTS Users' Guide
European Commission)*

WHAT ARE ECTS CREDITS?

ECTS credits are a numerical value (between 1 and 60) allocated to course units to describe the student workload required to complete them. They reflect the quantity of work each course unit requires in relation to the total quantity of work necessary to complete a full year of academic study at the institution, that is, lectures, practical work, seminars, tutorials, fieldwork, private study - in the library or at home - and examinations or other assessment activities. ECTS is thus based on a full student workload and not limited to contact hours only.

ECTS credits are a relative rather than an absolute measure of student workload. They only specify how much of a year's workload a course unit represents at the institution or department allocating the credits.

In ECTS, 60 credits represent the workload of an academic year of study and normally 30 credits for a semester and 20 credits for a term.

ECTS credits ensure that the programme will be reasonable in terms of workload for the period of study abroad.

ECTS CREDIT ALLOCATION

How to allocate ECTS credits to course units?

ECTS credits should be allocated on a "top-down" basis. The starting point should be the full programme structure and the normal pattern of courses a student would have to take in an academic year to complete the qualification in the official length of study. Allocating credits to individual course units on a "bottom-up" basis is very complicated and may result in a total of more than 60 credits for a year, thus making credit transfer very difficult.

To which course units should ECTS credits be allocated?

ECTS credits should be allocated to all the course units available - compulsory or elective courses. Credits should also be allocated to project work, thesis and industrial placements where these "units" are a normal part of the degree programme, including postgraduate degrees as long as the learning achievements are assessed.

Is there a relationship between ECTS credits and the level or difficulty of a course unit?

There is no relationship between the two. The level of a course unit cannot be specified in ECTS credits. In ECTS the level of a course unit is described by the offering institution in the Information Package. There you will find the aims and objectives of the course, the prerequisite knowledge required, teaching and learning methods used, the mode of assessment and the description of the course content. It is entirely up to the academics to evaluate the workload, and so to allocate the credits. A more advanced or higher level course must not, therefore, carry more ECTS credits than a less advanced course, just because of its level.

Is there a relationship between ECTS credits and contact hours?

In the simplest case, yes there is, but remember that ECTS credits are not based on the contact hours themselves, but on the total workload which the contact hours generate. When a year of a course in an institution consists entirely of traditional lectures, tutorials and examinations, it is quite likely that the contact hours are directly related to the student workload, and so to the ECTS credits for each course unit. The exact nature of the relationship may change as the course progresses; this will be evident if successive years of a course have different totals of contact hours, though each year should total 60 ECTS credits.

It is more complex when a course includes large blocks of contact time devoted to supervised laboratory work or design classes. It is clear that one of these contact hours does not involve the same total work as a traditional lecture hour, and would be converted wrongly into ECTS credits if it were treated as the same. A laboratory hour would be valued at between a quarter and half of a lecture hour, depending on institutional practice. When project work is largely unsupervised, it is easiest to consider what proportion of the year would be needed to complete the project on a full-time basis, i.e. to think in “weeks” rather than “hours”.

What about optional or elective course units?

As stated before, optional or elective units must be allocated credits along the same lines as for a core or compulsory course unit, that is, on the basis of the proportion of workload it represents in relation to the overall workload of a year’s study. What is an optional or elective course unit in one institution may well be a core or compulsory course unit in another. In some institutions optional or elective units are not included in the regular study programme but can be taken in addition to it. ECTS credits in that case should be allocated to optional units according to the workload they would represent if they were included in the programme.

THE AWARD OF ECTS CREDITS TO STUDENTS

What is the difference between credit allocation to course units and the award of credits to students?

ECTS credits are allocated to course units but are only awarded to students who successfully complete the course by satisfying the assessment requirements. In other words students do not get ECTS credits simply for attending classes or

spending time abroad - they must satisfy the assessment regulations specified at the host institution to demonstrate that they fulfilled the stated learning objectives for the course unit. The assessment procedure may take various forms: written or oral examinations, coursework, a combination of the two or other means such as presentations at seminars, information on which should be included in the Information package.

The learning outcomes and assessment methods of all course units, including project works, theses and industrial placements, should be described in the information package. Credits are not awarded for good marks - the amount of credit for a course is fixed and is the same for all students who succeed in the assessments. The quality of the student's performance on the programme of study is given by grades

These regulations were published as:

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Legal Notice 275 of 2009 – Malta Government Gazette No. 18,497 – 20 October 2009

Legal Notice 12 of 2010 – Malta Government Gazette No. 18,531 – 8 January 2010

Legal Notice 516 of 2010 – Malta Government Gazette No. 18,862 – 3 December 2010

Legal Notice 181 of 2011 - Malta Government Gazette No. 18,748 – 10 May 2011

Legal Notice 369 of 2011 – Malta Government Gazette No. 18,804 – 9 September 2011

Legal Notice 34 of 2012 – Malta Government Gazette No. 18,859 – 24 January 2012

Legal Notice 168 of 2012 – Malta Government Gazette No. 18,920 – 25 May 2012

Legal Notice 240 of 2012 – Malta Government Gazette No. 18,945 – 24 July 2012

Legal Notice 137 of 2013 – Malta Government Gazette No. 19,082 – 30 April 2013

Legal Notice 298 of 2013 – Malta Government Gazette No. 19,146 – 1 October 2013

Legal Notice 333 of 2013 – Malta Government Gazette No. 19,154 – 18 October 2013

Legal Notice 44 of 2014 – Malta Government Gazette No. 19,204 – 31 January 2014

Legal Notice 130 of 2014 – Malta Government Gazette No. 19,235 – 11 April 2014

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