

SYSTEMS OF KNOWLEDGE

The Project Booklet



MATSEC Examinations Board

University of Malta

Guidelines and General Instructions

Candidates are to present a project.

The Project involves an exercise that reflects a concrete application of at least one of the first three modules. An aspect of the experience needs to be related to a scientific principle. Care must be taken to move beyond describing a particular process to explaining the underlying scientific principle.

The Project involves a hands-on task which should span over a substantial period of time. In total the task should comprise a minimum of 20 hours.

The Project should include:

1. a duly filled project booklet
2. a reflective journal about the activity/ies carried out which should include a minimum of 8 entries and a maximum of 10 (250-300 words each)
3. an essay (1000 words +/-100)
4. concise scientific research (400 words +/-100)
5. a general bibliography and
6. evidence which may include an artefact.

The written component of the Project has to be an individual effort.

In the case of School Candidates:

1. The Project is to be approved by the Head of School or his/her delegate.
2. Systems of Knowledge tutors will assess the project by means of the marking scheme in the MATSEC project booklet and will record the marks on the same booklet.
3. Supervision of the project by the Systems of Knowledge tutor is to at least contain three official meetings:
 - a. First meeting: discussion of objectives and proposed tasks.
 - b. Second meeting: monitoring and review of progress.
 - c. Third meeting: final presentation of the project.
4. Candidates may use either English or Maltese for their projects.
5. It is highly recommended that schools carry out internal moderation of projects.
6. School based projects may be moderated by the MATSEC Board of Examiners. The Board may call a candidate for an interview in order to moderate the quality of the Project.
7. A copy of the Systems of Knowledge tutor's comments and the marks will be passed on to MATSEC as indicated by MATSEC.
8. The mark will be finalized after moderation by the MATSEC Board of Examiners.

Private candidates are to follow the same procedures and regulations as School candidates, except for the following:

1. Prior approval is not required.
2. Private candidates are to have a tutor who is knowledgeable in the subject and is familiar with the requirements of the syllabus to guide them in the process. Private candidates and their tutor are to fill in an authentication form which can be obtained from the MATSEC website.
3. Projects are to be presented in the folder approved by MATSEC which can be obtained from MATSEC, University of Malta, or the Examinations Department, Victoria, Gozo.
4. All private candidates are to present the project as instructed by MATSEC on its official website.
5. Projects will be graded by the MATSEC Board of Examiners.
6. All private candidates are to sit for an interview.

For further information, kindly refer to the Intermediate Systems of Knowledge syllabus which can be accessed through the following link:

https://www.um.edu.mt/data/assets/pdf_file/0015/217302/IM_32.pdf

STUDENT PROFILE – SCHOOL/MATSEC COPY (IN CASE OF PRIVATE CANDIDATES)

Please Tick where applicable:

School Candidate

Private Candidate

(Candidates not presented by the school will be treated as private candidates.)

Name & Surname of Candidate: _____ ID No.: _____

Address: _____

Telephone Numbers: _____ (home); _____ (mobile)

E-mail address: _____

The Project focuses on a concrete application of at least one of (Please tick accordingly):

Responsible Citizenship

Aesthetics

The Environment and the relationship to a scientific principle.

Title of Project: _____

Description: _____

Proposed Tutor's Name: _____

Candidate's Signature

Tutor's Signature



Date: _____

School Rubber Stamp *(if applicable)*

STUDENT PROFILE – STUDENT COPY

Please Tick where applicable:

School Candidate

Private Candidate

(Candidates not presented by the school will be treated as private candidates.)

Name & Surname of Candidate: _____ ID No.: _____

Address: _____

Telephone Numbers: _____ (home); _____ (mobile)

E-mail address: _____

The Project focuses on a concrete application of at least one of (Please tick accordingly):

Responsible Citizenship

Aesthetics

The Environment and the relationship to a scientific principle.

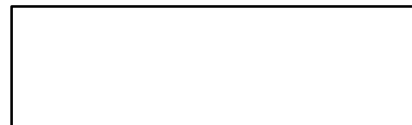
Title of Project: _____

Description: _____

Proposed Tutor's Name: _____

Candidate's Signature

Tutor's Signature



Date: _____

School Rubber Stamp *(if applicable)*

FIRST MEETING – Discussion of objectives and proposed tasks with tutor.

1. What do you intend to do to achieve the objectives of this project?

2. Explain the connection between your project and your chosen area/s.

3. What evidence do you intend to produce in support of your work?

4. What do you intend to accomplish through this project?

a) On a personal level:

b) On a community level (*where applicable*):

5. Describe briefly the scientific principle you intend to tackle in your Project.

Candidate's Signature: _____ Date: _____

Tutor's Signature: _____ Date: _____

Project Task Record (To be completed by the task overseer who **cannot** be a relative of the candidate)

Name of Organisation, NGO / other (<i>if applicable</i>)	..
Address of Organisation, NGO / other (<i>if applicable</i>)	
Tel. No. of Organisation, NGO / other (<i>if applicable</i>)	..
Name and Surname of person overseeing task	..
Telephone number of person overseeing task	...

Candidates are to make extra copies as required.

Journal Entry: Date: _____ Duration of Activity: _____ Overseer's Signature: _	Journal Entry: Date: _____ Duration of Activity: _____ Overseer's Signature: _
Journal Entry: Date: _____ Duration of Activity: _____ Overseer's Signature: _	Journal Entry: Date: _____ Duration of Activity: _____ Overseer's Signature: _
Journal Entry: Date: _____ Duration of Activity: _____ Overseer's Signature: _	Journal Entry: Date: _____ Duration of Activity: _____ Overseer's Signature: _
Journal Entry: Date: _____ Duration of Activity: _____ Overseer's Signature: _	Journal Entry: Date: _____ Duration of Activity: _____ Overseer's Signature: _

Journal Entry: _____ Date: _____	Journal Entry: _____ Date: _____
Duration of Activity: _____	Duration of Activity: _____
Overseer's Signature: _	Overseer's Signature: _

Overseer's Comments:

Candidate's Signature: _____ Date: _____

Overseer's Signature: _____ Date: _____

SECOND MEETING – Monitoring and reviewing of progress.

Suggestions for improvement by tutor:

1. _____
2. _____
3. _____
4. _____
5. _____

Candidate's Signature: _ Date: _____

Tutor's Signature: _____ Date: _____

THIRD MEETING – Final presentation of the Project.

Candidate's Signature: _ Date: _____

Tutor's Signature: _ Date: _____

PROJECT MARKING SCHEME

			Maximum mark	Assigned mark
Project Booklet Action Plan and Clarity of Objectives (Max. 10 marks)		Marks awarded according to the relevance and depth with which the tasks outlined in the booklet are addressed.	First Meeting 5 marks	
			Second Meeting 5 marks	
Reflective Journal (Max. 20 marks)		Descriptions and links to the evidence provided	10 marks	
		Analysis and reflection	10 marks	
Essay¹ (Max. 35 marks)	Values (Max. 20 marks)	Discussion of the values of the modules related to the project experience	15 marks	
		Depth of analysis	5 marks	
	Communication of Ideas and Presentation (Max. 15 marks)	Essay structure and communicative competence	5 marks	
		Logical development of ideas	5 marks	
		Bibliography	5 marks	
Scientific Research (Max. 10 marks)		An aspect of the experience needs to be related to a scientific principle. Care must be taken to move beyond describing a particular process to explaining the underlying scientific principle.	10 marks	
Evidence²			10 marks	
Variety of Experience³			10 marks	
General Presentation of the Submitted Project			5 marks	
Total Mark			100 marks	
Moderated Mark			100 marks	

School Examiner/s: _____

Moderator/s: _____

¹ If the word limit is not respected, marks will be deducted as follows:

2 marks to be deducted for +/- 150 words

4 marks to be deducted for +/- 300 words

² The evidence presented (such as photographs, pictures, recordings, DVDs and questionnaires) needs to be relevant and conducive to the aim/s of the project. It needs to be adequately explained, analysed and referenced as necessary within the context of the project. All evidence needs to be in line with data protection regulations where necessary, and needs to be clear and of good quality.

³ Marks are awarded for the variety of first-hand experiences that are inherent to the aim/s of the project.