



Policy and Process for Exchange Students (Inbound) who are physically unable to sit for their examinations at the University of Malta

Policy

Inbound Exchange students are obliged to be in Malta for the entire exam period. Any decision to absent oneself **without permission** during this period is at the students' risk, and the UM is not obliged to provide them with an alternative arrangement.

The procedures below are to be followed for assessments where students are required to be physically present at the University (e.g. Examinations, Practicals, Presentations, Orals etc.), but not Assignments.

Process

1. Requests for permission to leave early may only be made using the appropriate online form, available at: <https://www.um.edu.mt/registrar/exchangestudents/inboundform>
2. Students who enquire about this matter with the Registrar's Office, International & EU Office or Faculty Office will be advised to fill in the online form.
3. Students who send their request to Deans, Heads or lecturers should be directed to the Faculty Officer, who will then advise students to fill in the online form.¹
4. Upon submission, the form will be auto-distributed to the appropriate members of staff from the Office of the Registrar and International & EU Office.
5. The Registrar's Office, in consultation with the International & EU Office, will decide whether the request is justified or not.
6. When such students are deemed to have a justified reason to be excused, in the first instance an alternative method of assessment will be provided, if there is approval by the lecturer concerned (Option 1).
7. If Option 1 is not possible, the Faculty Office will try and make arrangements with the student's Home University, such that the student sits for the examination at their Home University, on the same date and at the same time as the examination is being held in Malta. The student is to provide the Faculty Office with a contact person at the Home University (Option 2).

¹ Registrar will write to Deans accordingly.

8. If Options 1 and 2 are both not possible, Senate may be requested to consider granting a first sit in September (Option 3).
9. The steps to be followed for Options 1, 2 and 3 are outlined under Roles and Responsibilities.

Roles and Responsibilities

Option 1: Alternative method of assessment

1. Officers in charge are to check with the lecturer/s concerned whether it is possible to assign an alternative method of assessment (normally an assignment that can be carried out when the student is abroad).
2. If the lecturer confirms that this is possible, the Officer then forwards the lecturer's approval (together with details of the alternative method of assessment) to the Senior Executive (Examinations) and the International and EU Office for information purposes.
3. Once an alternative method of assessment for a particular study-unit has been approved by the lecturer, there is no need to submit other similar requests concerning the same unit.
4. The officer in charge is to inform the student in question and the International and EU Office of the new method of assessment and deadline for submission.

Option 2: Sit for the Examination at Home University

If an alternative method of assessment is not possible, students are to sit for the examination at the Home University on the same date and at the same time when the examination is being held in Malta. The examination paper is to be sent to the Home University using the 7-Zip (for Windows) or iZip (for Macintosh) compression tool, if the Home University is able to make use of such software.

Alternatively, the examination paper should be saved as per the following instructions:

1. Administrative staff are to open a ticket with IT services (email: support.itservices@um.edu.mt) before the day of the examination, for assistance in zipping the papers and placing the documents in a password protected folder.
2. IT Services will contact staff when the set up can be carried out, and staff are to take the examination paper with them, saved on a pen drive.
3. For security reasons, a password will be assigned to access the respective folders, and another one to access the actual zipped papers. It is advisable to choose simple passwords (e.g. letters and numbers only, without any symbols) to ease the communication of such passwords to the foreign university staff.
4. IT Services will then provide a link that can be forwarded to the foreign university staff in order to access the examination papers 30 minutes before the commencement of the examination.

5. It is very important to highlight that any passwords are to be communicated to the assigned coordinator at the foreign university by phone and not by email, in order to ensure security at all times. Following these steps, the usual procedure is to be adhered to, namely:

- The examination is to be written on a script provided by the foreign university, whereby each page is to contain the stamp or letterhead of the institution.
- The examination script is to be faxed/emailed to the UM Faculty staff immediately upon termination of the examination, and the original script is to be sent immediately by courier to the UM Faculty staff.

6. All expenses are to be borne by the student.

Option 3: First sit in September

If Options 1 and 2 are both not possible, the student is to write to the Registrar (giving all the details and proof of the above Options (1) and (2)), to request Senate to consider the absence from the examination during the normal session as a valid reason for absence, thus not being granted a O/F result during the missed session, and to be granted a first sit in September.