



University of Malta Student Guide

Orientation Session – Semester 2 - February 2020

The International Office welcomes you to the University of Malta and hopes that this Student Guide facilitates your stay as a visiting student.

We encourage you to read this information thoroughly and to respect the deadlines mentioned below.

Student hours at the International Office:
Monday to Friday: 10:00-12:00 (Winter & Summer)
Tuesdays & Thursdays: 15:00-16:00 (Winter)

Visiting students

Ms Annhelica Agius	Tel: (2340) 2204	Room 107, Administration Building
Ms Rachel Abdilla	Tel: (2340) 3708	Room 107, Administration Building
Ms Monique Mallia	Tel: (2340) 2370	Room 107, Administration Building

Deadlines

- The Study-Unit Online Registration – 6 – 12 February 2020
- Add/Drop Period – 17 – 21 February 2020
- Dictionary Requests – 30 April 2020

NB: Visiting students are required to remain in Malta until the end of their semester examinations, and should hand in all their assignments and sit for their exams prior to their departure.

Study-unit online registration:

Online registration dates: 6th February until 12th February 2020

Students are to register for their study-units online through their eSIMS account.

Students are advised to attend the classes they are interested in registering for, during the first few days before online registration so as to make a more informed decision. Attendance to lectures is compulsory during the official semester dates and lecturers may bar students from taking assessments if attendance is irregular.

Registering for study-units:

- A. It is recommended that students do not register for more than 30 ECTS credits per semester. The minimum amount of credits one can register for is 8 ECTS credits.
- B. **Second Semester students** may only choose and register for study-units which start and end during the second semester.
- C. **Full year students** may make modifications to the second Semester selection of study-units during the add/drop period (Vide Add/Drop period deadlines in the “Add/Drop Registration Period” section of this document).
- D. Study-units which have special pre-requisites cannot be selected unless you have prior approval from the department/lecturer concerned and the departmental secretary/administrator. Students need to fill in the **Pre-Requisite Authorisation Form** (which can be downloaded from our website) and obtain approval from the academic entity concerned to register for study-units with pre-requisites. This form **needs to be submitted** at the International Office during the online registration period (**i.e. the 6 to 12 February 2020**).
- E. Students should not make special arrangements with lecturers.
- F. You will need to check the departmental notice boards and websites for the time-tables to make sure that lectures do not clash. Before registration, please ensure that the study-units and number of ECTS you register for are approved by your home Coordinator.
- G. Each department normally uses study-unit codes which reflect the subject area (eg: Economics (ECN), English (ENG) etc). The first number in the code reflects the study-unit level. Students at Undergraduate Level **may only** select Study-Unit levels coded from level 1 to 4 (eg: ITL **4**001). Students are advised that they are not permitted to register for study-units from evening courses and level 5 study-units unless they have been nominated and accepted for programmes offered at that level or on that basis.
- H. Visiting students are not eligible to select study-units from the Foundation Studies Course (pre-University year).
- I. Students are able to register for study-units on eSIMS only **once** during the online registration period. Therefore please ensure that you have selected the correct study-units.
- J. Changes to the study-units registration will be accepted only during the Add/Drop period.

Add/Drop registration period (Semester 2):

Add/Drop period dates: 17 until 21 February 2020

- **Add/Drop** forms are to be handed in at the International Office, Room 107, by not later than the **21st February 2020**. **Late application forms will not be accepted**. Failure to request registration amendments will result in obtaining an 'F' (Fail) on your transcript.
- A **maximum of two** study-units may be added, and a **maximum of two** study-units may be dropped.
- Please write legibly on the Add/Drop Form and make sure that you indicate the correct study-unit codes, titles & ECTS credit values.
- On the reverse side of the Add/Drop form you will find a pre-requisite form. Added Study-Units requiring pre-requisites are to be listed in this section and these are to be signed by the lecturer and the departmental secretary.

Changes to your registered study-units after the Add/Drop period:

- Late add/drop requests will be considered on a case by case basis. Such requests must be submitted to the Office of the Registrar **through the International Office**. A nominal fee of €11.65 for each change is due if the request is approved.

Learning agreements (Erasmus students only):

- Learning agreements will be signed by the respective coordinators at the International Office, University of Malta a week after the Add/Drop period has ended; as from **28 February 2020**.
- Make sure you update your learning agreements after any official changes are made and keep your home university informed of any changes to your learning programme.

eSIMS account & student's details:

- Students are requested to check their University of Malta IT student account, and their eSIMS account on a regular basis. You may check your study-unit registration and also view your results through eSIMS.
- *Changes of addresses/phone numbers are to be updated by you through your eSIMS account*. It is important that you inform the International Office of any changes in your home address, email address, and also if you leave the country prior to the termination of the semester.

It is important that all students forward to the International Office their home and local addresses as well as a local telephone number where they can be contacted during their stay in Malta.

- If you are experiencing problems with your University of Malta IT student account, please advise the International Office immediately.

- Students are encouraged to download the My UM App. It provides information, resources and services about the University of Malta to your mobile device. For more information visit: <https://www.um.edu.mt/myum>

Time-Tables & attendance to lectures:

- **Second semester lectures** commence on **Wednesday 5 February 2020**.
- Lecture times, room allocations and exam dates (during the examination period) are normally placed on the notice boards and websites of each Department/Faculty. If you need further information you are to contact the respective departmental administrator immediately.
- Attendance to lectures is obligatory! Failure to attend lectures on a regular basis may also result in students not being allowed to sit for an exam, resulting in a Fail on their transcript.
- Students are to provide a reason to justify their absence from lectures (a medical certificate is required if the reason is medical) and are to inform their respective lecturer. Original medical certificates are to be handed to the Faculty/Departmental secretary.

Assignments & examinations

- Assignments are to be handed in to the Faculty/Departmental secretary or through VLE within the stipulated deadlines according to the instructions given by the Department/Faculty. Please note that Plagiarism is heavily penalised. For further information please refer to the following link:
https://www.um.edu.mt/__data/assets/pdf_file/0009/95571/University_Guidelines_on_Plagiarism.pdf

For guidelines on how to avoid plagiarism you may refer to the following link:

http://www.um.edu.mt/__data/assets/pdf_file/0006/95568/how_to_avoid_plagiarism.pdf

- It is important to note that you are **not** to write your name on any part of the examination book, or make any other mark thereon calculated to disclose your identity to the examiner, except when specifically directed to write your name in a space provided for the purpose.
- Students should write their answers legibly **in black or blue ink**. Answers in pencil are NOT allowed.
- During examinations no part of any answer book may be torn off as is also instructed on the cover of the examination scripts.
- Students are requested to take the University student card with them since this card is compulsory for examination purposes.
- Students are warned that the University of Malta does not tolerate cheating or attempts at cheating during Exams. Heavy penalties are incurred when students are caught copying during exams. Please refer to the University Assessment Regulations 2009 for further information:
http://www.um.edu.mt/__data/assets/pdf_file/0010/24868/Assessment_Regulations.pdf

- For information about the Postgraduate marking scheme, you may refer to the following link: http://www.um.edu.mt/_data/assets/pdf_file/0013/10831/Postgraduate_Harmonised_Regulations.pdf
- Results will be issued for the whole study-unit that the student is registered on, that is if a study-unit is composed of an assignment and an examination, the student is expected to complete both assessment components. Failure to complete any assessment component will result in a 0-Fail for that component.

Dictionaries:

Please note that as per the University Assessment Regulations, 2009:

'Visiting students who are not registered on a Course leading to an award of this University may request and be granted permission to use a bi-lingual, English/native language dictionary during an Examination; English only dictionaries shall not be allowed' (Regulation 39 (a) (i)).

The request/s will need to be submitted in writing (by e-mail) to the respective Faculty Manager of the Faculty offering the study-unit concerned and also keeping the International Office Coordinators in copy of this correspondence by not later than the **30 April 2020**. Students are requested to list down the codes and title of study-units for which they need a dictionary. Approval of such requests is at the discretion of the concerned academic entity.

Late requests may not be accepted.

Students are not allowed to write notes, formulas, etc in or on their dictionaries as they will be in breach of the University Assessment Regulations. If you are using a copy from the Library, or borrowed a dictionary from someone else, you will need to check that no such notes exist.

Absenteeism during Undergraduate examinations:

In terms of the General Regulations for University Undergraduate Awards, 2019, students are not required to provide evidence of absence from a written supervised examination.

When a student is absent from a written supervised examination, the Study-Unit shall be marked as incomplete, no final mark is awarded and he/she shall be allowed to sit for the examination at the next available opportunity under the same conditions, as he/she was entitled for in the missed session. This will be considered as a first sit and the result that may be obtained may be from grade A+ – D or Fail. On the other hand, the result that may be obtained after a Fail exam is grade D – 45% or Fail.

Absenteeism during Postgraduate examinations:

It is the duty of students to sit for their examinations when scheduled and they may only absent themselves from an examination for a valid reason.

In terms of the University Assessment Regulations, 2009, a student who is absent for a postgraduate examination needs to submit the reason for absence so that Senate determines whether there was valid reason for the absence.

Notification of absence should be made to the Faculty Office of the study-unit concerned by phone by **not later than one hour after the commencement of an exam.**

A written letter giving the reason for absence together with any documents in support of the claim, must be presented to the International Office within 24 hours of the Examination.

In case of illness, the student should present a medical report (this report is attached to these guidelines), as proof of illness, which shall be signed on each page by a medical practitioner. This report must be presented to the International Office not later than 24 hours after the commencement of the first examination listed in the report. It is advisable to leave a copy with the Faculty. For certain medical conditions, a certificate from a specialist (that is, not a General Practitioner) in these conditions will be required.

Reports which do not state the reason for absence are not acceptable (i.e. it is not enough for the reports to state that the student was sick or unwell on a certain date).

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 certificate as explained above. If you attend and leave the examination hall due to sickness, you will be allowed to re-sit the examination in the September session, if eligible.

Medical report instructions:

An original Medical Report is to be given by hand to the Coordinators (International Office, Room 107, Administration Building). This report must be presented not later than 24 hours after the commencement of the first examination listed in the report. It is advisable to leave a copy with the Faculty.

The International Office will in turn forward original Medical Report to the Registrar's Office for consideration by Senate. A copy will also be forwarded to the respective Faculty. Students are advised to keep a copy of all documents submitted.

Students will be notified by the Registrar's Office whether or not Senate would have considered their absence from the examination/s to be a valid reason and therefore, whether or not they will be allowed to sit for the missed examination/s as a first sit (i.e. where any mark up to 100 may be obtained) during the September Supplementary Examinations Session.

Absence from non-written assessments / non-submission of home assignments

For non-written assessments, such as oral, practical or clinical, when students are examined individually at different times and dates, and for submission of home assignments, in case of absenteeism or non-submission, a student should submit a valid reason to the examiner/s.

If the reason submitted is considered valid by the examiners, the student is to either be examined or submit the work on another date during the same assessment session, if feasible, or be allowed to take the assessment at the next assessment session. When no reason is submitted or when the examiners consider

the reason for absence as not valid or if the evidence provided is not considered sufficient, the student shall be deemed to have failed the missed assessment and shall receive a mark of 0, grade F.

Revision of papers:

Should students wish to apply for a revision of paper, their request must be submitted within **one week** from the date of publication of the result of the Study-Unit in question.

The date of publication of the result is shown on the results screen on eSIMS. The International Office should be informed about this.

For further information please refer to the following link: www.um.edu.mt/registrar/students

Supplementary assessment (Resits):

Supplementary assessments may be taken during the September Assessment Session which will be held between **Tuesday 1 September and Tuesday 15 September 2020**.

Full year visiting students who fail in more than 20 ECTS credits will not be eligible to take resits. Visiting students who are here for one semester only will not be allowed to take resits should they fail in more than 12 ECTS credits.

The maximum grade that can be obtained in a resit exam is D (45%).

Examinations to be held abroad:

- Students are to check their results on eSIMS or through the app My UM. Those students who are eligible to sit for an incomplete or a failed study-unit and who wish to take their assessment at their home university or at the University of Malta, are to inform the respective Faculty Manager and their international office Coordinator at the University of Malta, by not later than the **7 August, 2020**.
- It is the student's responsibility to inform the Faculty/Department concerned and the International Office of any re-sit requests by the deadline given.
- No arrangements will be normally made by the University of Malta for requests received after the above-mentioned deadline.
- Visiting students who submit their request by the above-mentioned deadline will receive a notification through their University of Malta IT account, indicating procedures to be followed when being examined by an alternative method of assessment, or sitting for examinations at their home University. Failure to follow these procedures may result in the University of Malta not being able to make the necessary arrangements to take examination/s abroad.

Resubmissions in the form of assignments:

In cases where a student wishes to resit a study-unit assessed by means of an assignment, she/he is to contact the host Faculty and the International Office, by not later than the **7 August 2020**. The student will need to indicate that the method of assessment of the resit is by assignment.

Official transcripts:

Official transcripts are issued only after all the results have been published; however students may view their results online through their eSIMS account at any time. Transcripts will not be issued if the student still has incomplete study-units (results not yet published) and unless all library books are returned and any outstanding payments are settled. All library books are to be returned to the library prior to your departure.

Language of instruction and assessment:

English is the language of instruction and assessment at the University of Malta. Should a lecturer speak in Maltese, attract his/her attention and ask the lecturer to speak in English.

Tuition fees for Fee-paying visiting students:

Visiting students paying tuition fees are kindly requested to read thoroughly all the information on this website and are to kindly adhere to the instructions:

<https://www.um.edu.mt/international/visitingstudents/tuitionfees>

Students are to pay the total amount of tuition fees after the add/drop period.

Tuition fees are charged pro-rata according to the number of ECTS credits registered for.

If in doubt or you have questions on your tuition fees, kindly send an email to the Finance Office at: fees.accounts@um.edu.mt

Staff at the International Office is there to help you through this phase of transition and during your stay at the University of Malta. If you need any assistance do not hesitate to contact us at your earliest convenience.

*International Office
February 2020*