

University of Malta

ERASMUS Student Guide

Orientation Session 2nd Semester - February 2018

The International Office is glad to welcome you to the University of Malta. This Erasmus Student Guide aims to facilitate 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 (Erasmus):		
Ms Annhelica Agius	Tel: (2340) 2204	Room 107, Administration Building
Ms Rachel Abdilla	Tel: (2340) 3708	Room 107, Administration Building
Visiting students (ISEP/Exchange/Transfer):		
Ms Monique Mallia	Tel: (2340) 2370	Room 107, Administration Building
Visa/Residence Permits:		
Ms. Elaine Zammit	Tel: (2340) 3376	Room 108, Administration Building
Chinese Students Advisor		
Ms Lucy Hart	Tel: (2340) 3749	Room 107, Administration Building

Deadlines

- THE STUDY-UNIT ONLINE REGISTRATION – 6th – 12th February 2018
- ADD/DROP PERIOD – 14th – 16th February 2018
- DICTIONARY REQUESTS – 5th May 2018

NB: Visiting students are 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 the 12th February 2018

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.

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 2nd Semester.
- C. **Full year students** can make modifications to the 2nd 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. **The Pre-Requisite Authorisation form** (included in the orientation pack) gives students authorisation to register for study-units with pre-requisites. This form **would need to be submitted** at the International Office during the online registration period (i.e. the 6th to the 12th February 2018).
- E. Students cannot make special arrangements with lecturers.
- F. You will need to check the departmental notice boards 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 Erasmus 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 the written permission of the Faculty concerned.
- 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 ensure that you have selected the correct study-units.

- J. Changes to the study-units registration will be accepted during the Add/Drop period.

ADD/DROP REGISTRATION PERIOD (SEMESTER 2):

ADD/DROP PERIOD DATES: 14th until the 16th February 2018

- **Add/Drop** forms are to be handed in at the International Office, Room 107, by not later than the **16th February 2018**. **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 have the corresponding 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:

- 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 **23th February 2018**.
- 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 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 students through their eSIMS account*. You are to 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 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.

TIME-TABLES & ATTENDANCE TO LECTURES:

- **Second semester lectures** commence on **Monday 5th February 2018**.
- Lecture times, room allocations and exam dates (during the examination period) are normally placed on the notice boards 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 'OF' mark on their transcript.
- Students are to provide a medical certificate when absent for lectures and are to inform their respective lecturer. Original medical certificates are to be handed to the Faculty/Departmental secretary. Please also leave a copy of the certificate at the International Office.

ASSIGNMENTS & EXAMINATIONS

- Assignments are to be handed in to the Faculty/Departmental secretary within the stipulated deadlines. 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**.
- 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 warned that the University of Malta does not tolerate cheating or attempts at cheating in 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 University of Malta grading system for Visiting Students, you may refer to our website <http://www.um.edu.mt/int-eu/erasmusplus/incoming/gradingscheme>
- 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 assessments. Failure to complete any assessment component will result in a 0F 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 to the respective Faculty Officer of the Faculty offering the study-unit concerned by not later than the **5th May 2018**.

Once an approval to use dictionaries during the examination period has been given, there is no need to make another request for the September Supplementary Session.

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).

ABSENTEEISM DURING EXAMINATIONS:

In terms of the University Assessment Regulations, 2009, a student who is absent for an exam needs to submit the reason of absence for Senate to determine 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 shall 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 Erasmus 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 during the September Supplementary Examinations Session.

REVISION OF PAPERS:

Should students want to apply for a revision of paper, they are to advise the International Office immediately. 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.

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

SUPPLEMENTARY EXAMINATIONS (RESITS):

The University of Malta's supplementary examinations will be held between **Saturday 1st September and Friday 14th September 2018**.

Full year visiting students who fail in more than 20 ECTS credits will not normally be eligible to take resits. Visiting students who are here for one semester only will not normally be allowed to take resits should they fail in more than 10 ECTS credits.

Any cases exceeding the number of ECTS credits specified above will be brought to the attention of the Registrar's Office and approval will be granted on a case by case basis.

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. Those students who are eligible to re-sit a failed study-unit and who wish to sit for the resit in their home university, are to inform the respective Faculty Officer and the Erasmus Coordinator at the University of Malta, by not later than the **10th August, 2018**.
- Students are to inform the Faculty Officer and also the Erasmus Coordinator at University of Malta whether they wish to sit for the resits at their home university or at the University of Malta.
- It is the student's responsibility to inform the Faculty/Department concerned and the International Office of any re-sit requests by the deadlines 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 sitting for examinations from abroad. 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 **10th August 2018**. The student will need to indicate that the method of assessment of the resit is by assignment.

Methods of assessment are approved by the University of Malta Senate and no changes will be accepted.

OFFICIAL TRANSCRIPTS:

Official transcripts are issued once 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 unless all library books are returned and outstanding payments are settled. All library books are to be returned to the library prior to your departure.

No transcript will be issued unless all results have been published on eSIMS.

LANGUAGE OF INSTRUCTION:

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

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 2018*