

**IMPORTANT NOTICE REGARDING EXAMINATIONS
HELD IN MALTA AND GOZO**

FOR THE ATTENTION OF STUDENTS

PLEASE READ CAREFULLY

1. Students are advised to **check carefully beforehand the published time-table for the date, time, and venue of all their examinations.**
2. Students are reminded that they are to **be seated in the examination room at least 10 minutes before the start of the examination**, as directed by the invigilators. A list of students taking the examination will be fixed on the door or notice board showing the desk number for each student. **Students are required to sit at the desk indicated for them.**
3. **Students should bring with them their national or University identification card.** They are required to place such cards on their desk for the duration of the examination.
4. Students are reminded that five minutes **Reading and Noting Time** are being added to the duration of the examination. There are no restrictions, and students are allowed to **start answering questions** even during these 5 minutes
5. **Students shall not be allowed into an examination room after the first 30 minutes or to leave the examination room, whether temporarily or permanently, during the first half an hour and during the last ten minutes of an examination.**
6. Students may not, **unless expressly stated in the rubric of the examination paper**, bring into the examination room any books, dictionaries, notes or any other printed or written matter or any other form of recorded matter (including mp3/mp4 players), any blank paper or any blank recording material, any pencil case or similar receptacle, any electronic device for mathematical calculations or any electronic data processor and any means of communication such as mobile phones, smart phones, smart watches, etc.



7. **Under no circumstances should students keep mobile phones, tablets, smart watches, programmable calculators, laptops or similar equipment on their person or their desk**, whether switched on or not, during examinations (including during the reading and noting time). Such equipment should be switched off and placed in bags or handed over to the invigilators before the commencement of the examination. **Disciplinary action will be taken if students are found to be in possession of any such device, even if switched off, during examinations.**
8. Students shall **not** during any examination, by any other improper means whatsoever, **obtain or seek to obtain advantage in an examination**, or give or endeavour to give assistance to other students.
9. **Writing on the hands or anywhere else on the person or clothing (whether written before or during the examination time)** is strictly not allowed.
10. **Students are warned that the University does not tolerate cheating or attempts at cheating in examinations. Students who are found guilty of a breach of the University Assessment Regulations are liable to disciplinary action which may result in an examination being cancelled and other disciplinary action, including dismissal from the University.**

The University Assessment Regulations are available at:

<http://www.um.edu.mt/registrar/regulations/general/assessmentregulations>

Veronica Grech
Registrar

IMPORTANT NOTICE FOR THE ATTENTION OF STUDENTS

ABSENCE FROM EXAMINATIONS HELD IN MALTA AND GOZO

READ CAREFULLY

In terms of the University Assessment Regulations, 2009 (<http://www.um.edu.mt/registrar/regulations/general/assessmentregulations>), students who absent themselves from examinations are required to inform the University of the reason for absence. Such justifications will be considered by Senate and if accepted as valid, students will be allowed to take the missed examination/s as a first sit in the September 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. If students are absent or fail an examination in the September session, then that examination will be taken at the first opportunity in the next academic year, subject to the student being eligible to progress to the following year in terms of the General Regulations for Undergraduate and Postgraduate Awards and the course bye-laws.

Notification of absence should be made to your Faculty/Institute/Centre/School Office by phone 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>. This Medical Report should be 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 **practising** 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/Institute/Centre/School Office 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.



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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. If you attend and leave the examination hall due to sickness, depending on the number of credits missing at the end of the academic year, students may be progressed conditionally to the following year or will have to repeat the year in terms of the applicable regulations.

Veronica Grech
Registrar



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The following items
are **not allowed** in the
examination room*



Books
Dictionaries
Notes



Mobile phones
Smart phones
Smart watches



Blank paper
Recording material
MP3/MP4 players



Pencil case
(on desk)



Calculator or
electronic data processor



Laptops
Tablets

*unless authorised