



L-Università
ta' Malta

Office of the Registrar
Admissions & Records Office

Guidance for applicants presenting overseas qualifications

Admissions 2022/23



Semester Dates

The Opening Ceremony for the new academic year: **Monday 3 October 2022**

Commencement of lectures for first year undergraduate and postgraduate students:
Monday 3 October 2022

The Academic Calendar and other important Semester Dates are available at

🔗 um.edu.mt/study/datesdeadlines/importantdates

Activate the UM IT Account

Together with your letter of acceptance, you received an activation code and a set of instructions. This code is required for the activation of your UM IT Account. Following activation, you will be allocated a University email address and access to other IT facilities and services offered at the University.

If you already have a name.surname.XX@um.edu.mt University student email address, you do not need to re-activate your UM IT Account. However, if you have forgotten your username or password, you can follow the link below.

You can activate your UM IT Account (or reset your password) from any computer connected to the Internet by following the instructions available at:

🔗 um.edu.mt/itservices/email

Please note that you can also activate the UM IT Account by logging in to any IT Services workstation (found at various locations on campus, including the IT Services Building and Main Library) using the Username: newuser & Password: newuser.

Download My UM App

My UM is the official app of the University of Malta, and is available for Android and iOS devices. My UM features key information such as UM services opening hours, staff directory, the Msida campus map, as well as access to various services and personalised information. As a student at UM, the app will keep you in the know about UM news and events, assignment deadlines, your results, library services, VLE, eSIMS and other useful information. Download My UM from: 🔗 um.edu.mt/myum

University Mail: It is important that you start monitoring any emails sent to your UM email address. Any notices sent to you on your University email address are considered as official notices duly published.

eSIMS: The eSIMS portal allows you to view your personal details, registration for study-units, results and other course information.

Orientation Programme

The International Office looks forward to welcoming you, as a new international student, to our orientation day. We are planning to organise a full programme designed to help you settle in and orientate yourself in your new surroundings on campus. We are also planning a number of activities for you to participate in. This programme will take place if no Covid-19 restrictions are in force.

Please visit our website for updates on orientation dates and other information:

📌 um.edu.mt/international/students/orientationsessions

Acceptance on Course and Deposit Fee

If you are a non-EU/EEA student you are requested to pay a deposit fee of €1000 to secure your place on the course. This payment must be effected through this [link](#) by the indicated deadline on the letter of acceptance. This payment is considered as a confirmation of your acceptance and more importantly as a required step for your visa application.

If you are an EU/EEA student, please refer to your acceptance letter. Any requested deposits are to be paid through the [link](#) provided on your letter of acceptance.

Pre-Arrival, Visa and e-Residence Permit

We advise you to visit the International Office website, to access general information relevant to you as a new international student: 📌 um.edu.mt/international/students

We encourage you to read the pre-arrival information and travel advice on:

📌 um.edu.mt/international/students/arrivalinformation

Prior to departure from your country of residence, you are to familiarise yourself with visa information, and the requirements for the e-Residence Permit application. This is available on: 📌 um.edu.mt/international/students/visas

The International Office also offers visa support to non-EU nationals who require an entry visa to Malta.

For more information and assistance, please contact us on:

✉ international@um.edu.mt

Verification of Original Certificates

The University has issued your letter of acceptance based on the copies of your qualifications as provided by you. Original certificates are to be presented upon arrival to Malta in September/October; for the dates and times, kindly visit:

➤ um.edu.mt/admissionsverification

You will be officially registered on your course and have access to all student portals following the verification of your qualifications.

Enrolment

You will receive an email notification asking you to complete the online enrolment process through My UM App in order to confirm that you have commenced your studies. The online enrolment process has to be completed by the deadline stipulated on the email notification.

Data Protection

The University collects and processes personal data concerning students in the exercise of the official authority vested in it as an educational institution acting in the public interest, and is committed to processing such data in accordance with all applicable data protection legislation. Further information about your rights and the University's processing of your personal data is available on:

➤ um.edu.mt/registrar/students/dataprivacystatement

Course Regulations and Bye-Laws

Before you commence your studies, it is advisable to read the regulations and bye-laws relating to your course, available on the University's website as follows:

General Regulations: ➤ um.edu.mt/registrar/regulations/general

Course Regulations: ➤ um.edu.mt/registrar/regulations/faculties

Health Care

Accepted applicants for the Doctor of Medicine and Surgery and the Bachelor of Science (Honours) in Pharmaceutical Science courses: During the first year of the course, accepted applicants are also required to undergo an occupational health assessment as detailed in the Occupational Health Protocol so as to ascertain that they are fit for the duties related to their proposed studies. Students who do not fulfil this requirement may be barred from progressing with their studies. Failure to disclose information about a physical or mental health problem that could affect patient safety is considered to be a serious breach of the University Suitability to Practise Regulations. Further information is available at:

➤ um.edu.ms/importantinformation/occupationalhealthprotocol

Accepted applicants for courses offered by the Faculty of Dental Surgery: Prior to enrolling for their course, accepted applicants are also required to undergo an occupational health assessment as detailed in the Occupational Health Protocol so as to ascertain that they are fit for the duties related to their proposed studies. Students who do not fulfil this requirement shall be barred from attending the Practical Placements that include Laboratory and Clinical Sessions. Further information is available at:

➤ um.edu.ms/ds/students

Accepted applicants for Courses offered by the Faculty of Health Sciences:

As potential future health care professionals, students have a duty to provide the relevant information to the Faculty of Health Sciences. Failure to disclose information about a physical or mental health problem (that could affect safety of the student him/herself or of others; including patients, clients, students and staff), would be considered to be contrary to the dispositions included in the University Suitability to Practise Regulations. All medical and sensitive personal information provided by students will be held in complete confidence by the Faculty of Health Sciences and the Occupational Health (Medical) Unit (OHU), Ministry for Health. The Occupational Health (Medical) Unit provides a medical service to the Faculty by screening all its students prior to the commencement of clinical placements/practicals. The Faculty of Health Sciences will be informed by the OHU of the impact of a health problem or impairment, if relevant to the student's educational needs and/or safety, and if there are any recommendations on support or adjustments that could be of assistance to students.

The Occupational Health Protocol (OHP) is available at the following link:

➤ um.edu.ms/healthsciences/aboutus/studyingwithus. The completed protocol and the Health Questionnaire in Annex 1 should be submitted as soon as possible after applicants receive their letter of acceptance, but by not later than 30 November 2022. Students are required to submit their documentation in a sealed envelope (including their name, ID Card No and course) to the Reception Desk, Faculty of Health Sciences. Students should plan any required vaccinations sufficiently in advance so that these, together with any blood tests needed to show immunity, are completed well in advance of the 30 November 2022 deadline.



This protocol is applicable to all students following the Certificate for Graduates of Non-EU/EEA Nursing Programmes, the Diploma in Health Studies (Nursing), the Preparatory Course for the Bachelor of Science (Honours) in Nursing, the Bachelor of Science (Honours) programme (direct entry), the Bachelor of Science (Honours) in Physics, Medical Physics and Radiation Protection, the Master of Science in Audiology, the Master of Science in Diabetes Care, the Master of Science in Mental Health Studies and the Postgraduate Diploma in Dietetics. Students following particular areas of study within the Master of Science (both mainly taught and mainly research streams) may be directed by the Board to complete this protocol.

Lectures

Lectures for study-units relating to courses offered on a full-time and part-time day basis may be held on any day from Monday to Friday between 08:00 and 20:00. Lectures for part-time evening courses may be held from Monday to Friday between 16:00 and 20:00. The University shall endeavour to announce the days on which a course is to be held prior to its commencement. However, it cannot be bound by fixed days and times for the duration of the whole course. Applicants are encouraged to consult the respective Faculty/Institute/Centre/School for further information.

Library

The University of Malta Library's mission is to support the University's teaching and research programmes by providing adequate scholarly information resources, emerging technologies and user support services.

Between 26 September and 8 October 2022, the University of Malta Library will be organising Library Orientation Tours. During the tour, you will learn about the Library resources and services and you will also visit all the related Library sections.

To book your place, please visit our website: um.edu.mt/library/workshops

IT Services

The IT Services Desk is the primary point of contact for UM staff and students to report IT related issues, seek further information about our services and find our self-help guides. IT Services manages the University's IT infrastructure and supports the teaching, learning, research and public engagement activities of the University through efficient and effective use of information and communication technologies.

➤ um.edu.mt/itservices

eduroam Wi-Fi

eduroam Wi-Fi service is available to connect your personal devices throughout the University and other local and foreign institutions (participating in eduroam) using your UM IT Account.

Note: You will require an Internet connection in order to configure eduroam Wi-Fi.

➤ um.edu.mt/itservices/wifi

Workstations

IT Services computers (Windows and Mac) for individual and group study are available in various open access areas across the campus, including:

- IT Services
- Library
- Health Sciences Library (Mater Dei)
- Faculty of Media and Knowledge Sciences (Mac computers)

➤ um.edu.mt/itservices/workstations

Google Workspace

➤ um.edu.mt/gsuite



Gmail



Calendar



Drive



Chat



Meet

VLE (Moodle)

Provides access to study material, resources, lecture recordings (Panopto) and virtual classroom software (Zoom). Plagiarism detection software (Turnitin) may be used to scan your coursework and dissertation for potential plagiarism.

➤ um.edu.mt/vle/turnitin

Printing and scanning

Laser printing (colour or black and white) is available in open access areas on a self-service basis using printing credits (which you can purchase online). Wide-format printing (A0) and scanning facilities are also available.

➤ um.edu.mt/itservices/printscan



Software

IT Services provides software (e.g. IBM SPSS, Microsoft, NVivo, ArcGIS, Autodesk) for academic-related purposes. Some software is available against a fee.

↖ um.edu.mt/itservices/software

Training Courses

Turnitin (Plagiarism Detection) | IBM SPSS (Data Analysis)

↖ um.edu.mt/itservices/trainingstudents

Orientation Sessions

At the start of each semester, freshers are invited to attend a session to learn more about the various IT facilities and services offered by IT Services. To attend, register online.

↖ um.edu.mt/itservices/orientation

Support Services

IT Service Desk and Self-Service Portal: ↖ um.edu.mt/itservices/help

IT Services Building: Room 21, Main Campus | +356 2340 4112

Faculty of Health Sciences: Block A1, Room 22, Mater Dei Hospital | +356 2340 1112

Useful Links

Full list of services: ↖ um.edu.mt/itservices/az

VLE: ↖ um.edu.mt/vle

Self-Service Portal: ↖ um.edu.mt/servicesdesk

eSIMS: ↖ um.edu.mt/esims

Turnitin: ↖ um.edu.mt/vle/turnitin

RefWorks: ↖ um.edu.mt/refworks

Manage UM IT Account: ↖ um.edu.mt/login

My UM app: ↖ um.edu.mt/myum

Google Workspace: ↖ um.edu.mt/google

Mail: ↖ um.edu.mt/mail

Opening Hours - Academic Year 2022/23

Open Monday to Friday (excluding public holidays)

26 September 2022 - 15 June 2023

Reception: 08:00 - 17:00 | Helpdesk: 08:00 - 18:30 | Open Access Areas: 08:00 - 20:00

Refer to website for Christmas/Easter recess opening hours

16 June 2023 - 24 September 2023

Reception, Helpdesk and Open Access Areas: 08:00 - 13:00

↖ um.edu.mt/itservices/openinghours

Contact Us:

Faculty of Arts

✉ arts@um.edu.mt
☎ +356 2340 3082
👉 um.edu.mt/arts

Faculty of Economics, Management & Accountancy

✉ fema@um.edu.mt
☎ +356 2340 3012
👉 um.edu.mt/fema

Faculty of Health Sciences

✉ healthsciences@um.edu.mt
☎ +356 2340 1830
👉 um.edu.mt/healthsciences

Faculty of Media & Knowledge Sciences

✉ maks@um.edu.mt
☎ +356 2340 3746
👉 um.edu.mt/maks

Faculty for Social Wellbeing

✉ socialwellbeing@um.edu.mt
☎ +356 2340 2693
👉 um.edu.mt/socialwellbeing

International Institute for Baroque Studies

✉ iibs@um.edu.mt
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Institute of Earth Systems

✉ ies@um.edu.mt
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👉 um.edu.mt/ies

Islands & Small States Institute

✉ islands@um.edu.mt
☎ +356 2134 3308
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Institute for Physical Education & Sport

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Faculty for the Built Environment

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Faculty of Education

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Faculty of Information & Communication Technology

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Faculty of Medicine & Surgery

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Faculty of Theology

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Institute for Climate Change & Sustainable Development

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The Edward de Bono Institute for Creative Thinking & Innovation

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☎ +356 2340 2434
👉 um.edu.mt/create

Institute of Linguistics & Language Technology

✉ linguistics@um.edu.mt
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Institute of Space Sciences & Astronomy

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Faculty of Dental Surgery

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Faculty of Engineering

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Faculty of Science

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Institute of Aerospace Technologies

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Institute of Digital Games

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Institute for European Studies

✉ europeanstudies@um.edu.mt
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👉 um.edu.mt/europeanstudies

Institute of Maltese Studies

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Institute for Sustainable Energy

✉ ise@um.edu.mt
☎ +356 2340 7830
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Institute for Tourism, Travel & Culture

✉ ittc@um.edu.mt
☎ +356 2340 3728
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Centre for Biomedical Cybernetics

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Centre for Distributed Ledger Technologies

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Centre for Labour Studies

✉ cls@um.edu.mt
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Centre for the Study & Practice of Conflict Resolution

✉ cspcr@um.edu.mt
☎ +356 2340 7532
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International School for Foundation Studies

✉ isfs@um.edu.mt
☎ +356 2340 2175
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Mediterranean Academy of Diplomatic Studies

✉ medac@um.edu.mt
☎ +356 2340 2821
📍 um.edu.mt/medac

Centre for English Language Proficiency

✉ celp@um.edu.mt
☎ +356 2340 3260
📍 um.edu.mt/celp

Centre for Entrepreneurship & Business Incubation

✉ cebi@um.edu.mt
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📍 um.edu.mt/cebi

Centre for Molecular Medicine & Biobanking

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☎ +356 2340 3290
📍 um.edu.mt/cmmb

Centre for Traditional Chinese Medicine

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☎ +356 2340 3988
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Mediterranean Institute

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Euro-Mediterranean Centre for Educational Research

✉ emcer@um.edu.mt
☎ +356 2340 2936
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Centre for Environmental Education & Research

✉ ceer@um.edu.mt
☎ +356 2340 3202
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Centre for Resilience & Socio-Emotional Health

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School of Performing Arts

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March 2022