

**EDUCATION ACT
(CAP. 327)**

**Bye-Laws of 2021 in terms of the
General Regulations for University Postgraduate Awards, 2021 for the Degree
of Master of Arts in Archives and Records Management - M.A. -
under the auspices of the Faculty of Media and Knowledge Sciences**

IN EXERCISE of the powers conferred upon him by articles 74 (5) and 75 (6) of the Education Act (Cap. 327), the Chancellor of the University of Malta has promulgated the following bye-laws made by the Board of the Faculty of Media and Knowledge Sciences in virtue of the powers conferred upon it by article 81 (1) (c) of the said Act and which have been approved by the Senate of the University of Malta as required by article 81 (2) of the said Act:

Citation and Interpretation

1. (1) These bye-laws may be cited as the Bye-Laws of 2021 in terms of the General Regulations for University Postgraduate Awards, 2021 for the degree of Master of Arts in Archives and Records Management - M.A. - under the auspices of the Faculty of Media and Knowledge Sciences.

(2) In these bye-laws, unless the context otherwise requires -

“the Board” means the Board of the Faculty of Media and Knowledge Sciences;

“the Course” means the programme of study leading to the degree of Master of Arts in Archives and Records Management - M.A.;

“the Degree” means the degree of Master of Arts in Archives and Records Management - M.A.;

“the Postgraduate Certificate” means the Postgraduate Certificate in Archives and Records Management - P.G. Cert.; and

“the Postgraduate Diploma” means the Postgraduate Diploma in Archives and Records Management - P.G. Dip.; and

“the Principal Regulations” means the General Regulations for University Postgraduate Awards, 2021.

Applicability

2. These bye-laws shall be applicable for courses commencing in October 2021 or later.

Requirements for Admission

3. (1) The Course is open to applicants in possession of:

(a) a first cycle degree obtained with at least Second Class Honours or Category II in Knowledge and Information Management, awarded by this University or any other higher education institution recognised by Senate; or

(b) a first cycle degree obtained with a Third Class Honours or Category III in Knowledge and Information Management, awarded by this University or any other higher education institution recognised by Senate, provided that such applicants shall be required to submit a portfolio documenting and describing proven professional experience in the library, archive or information management sector, which experience was obtained following their first cycle degree. Applicants in possession of the degree with Third Class Honours or Category III shall be allowed to proceed to the research component subject to the attainment of an average mark of at least 55% in the taught component; or

(c) a first cycle degree obtained with at least Second Class Honours or Category II in any other subject, awarded by the University or any other higher education institution recognised by Senate, provided that they satisfy the Board that they are in possession of other qualifications, including relevant experience, obtained following their first cycle degree; or

(2) The Admissions Board, on the recommendation of the Faculty Admissions Committee, may admit into the Course applicants in possession of the Diploma in Archives and Records Management with at least a Merit classification, obtained from this University, or an equivalent qualification obtained from any other higher education institution recognised by Senate. Such applicants shall be required to demonstrate the learning achieved through prior experience and certification through the evaluation procedures established by the University Policy for the Recognition and Accreditation of Prior Learning (RPL). The admission of such applicants may be made subject to those conditions that may be imposed to address any lacunae in the applicants' academic preparation.

(3) Applicants in terms of sub-paragraph (b) and (c) of paragraph (1) of this bye-law shall be interviewed by a board appointed for the purpose, to assess their suitability to follow the Course with profit. The Board shall announce the assessment criteria for admission into the Course at the time of the call for applications.

(4) The interviewing board appointed by the Board shall be composed of at least three members.

Course Duration

4. The Course shall extend over six semesters of part-time study which shall include the summer periods.

Programme of Study

5. The programme of study shall comprise study-units to which a total of 90 ECTS credits are assigned, of which 60 ECTS credits are assigned to taught study-units and 30 ECTS credits assigned to a dissertation study-unit.

6. Students who successfully complete a prescribed set of study-units totalling 30 ECTS credits assigned for taught study-units with an average mark of at least 50% and do not proceed with the Course, or having proceeded do not successfully complete the Course, shall be eligible for the award of the Postgraduate Certificate.

7. Students who obtain the 60 ECTS credits assigned to the taught study-units with an average mark of at least 50% and do not proceed with the Course, or having proceeded do not successfully complete the dissertation, shall be eligible for the award of the Postgraduate Diploma.

8. Students shall be eligible for the award of the Degree if they obtain the 90 ECTS credits as outlined in the programme of study for the Course with an average mark of at least 50%.

9. The programme of study shall be published after approval by Senate, normally not less than eight months prior to the commencement of the course.

Assessment and Progress

10. (1) The assessment of each taught study-unit shall be completed by the end of the semester in which the teaching of the study-unit is held.

(2) Students who in any academic year fail in the assessment of not more than 10 ECTS credits shall be given the opportunity to re-sit the failed assessment during the September supplementary examination session.

(3) Students who fail more than the number of study-units permitted under paragraph 2 of this bye-law or students who after re-assessment fail to obtain credit for any study-unit, shall be deemed to have failed the course.

Dissertation

11. (1) Students shall be required to submit an individual dissertation of approximately 15,000 to 20,000 words in accordance with the guidelines issued by the Board.

(2) Work on the dissertation shall be undertaken during the final semester of the Course. Each student shall be assigned a supervisor who shall provide guidance and advice on a regular basis during the period of study.

(3) A provisional title for the dissertation and a research proposal shall be submitted to the Board for approval not later than six weeks before the end of the second semester.

12. (1) Students shall be required to have regular contact with their supervisor.

(2) Supervisors shall submit to the Board progress reports for each student under their supervision at the end of each semester of studies. Such reports may include recommendations to either (a) extend the period of study in order to enable the student to complete the dissertation; or (b) terminate studies prematurely if the supervisor deems this to be proper in the circumstances, provided that:

(i) the extension of the study period referred to in (a) shall be in accordance with the provisions of the Principal Regulations; and

(ii) the Board may not terminate studies prematurely according to (b) until it has first given the student a chance to be heard.

Classification of the Awards

13. The Final Weighted Average Mark for the purpose of the classification of the Postgraduate Diploma and of the Degree shall be based on the results obtained in all the components of the programme of study, all credits being weighted equally.