



**L-Università
ta' Malta**

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The information contained herein is intended for guidance purposes only and is a reflection of the University's Admissions Regulations, Course Regulations and Bye-Laws and approved administrative practices in force at the time. However, for the purposes of interpretation of this information, said Regulations and Bye-Laws shall prevail.

APPLICATION PROCESS

Are applications only available online?

Yes

How long will it take to fill in and submit the online form?

It should take around ten minutes to complete the online application form. You also have the possibility of starting an application and saving it, to be completed at a later date. An application is only considered as submitted when it has been fully filled in and when the application fee has been paid.

I am not a Maltese citizen but have been living in Malta for many years. Am I a Local or Overseas applicant?

It is your qualification type, not your nationality, that determines whether you are a Local or an Overseas applicant. Therefore, in this context, the term 'local applicant' is not and cannot be considered synonymous to 'EU/EEA applicant'.

For the academic year 2018/9, individuals will be considered as 'Local applicants' if, in support of their application, they present one or more of the following qualifications: University of Malta degrees and diplomas, the Matriculation Certificate, MCAST, MCAST-BTEC Diplomas and MCAST Degrees, Institute of Tourism Studies Diplomas, the ACCA qualification, the International Baccalaureate Diploma, the European Baccalaureate, City & Guilds Diplomas and the Certificate in Banking of the Chartered Institute of Bankers. If the qualifications you are presenting in support of your application are not included in this list, then you are to apply as an 'Overseas applicant', irrespective of your nationality and/or place of residence.

I am applying for a course under the 'maturity (adult learners) clause'. Should I fill in a special application?

No. The online application form is also to be filled in by mature applicants.

When starting an application, should I click on Log In or New User?

When creating an application for the first time, you are to select New User. You will be asked to create a username and password of your choice. Should you have started an application and saved it to continue later, the next time you try to access your application, you are to select Log In and insert the username and password you would have created when you first started your application.

Can I apply before I receive the 2018 MATSEC results?

Your MATSEC result slip will include a username and password which you must use to log in and start filling in your application form. Therefore, if you need to await the successful outcome of the MATSEC examinations in order to satisfy the entry requirements of your preferred course, you are advised to wait for the publication of the MATSEC results. The name and surname you key in when completing your online application must be the same name and surname displayed on your national identity card/passport.

Last year I submitted an application to follow a course at the University of Malta but I was not eligible. Do I have to submit another application in order to be re-considered for admission?

Yes. If you want to be re-considered for admission into one of our courses, you need to submit a fresh application and pay the relevant application fee.

What do I do if I receive additional/outstanding results after submission of application?

Results received after the submission of the application form (excluding MATSEC results) need to be presented to the Admissions and Records Office (Room 113, Administration Building) or scanned and sent by [email](#).

I am sitting for an examination in the September session. Should I apply before the first deadline?

Yes, you should apply by the July deadline, indicating on your application form that you intend to sit for an examination in September.

Is it possible to apply to follow another course at University if I have not yet completed the one I am currently following?

The following courses may be followed concurrently:

(i) any two Courses, if the student's workload does not exceed 75 ECTS credits per academic year in the case of full-time students or if the student's workload does not exceed 45 ECTS credits per academic year in the case of part-time students; or

(ii) the Courses leading to the degree of Bachelor of Laws and Diploma of Legal Procurator; or

(iii) the Courses leading to the degree of Doctor of Laws and the Diploma of Notary Public.

Requests to follow concurrently any other courses not listed above, require the approval of Senate. If you will still be following a course not listed above by the time the course you are applying for will commence, you should write a letter to Senate requesting permission to follow concurrent courses.

If you are registered on a University course and wish to pursue further studies you should apply by the deadlines indicated even if you are still awaiting the publication of your final classification.

If I select 'Save and Continue Later' when filling in my application, where should I click to continue?

When you wish to continue your application, select the 'Continue Application' button and log in using the username and password you had created when you had started your application the first time. If you have started an application and do not have the required information at hand, you are given the option in each page to save the inputted details and continue your application later by selecting "Save and Continue Later". You are advised to check each page carefully before proceeding to the next as it will not be possible to effect any changes retroactively.

Is it mandatory to apply for a second preference?

It is not mandatory. The University, however, recommends that you apply for a second preference course:

- When you are not sure that you satisfy all the admission requirements of your first preference course
- If you will be sitting for examinations in September and/or will be applying for a revision of paper
- When your first preference is a limited number course.

Applicants choosing a limited number course offered by the Faculty of Health Sciences will only be able to change the order of their preferences until the **31 August 2018**.

Once a letter of acceptance is issued for the course of the first preference, the application for the second preference course will be automatically withdrawn.

Please be aware that some of the courses falling under the International Collaborative Programmes (ICP) cannot be chosen as a second course preference. For more information regarding such courses, please contact the office for [International Collaborative Programmes](#).

Can I apply for a third preference?

The online application allows applicants to select two (2) course preferences. Indications of a third preference are only allowed if both the first and second course preferences are limited number courses. In this case, the third course preference is to be indicated in the 'Additional Notes' section in the online application form. Please note that you cannot choose a course with a limit in number as your third preference.

How will I know that the application has been submitted?

An application to follow a course offered by the University of Malta is considered to be submitted when you have paid the application fee. After clicking on the 'Submit Secure Payment' button at the end of the payment process, you will receive **two** confirmation emails: one confirming payment of the application fee and another confirming receipt of your application and indicating the course/s and/or area/s of study you selected. It is important that you read the latter email carefully to recheck the course/s applied for, to avoid disappointments later on. If you do not receive both emails within 24 hours, kindly send an email to the [Admissions and Records Office](#), quoting your I.D. or passport number so that our Admissions staff will check that all is in order.

Am I eligible to apply for the Certificate in Foundation Studies course?

The Certificate in Foundation Studies is a bridging course specifically designed to enable students who have completed their secondary or high school education abroad, and are eligible to join a university course in their country, to qualify for admission to an undergraduate degree course at the University of Malta. The Certificate in Foundation Studies is offered only to applicants who have completed their secondary and/or high school education abroad within an educational system that is not comparable to the Maltese educational system (in terms of curriculum, years of study, etc) and are in possession of qualifications allowing access to higher education in the country where such qualifications originate but are deemed to require further study to be admitted to undergraduate courses at the University of Malta.

Do I need to present the original certificates of all my qualifications when submitting the application?

If you applied as a Local Applicant and you hold any relevant qualifications, directly related to the course/s you applied for, awarded by institutions, other than those issued by the University of Malta or the MATSEC Board, you are to forward all supporting documentation to admissions@um.edu.mt. Faculties/Institutes/Centres/School will verify all original certificates after the letters of acceptance have been issued and once the academic year has started. However, in cases where selection of applicants needs to take place, some Faculties may require the submission of certain documents before the selection process gets under way. It is advisable that you check the procedure directly, in good time, with the respective Faculty offering the course/s you are interested in.

If you applied as an Overseas Applicant, you will need to scan copies of the qualifications you are presenting in support of your application and send them by email to the address indicated on your acknowledgement email within ten days from submission of your application. Failure to submit such documentation will be taken to mean that you are no longer interested in pursuing your application.

Accepted Overseas applicants will need to present their original certificates to the International Admissions Office for verification, in the first two weeks of October during the enrolment period.

LIMITED NUMBER COURSES

Are limited number courses on a first come first served basis?

No, absolutely not. Applications for limited number courses are considered according to the published selection criteria.

Applicants choosing a limited number course offered by the Faculty of Health Sciences will only be able to change the order of their preferences until the **31 August 2018**. Once a letter of acceptance is issued for the course of the first preference, the application for the second preference course will be automatically withdrawn.

ADULT LEARNERS

What is the ‘maturity (adult learners) clause’? When is it applicable?

In terms of the Admissions Regulations, the University may consider admitting persons as regular students if they will have reached the age of 23 by the beginning of the course for which they would have applied. Admittance is not based on age only and such applicants are normally assessed through an interview and/or other form of assessment to ascertain that they have the adequate academic background to be able to follow their selected course with profit.

Do I have to satisfy any requirements to apply under the ‘maturity (adult learners) clause’?

Applying under the ‘maturity (adult learners) clause’ does not automatically guarantee entry to all courses offered by the University of Malta. Different Faculties may lay out different requirements for adult learners, such as attending for a selection interview, sitting for proficiency tests, and/or presenting the European Computer Driving License (ECDL) Certificate. Applicants may also be required to submit a Learning Portfolio. It is best to liaise directly with the Faculty concerned to determine what the requirements would be. Over and above this, all applicants who completed their secondary education overseas would need to present a Secure English Language Test (SELT) result. Adult learners are not exempted from this requirement. More details about SELT are available on this website and can be accessed from here:

www.um.edu.mt/international/international/english_language_requirements

ADMISSION TO THE DOCTOR OF MEDICINE AND SURGERY COURSE

I will be submitting an application to join the course leading to a Doctor of Medicine and Surgery (M.D. Course) in October 2018 but I will be presenting qualifications other than the Matriculation Certificate in support of my application. How will my application be evaluated?

Applicants for this course are required to satisfy the University’s General Entry Requirements as well as the Special Course Requirements for the M.D. course.

In the case of applicants who pursued their secondary education outside Malta, the University would accept comparable qualifications. Information regarding entry to the medical course commencing in 2018 for applicants presenting overseas qualification may be found [here](#).

Information regarding entry to the medical course commencing in 2018 for applicants presenting the International Baccalaureate Diploma and the European Baccalaureate Diploma may be found [here](#).

I understand that I will need to carry out clinical placements in Maltese state hospitals but I don't speak Maltese. How will I cope?

Clinical placements in Maltese state hospitals are an integral part of the medical programme of studies at the University of Malta. After feedback received, to uphold standards and ensure that all medical students are able to communicate adequately with both patients and hospital staff all non-Maltese applicants, who are not in possession of a Secondary Examination Certificate (SEC) pass in Maltese at grade 5 or better, must present a Medical Maltese Proficiency Certificate which is awarded if applicants pass an examination set by the University prior to the commencement of the course. This also applies to Maltese applicants who may be allowed to offer another language instead of Maltese in terms of the Admissions Regulations.

The University's Department of Maltese has designed a programme in Medical Maltese for the benefit of applicants who are interested in following such a course to help them prepare themselves for the examination. It is not mandatory to attend the course organised by the University of Malta but if applicants are not successful in the examination, they will not be admitted to the medical course even if all other entry requirements are satisfied. More details regarding the course are available [here](#).

ENTRY REQUIREMENTS

If I am an overseas applicant, do I still have to present a SEC level pass in Maltese to satisfy the General Entry Requirements?

A non-Maltese applicant may be allowed to offer instead of Maltese, another language as approved by the Admissions Board; provided that, as from September 2018 such other language cannot be English, and applicants whose mother tongue is English, shall be required to offer a language other than English instead of Maltese.

However, please note that applicants who hold dual citizenship, or who become naturalized Maltese citizens, are required to be in possession of a pass in Maltese at SEC level for entry to a course at University.

As from 2015, all M.D. applicants who are not in possession of a SEC pass in Maltese at grade 5 or better and are allowed to offer another language instead of Maltese in terms of the Admissions Regulations, 2016, must present a Medical Maltese Proficiency Certificate which is awarded if applicants pass an examination set by the University prior to the commencement of the course. More details about the Medical Maltese Proficiency Certificate can be found [here](#).

I have overseas qualifications. Is the recognition and/or comparability certificate issued by the Malta Qualifications Recognition Information Centre (MQRIC) binding on the University of Malta?

The statement issued by MQRIC is taken into consideration but the University of Malta is empowered to make further evaluation of qualifications by conducting its own assessment to determine whether that particular qualification satisfies our entry requirements.

I have completed a Certificate/Diploma which gives me access to Higher Education in my home country. Will this qualification be automatically acceptable to the University of Malta?

The qualifications you present from your home country in support of your application are independently evaluated by the University of Malta to assess the comparability against national framework levels.

Which subjects do I need to have in order to be eligible for admission to one of the courses offered by the University?

The Matriculation Certificate Examination is offered in a wide range of subjects divided among groups structured in such a way as to ensure that all candidates study a language, a science subject and a humanistic subject.

The General Entry Requirements are the Matriculation Certificate and a pass at grade 5 or better in the Secondary Education Certificate examinations in English Language, Maltese and Mathematics. A non-Maltese applicant may be allowed to offer instead of Maltese, another language as approved by the Admissions Board; provided that, as from September 2018 such other language cannot be English, and applicants whose mother tongue is English, shall be required to offer a language other than English instead of Maltese.

The Matriculation Certificate (www.um.edu.mt/matsec/regulations) comprises six subjects and is awarded if students obtain a certain number of points including passes in a language, a science subject and a humanistic subject as well as a pass in a subject entitled 'Systems of Knowledge'.

In the case of applicants who pursued their secondary education outside Malta, the University would accept comparable qualifications, provided that the required mix of subjects and levels would make the qualifications comparable to the Matriculation Certificate Examination.

Candidates must pass in a language, a humanistic and a science subject to be eligible for the award of the Matriculation Certificate, which subjects must be chosen as follows; one subject from each of Groups 1, 2, 3 and Systems of Knowledge and two other subjects from Groups 1, 2, 3 and 4. Two of the six subjects must be at Advanced Level, three other subjects at Intermediate Level and Systems of Knowledge.

I noticed that the subjects which make up the Matriculation Certificate Examination are divided in different groups. How would I know which subjects I have to choose to present the required mix?

The Matriculation Certificate Examination is offered in a wide range of subjects as follows:

Group 1: Maltese, Arabic, English, French, German, Greek, Italian, Latin, Russian, Spanish;

Group 2: Accounting, Classical Studies*, Economics, Geography, History, Marketing, Philosophy, Psychology*, Religious Knowledge, Sociology;

Group 3: Applied Mathematics (Mechanics), Biology, Chemistry, Environmental Science*, Physics, Pure Mathematics;

Group 4: Art, Computing, Engineering Drawing†, Engineering Drawing and Graphical Communication*, Graphical Communication†, Home Economics and Human Ecology, Information Technology, Music, Physical Education*, Theatre and Performance*.

Systems of Knowledge*

* offered at Intermediate Level only

† offered at Advanced Level only

Candidates must pass in a language, a humanistic and a science subject to be eligible for the award of the Matriculation Certificate, which subjects must be chosen as follows; one subject from each of Groups 1, 2, 3 and Systems of Knowledge and two other subjects from Groups 1, 2, 3 and 4. Two of the six subjects must be at Advanced Level, three other subjects at Intermediate Level and Systems of Knowledge.

DOCUMENTS TO BE SUBMITTED BY APPLICANTS PRESENTING OVERSEAS QUALIFICATIONS

I will be submitting an application for a course offered by the University of Malta. What documents do I need to send?

Applicants presenting overseas qualifications will be required to send the following documents:

- Certified copies of your qualifications, including certificates and transcripts in the original language, as well as certified English translations, if necessary. Please bear in mind that, if you are offered a place on your selected course, you will be obliged to present all your original certificates to the International Admissions Office for verification before you can enrol on your course.

- A Secure English Language Test (SELT) result from one of the University's approved Examining Boards or a declaration from your local Test Centre confirming when you will be taking such a test. More information about the University's English Language requirement for applicants with international qualifications can be accessed here:
https://www.um.edu.mt/international/international/english_language_requirements

- Copy of Passport or Malta I.D. card

- A detailed Curriculum Vitae, showing qualifications and work experience gained after leaving secondary school.

- Any documents that have to be presented for your particular course/s application.

The documents must be scanned as separate attachments, in jpeg, gif or pdf format only, and sent to the email address specified on the Receipt of Application for Admission email you receive as soon as you successfully submit your online application.

COURSES OFFERED BY THE FACULTY OF EDUCATION

Can I be exempted from the proficiency test requirement?

For details regarding exemption from the proficiency test/s please refer to the respective course Bye-Laws:

[Bachelor of Arts \(Honours\) in Early Childhood Education and Care](#)

[Master in Teaching and Learning](#)

I need to sit for a proficiency test/s organised by the Faculty of Education. What do I have to do?

Registrations for proficiency tests are accepted directly by the Faculty of Education which is responsible for organising such tests. If you need to sit for one of these tests, please ensure you fill in the relevant application form and pay the applicable fee. Information about these tests is available online at: <http://www.um.edu.mt/educ>

CHANGE OF COURSE

I have already submitted my online application and wish to switch my course preferences. May I do that?

A request for an amendment to your course preferences can be made by completing the online 'Change of Course Application' form available at: www.um.edu.mt/coursechange

Applicants choosing a limited number course offered by the **Faculty of Health Sciences** will only be able to change the order of their preferences until the **31 August 2018**.

Once a letter of acceptance is issued for the course of the first preference, the application for the second preference course will be automatically withdrawn.

For other courses that are limited in number, it will only be possible to vary the order of preferences before a letter of acceptance is issued.

Such a request carries the following administrative fee:

For courses commencing in February 2018 -

€35 if requested between the 13 January and 19 January 2018 and €45 if requested from 20 January 2018 onwards.

For courses commencing in October 2018 -

€35 if requested between the 19 July (after 2pm) and 31 August 2018 and €45 if requested from 1 September 2018 onwards.

I have had a change of heart and wish to choose a different course to the one/ones I had included in my online application. May I do that?

Such changes will only be possible for certain courses. Requests to choose courses with limited numbers, after the closing date, for example, will not be considered. If you have received the letter of acceptance for your first preference course and want to withdraw from this course in order to be considered for your second preference course, this will not be possible if your second preference course is limited in number as the second preference course will automatically be withdrawn once a letter of acceptance is issued for the course of your first preference.

A request to change the course/s indicated in your original application can be made by completing the online 'Change of Course Application' form available at: www.um.edu.mt/coursechange

You are advised to click on the information icon found on the form in order to obtain the exact title of the course you want to change.

Applicants wishing to change the mode of attendance of their course from full-time to part-time and/or vice versa are also required to fill in the online 'Change of Course Application' form available at: www.um.edu.mt/coursechange. Such requests carry the following administrative fee:

For courses commencing in February 2018 -
€35 if requested between the 13 January and 19 January 2018 and €45 if requested from 20 January 2018 onwards.

For courses commencing in October 2018 -
€35 if requested between the 19 July (after 2pm) and 31 August 2018 and €45 if requested from 1 September 2018 onwards.

I am currently following studies in a University course but would like to change to a different course/area. Can I fill in the 'Change of course Application' form indicated above?

Please note that this form is solely intended for candidates who would have submitted an application to join a course at University during that same year.

Students who were already registered in any year of a course in the previous academic year and wish to change their course/area of study are requested to submit a new application.

COMPARABILITY OF GCE ADVANCED LEVEL GRADES WITH THE ADVANCED MATRICULATION LEVEL GRADES AWARDED BY THE MATSEC BOARD

How do grades obtained in subjects taken at Advanced Level set by GCE Examining Boards compare to grades obtained in subjects taken at Advanced Matriculation Level set by the MATSEC Board?

Information regarding the Comparability of Grades obtained in subjects taken at Advanced Level set by GCE Examining Boards to grades obtained in subjects taken at Advanced Matriculation Level set by the MATSEC Board may be found [here](#).

COMPARABILITY OF EUROPEAN BACCALAUREATE WITH THE MATRICULATION CERTIFICATE AND SEC REQUIREMENTS

How does the European Baccalaureate (EB) Diploma compare with the Matriculation Certificate and SEC Requirements for the purpose of admission to the University of Malta?

Information regarding the comparability of European Baccalaureate with the Matriculation Certificate and SEC Requirements can be found [here](#).

COMPARABILITY OF INTERNATIONAL BACCALAUREATE DIPLOMA WITH THE MATRICULATION CERTIFICATE AND SEC REQUIREMENTS

How does the International Baccalaureate (IB) Diploma compare with the Matriculation Certificate and SEC Requirements for the purpose of admission to the University of Malta?

Information regarding the comparability of International Baccalaureate Diploma with the Matriculation Certificate and SEC Requirements can be found [here](#).

ENGLISH LANGUAGE REQUIREMENT

I speak English fluently and I think I satisfy the University's English Language requirement. May I be exempted from presenting a Secure English Language Test (SELT) result?

All applicants who have not studied in Malta, including those who may be considered under the maturity clause, are obliged to satisfy the University's English Language requirement by presenting a Secure English Language Test (SELT) result at the required levels and by the stipulated deadlines. Maltese nationals who completed their secondary education abroad and are presenting overseas qualifications also need to present a SELT result if they are not in possession of a pass in English Language at GCSE/Intermediate/Advanced Level. Certain exemptions may be considered by the Admissions Board if applicants are native English speakers or if they have completed their studies at a university in a country where English is the native language. More information about the University's English Language Requirements can be accessed from here: www.um.edu.mt/international/international/english_language_requirements

I have studied English in my home country. Is this acceptable to satisfy the University's English Language requirement?

All overseas applicants, including applicants who may be considered under the maturity clause, are obliged to satisfy the University's English Language requirement by presenting a Secure English Language Test (SELT) result at the required levels. The qualifications you present from your home country in support of your application are evaluated to assess the comparability of overseas qualifications against national framework levels. If you are not immediately notified by the International Admissions Office that the certificate/result you acquired in English in your home country is adequate to satisfy the University's English Language requirement, you will be expected to present a Secure English Language Test (SELT) result, from one of the recognised Examining Boards, at the required levels, by the stipulated deadline. Without a valid SELT result, applicants will not be admitted to the course even if all other entry requirements are satisfied.

Who offers Secure English Language Tests in Malta?

A number of the leading Examining Boards have accredited Test Centres around the world, including Malta. Please check out their respective websites to find out where the local Test Centres are located. The Malta University Language School www.universitylanguageschool.com also organises courses validated by the University of Malta and certificates awarded by it are acceptable for admission to University courses.

ECDL

Is the ECDL Certificate comparable to an O level or an A level?

Although the ECDL Certificate is rated at Level 3 of the MQF, on the same level as a Secondary Education Certificate (SEC), this does not mean that the ECDL certificate can be used as a replacement for a SEC pass. Similarly, although the ECDL Advanced and ECDL Expert Certificate are rated at Level 4 of the MQF on the same level as an Advanced Level Certificate, this does not imply that candidates can use the ECDL Expert Certificate to satisfy the requirement of an Advanced Level pass.

The University of Malta does not accept ECDL Certificates to satisfy course requirements where a SEC or Advanced Level pass are required.

I need to sit for the ECDL tests. Where can I register for them?

The list of ECDL Accredited Test Centres is available online at: www.ecdl.com/mt/testcentres.html#core

Do all courses require ECDL?

When the ECDL Certificate is one of the admission requirements for a particular course, this will be indicated in the course Bye-Laws which can be accessed from the Course Finder facility available here: www.um.edu.mt/courses

I hold a pass at Advanced Level in Computer Studies. May I be exempted from presenting an ECDL Certificate?

No, the ECDL requirement can only be waived in the case of applicants with a first degree in Computing.

EVALUATION PROCESS

I have paid my application fee and submitted my application. How long before I have news about the progress of my application?

In support of their application, applicants may submit either local or overseas qualifications. This means that there are a number of factors that need to be taken into consideration. Applications for most University courses are received between December and mid-July, with an additional period of time that extends to end September for late applications. The time taken to process an application could depend on the following: whether the course being applied for is a limited number course (in such cases, it is not possible to work with a rolling admissions process); whether the course is a first cycle or second cycle degree because in case of the latter, more reviewers would need to be involved; whether an applicant is

submitting local or overseas qualifications because in the case of overseas qualifications, comparability needs to be determined; at what stage of the admissions cycle the application is submitted, and so on. Because of these variables, it is not possible to identify with accuracy the specific timeframes for reviewing applications. However, the University of Malta remains committed to working within reasonable turnaround times in the interest of its prospective students and to issue letters of acceptance as early as possible.

ENROLMENT PROCESS

Do I need to present my original certificates once I have been accepted?

The University issues letters of acceptance based on the qualifications you would have indicated on the application form. For authentication purposes, you are to present your original certificates to the respective Faculty, if you have applied as a Local Applicant, and to the International Admissions Office, if you have applied as an Overseas Applicant. It is only once the original qualifications are presented to the International Admissions Office that overseas applicants can officially enrol as students on a particular course.

When will I be able to enrol on my course?

The enrolment timing differs for students presenting local and overseas qualifications. Students considered as local candidates receive an enrolment email soon after their letter of acceptance is issued, whereas overseas students will only receive their enrolment email once their qualifications have been verified. Enrolment is done online, normally during the first weeks of the academic year.

POLICE CONDUCT CERTIFICATES

Do I have to submit a Police Certificate of Conduct together with my application?

Whilst filling in the online application for one of these [courses](#) applicants must have their police conduct certificate in hand as they are required to include certain details from the police conduct certificate in the application form.

From where do I obtain the Police Certificate of Conduct?

The police conduct certificate may be obtained from the Criminal Records Office at the Police General Headquarters in Floriana. Further information can be found [here](#).

Where and when do I have to submit my Police Certificate of Conduct?

At the beginning of the academic year, accepted students will be required to submit the original recent police conduct certificate (not more than 6 months old) to the Faculty Officer.

SCHOLARSHIPS AND FEES

I intend to apply for a scholarship/sponsorship (like ‘Endeavour’) in relation to my application to follow a course with the University of Malta. Can I apply before I submit the scholarship/sponsorship application form?

Candidates who are applying for scholarships, which are administered by the Scholarships Unit within the Ministry for Education and Employment, are encouraged to submit their University application at the earliest so that letters of acceptance can be issued by the deadline established by the Scholarships Unit.

Applicants who will be applying for such scholarships must submit an online application for their preferred University course before submitting the scholarship/sponsorship application form as with their scholarship application they must also upload the acknowledgement email they would have automatically received once their application has been successfully submitted.

It is the responsibility of applicants to inform the University should they apply for one of the above-mentioned scholarships after submitting the University application form. This may be done by sending an email to the [Admissions and Records Office](#).

I have previously been a student at the University of Malta and need to present a transcript to the Scholarships Unit because I have applied for a scholarship. From where do I get this?

Applicants can apply for a detailed transcript by completing an online application form available at: <http://www.um.edu.mt/registrar/recordsapplication>

Please ensure that in the ‘Notes’ section of this form, you indicate that you have applied for a scholarship. It is important to note that more lead time is required in order to prepare transcripts for studies completed prior to 2003 because no electronic records are held before that date. The deadline for the submission of said transcript is determined by the **Scholarships Unit**.

Who will inform the Scholarships Unit that I have been accepted to follow a course at the University of Malta?

Once a decision regarding the outcome of your application has been reached, staff from the Admissions & Records Office will send the letter by hand to the **Scholarships Unit** by the stipulated deadline. A copy of the letter will also be sent to the applicants.

I currently have financial difficulties. May I be exempted from paying the application fee?

No. Exemptions are not permissible.

I wish to withdraw my application. Will my application fee be refunded?

Application fees are non-refundable. The University will only consider refunding the application fee if the course does not commence due to an insufficient number of qualified applicants.

Who is exempted from tuition fees and for which courses?

A structure for tuition fees is in place for both undergraduate and postgraduate courses and varies depending on whether students are EU/EEA or non-EU/EEA nationals. Additional information may be obtained from the following link: www.um.edu.mt/finance/service/coursefees

TRANSFER OF STUDY-UNITS

I would like to transfer my studies to the University of Malta for one semester/one year. How do I go about it?

The University of Malta considers requests from visiting students, whether as Exchange Students if a formal agreement exists between the home university and the University of Malta or as Transfer Students if no formal agreement exists. For further information, please communicate the [International Office](#).

I am interested in transferring the study-units I have completed at my home University and wish to graduate from the University of Malta. Is it possible?

Interested applicants must first submit an application where they indicate the course they wish to join and that they wish to transfer study-units from their home university. Your qualifications will be evaluated by the International Admissions Office to ascertain whether you satisfy the entry requirements for the selected course. The Faculty offering the course would also require a detailed transcript showing the modules and grades obtained to date, to ascertain that the modules followed are comparable in content and level to those offered by this University. In order to graduate from here, the last 60 ECTS credits of the course must be awarded by the University of Malta.

MOVING TO MALTA

When should I apply for a VISA?

You are advised to start the process to apply for a visa as soon as you receive your letter of acceptance. Visas take time to be processed.

Applicants should check with the nearest Maltese Embassy or Consulate whether they require a visa to enter Malta. For further information please refer to: www.um.edu.mt/international/international/visa

Does the University of Malta offer accommodation?

Malta offers a variety of accommodation options for students, located around and close to the University campus, to suit different needs and budgets. Students registered for studies with the University of Malta may opt to live at the University Residence in Lija or Hotel Kappara in San Gwann which are both administered by the University. Arrangements are to be made directly with the two properties by accessing their respective websites on: universityresidence.com or hotelkappara.com

GENERAL INFORMATION

What are the opening hours of the Admissions & Records Office?

The office is open from Monday to Friday (excluding Public Holidays) as follows:

Summer Hours: 16 June - 30 September
From 8.00 am to 1.00 pm

Winter Hours: 1 October - 15 June
From 8.00 am to 12.30 pm and from 1.30 pm to 5.00 pm

I have noticed that apart from tuition fees, a number of postgraduate programmes of study may also charge 'bench fees'. What are bench fees?

As per Legal Notice 258 of 2009, bench fees cover the cost of consumable materials, as well as the use of facilities and specialised equipment which may not be available at the University of Malta. Bench fees are established on a case by case basis.

What is a semester?

An academic year consists of two semesters, each incorporating 14 weeks of teaching, two weeks of recess, and examination periods of two weeks and of four weeks at the end of the first and the second semester respectively. Some postgraduate Master's programmes include a third semester which runs from June to October.

What are ECTS credits?

The allocation of credit to study-units forming part of a Programme of Study follows the European Credit Transfer and Accumulation System (ECTS) proposed by the European Commission. ECTS credits are a numerical value (between 1 and 60) allocated to study-units to describe the student workload required to complete them. They reflect the quantity of work each study-unit requires in relation to the total quantity of work necessary to complete a full year of academic study, that is, lectures, practical work, seminars, tutorials, fieldwork, private study in the library or at home and examinations or other assessment activities. ECTS is thus based on a full student workload and not limited to contact hours only. In ECTS, 60 credits represent the workload of one academic year of study.

For the purpose of calculating the equivalence of UK credits to ECTS credits the following criteria is used: 2 UK credits are equivalent to 1 ECTS credit.

What is the difference between the various Masters Programmes offered by the University?

Master's programmes can have both taught and research components. The research element of a Mainly by Research programme significantly outweighs the taught element, whereas Mainly Taught programmes would have a significant taught component. Taught and Research programmes would have an equal amount of taught and research elements.

For most Master's degrees mainly by research, applications may be submitted at any time of the year. Enrolment for such degrees shall be with effect from one of the following dates: 1 October, 1 December, 1 February, 1 April and 1 June. When submitting an online application, applicants are requested to indicate the month when they intend to start their course in the free text section. For information regarding possible entry points, please click [here](#)

Has your query been addressed?

If you require information regarding a matter not covered in these FAQs, you are kindly requested to contact us as follows:

Please click [here](#) if you are presenting Local Qualifications.

Please click [here](#) if you are presenting Overseas Qualifications.

22/01/2018