



## **Student Handbook**

Postgraduate

**M.Sc. by Research**

### **INTRODUCTION**

#### **Admissions and Selection Procedures**

Students are required to apply through Admissions and provide a research proposal following the Guidelines for Research published by the Institute. Consultation with potential supervisors or the Director of the Institute is advisable to ensure proposal is in line with the research of the Institute.

The Board of Studies reviews all applications and provides feedback to admissions, particularly in the case where interviews are required.

### **INSTITUTIONAL STRUCTURES**

#### **Supervisors**

Students are assigned a Principal Supervisor and where deemed necessary a Secondary Supervisor. Students are encouraged to interact, interview or seek assistance from other persons however this has to be logged in the Research Logbook. The supervisors will meet as necessary, complete the Research Logbook where required and interact with the Board of Studies as required from time to time to submit progress reports and with the Board of Examiners during examination.

#### **Principal Supervisor**

A Principal Supervisor is approved by the Board of Studies. His/her role will include participation in the selection process of the student's application and the supervision and progress of studies as detailed in the Research Logbook.

The Principal Supervisor will assist the student during the course of the study whether Part-Time (2 years) or Full-Time (1 year). He/she will guide the student on matters related to the Institute, its facilities and procedures and to other persons (especially important for the study) and encourage the student to participate in the Institute's activities and events.

The Principal Supervisor will also agree with the student on any courses to be taken by the student either to improve his knowledge skills or overall Skills Development programmes offered by the UM from time to time.

The Principal Supervisor will ensure that you use the Research Log Book effectively and review and approves the records within. The Research Logbook is to be kept up-to-date all the time.

The Principal Supervisor will also ensure you follow safety guidelines for fieldwork/laboratory activities related to your studies as well as provide assistance in obtaining **ethics approval**. He/she will determine, in consultation with the Institute, at the start of a student's programme of study whether an assignment of Intellectual Property Rights/Copyright is necessary and ensure that an agreement is established prior to the start of the research.

The Principal Supervisor will provide students with prompt constructive criticism and reaction on submitted draft work to facilitate timely completion of the dissertation and discuss work accomplished and revise study description and objectives in the light of progress made and other external factors (e.g. newly published materials, etc.)

The Principal Supervisor is also in charge of submitting to the Institute the composition of the Examining Board for approval when the research draws to an end. In collaboration with the Examining Board Chair, he/she will also organise the viva voce examination.

The Principal Supervisor will also ensure students maintain records of research in a state which can be investigated and understood by anyone with a legitimate right to enquire as well as report to the Institute and the Registrar any suspected instance of misconduct, including plagiarism.

### **Secondary Supervisor**

The Secondary Supervisor will provide students with a continuity of supervision in the event of the absence or departure of the Principal Supervisor. As such the Secondary Supervisor will contribute a second opinion or additional expertise where necessary.

### **Director of the ICCSD**

The Director has overall responsibility for the welfare and academic progress of graduate students in the Department, including supervision, provision of necessary equipment and facilities, safety, etc. Where students work in more than one Department or institution, or are Part-time, then the Director should ensure that adequate provision is made for supervision, facilities and monitoring progress.

He/she will promote student welfare by communicating about all the services including special needs, disability, international students, equal opportunity, counselling, career information and so on.

## **THE STUDENT**

### **Programme of Study and Responsibilities**

Students can be registered as Full-time or Part-time. It is important that all students have equal and full access to all UM resources necessary for successful completion of their work. The programme of study is normally one year of Full-time research or two years Part-time

A student registered to carry out a research degree with the ICCSD has the following responsibilities.

- To carry out research effectively, to an adequate standard and within the prescribed period of study and complete the Research Logbook by recording formal supervisory meetings amongst others.
- To strictly abide by the timetable of meetings and deliverables agreed with the Principal Supervisor.
- To submit written work within deadlines and allow sufficient time for comment and discussion.
- To inform the Principal Supervisor of any problems interfering with the course of studies.
- To consult regularly with the Secondary Supervisor when this is assigned.
- To present the research and its findings from time to time, particularly when requested to do so by the Principal Supervisor or the Institute.
- To follow University of Malta and Institute procedures during the course of studies.
- To decide upon approval of the Principal Supervisor when to submit your dissertation for final examination and assist the Principal Supervisor with the respective procedures.
- To discuss and seek approval from your Principal Supervisor if your registration status changes.

### **Research Logbook**

The ICCSD requires students to complete alongside their course of studies a Research Logbook. The student and Principal Supervisor have to document academic progression and other activities related to the research and it is the responsibility of the student to maintain this Logbook. The Logbook is intended to be used in a flexible manner. The Principal Supervisor will explain to each student its function.

### **Skills Development**

Students undertaking research degrees with the ICCSD will be encouraged to participate in Skills Development training as and when it is provided by the UM. Students are requested to discuss with their Principal Supervisor which training is more appropriate.

### **Intellectual Property Rights/Copyright in relation to students**

In accordance with Regulation 58 and 59 of Legal Notice 120 of 2008 entitled General Regulations for University Postgraduate Awards, 2008 a:

58. Copyright of the dissertation remains with the students. All other intellectual property rights embodied in dissertations are owned by the University. The physical copies of the dissertations submitted for examination become the property of the University.

59. Students must abide by the University's policy on Intellectual Property insofar as it pertains to the allocation of income from intellectual property rights.

### **Participating in the Research of the Institute**

Students may be asked to help with the research that is going on at the Institute from time to time, sometimes in return for payment. This activity provides valuable research and work

experience and exposure. Students are encouraged to participate actively. The responsibilities of the student must be clearly defined and the work compatible with the research programme.

### **Study Leave or Interruption of Study**

Students wishing to take study leave or interrupt their studies for a period of time must have formal approval of the Institute and the University. Students should consult their Principal Supervisor about the procedures for making an application, in advance of your interruption of study.

### **Thesis Preparation and Examination**

Research students are normally expected to submit a dissertation for examination within a period of one calendar year (or two years in the case of Part-time students) after the end of the fee-paying enrolment period.

The student is responsible for submission of the dissertation following liaison with the Principal Supervisor. It is the responsibility of the Principal Supervisor to propose a Board of Examiners to the Chairman of the Board of Studies; to arrange the Viva Voce examination in liaison with the examiners and with the candidate; to inform the Institute of the date; and in due course advise any relevant collaborators or institutions and sponsors of the results.

### **Plagiarism and Research Misconduct**

The University of Malta expects all its researchers to act in a professional manner in relation to their work. Regulations concerning plagiarism, including self-plagiarism, and other research misconduct are set out in Guidelines available online.

### **IMPORTANT LINKS**

- [University of Malta Regulations, Statutes and Guidelines](#)
- [University of Malta Administrative Forms and Notices](#)
- [Institute for Climate Change and Sustainable Development](#)
- [ICCSD - Guidelines for Research](#)
- [University of Malta Research Ethics Committee](#)
- [University of Malta Plagiarism Guidelines](#)