

Legal Notice 248 of 2019 – Malta Government Gazette No. 20,273 – 1 October 2019
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**EDUCATION ACT
(CAP. 327)**

General Regulations for University Undergraduate Awards, 2019

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 regulations made by the Senate of the University of Malta by virtue of the powers conferred upon it by articles 75 (3) and 79 (b) of the said Act:

Citation and Interpretation

1. (1) These regulations may be cited as the General Regulations for University Undergraduate Awards, 2019.

(2) In these regulations, unless the contrary intention appears, (a) words importing the masculine gender include the feminine; (b) words importing the feminine gender include the masculine; and (c) words in the singular include the plural and words in the plural include the singular.

(3) In these regulations, unless the context otherwise requires, the terms used shall be taken to mean as indicated in the Glossary of Terms listed hereunder:

Glossary of Terms	
Term	Explanation
Absence / Absent	May refer to both absence for any assessment and to non-submission of work for assessment.
Add/Drop Period	A pre-announced period of time at the commencement of a semester during which students may withdraw without penalty from a Unit previously registered for, or register for a new Unit. "Adding" or "Dropping" Study-Units may be subject to restrictions.
Area of Study / Area	A subject or a group of related subjects taken together in an approved Programme of Study.
Assessment	All forms of assessment that are used to award a mark and/or grade that contributes towards the award of any University qualification. The method of assessment shall be as prescribed in the Study-Unit description and may include written supervised Examinations; oral Examinations; home assignments, including short or long essays or dissertations; clinical or practical Examinations; portfolios; projects; fieldwork; case studies; logbooks; continuous assessment of a placement; and any other

Glossary of Terms	
Term	Explanation
	method of assessment approved by Senate, or combinations of these, to each of which a percentage of the final mark is assigned.
Award Classification Board	The Award Classification Board appointed for each Undergraduate Course.
Board	The Board of the Faculty or Institute or Centre or School responsible for a particular Course or Programme of Study.
Board of Studies	The Board appointed to administer a Programme of Study in terms of these Regulations.
Bye-Laws	The Bye-Laws approved by Senate for each Course.
Catalogue of Study-Units	A Catalogue of Study-Units is the collection of all the Study-Units offered by an academic entity. The detailed description of each Study-Unit shall indicate its type, level, code, title, content and learning outcomes, credit value, method of assessment, including the percentage weighting of each assessment component when applicable. The Unit description shall also indicate if other Units are prerequisites or are required to be followed concurrently.
Course/s / Course Plan	A Course of study leading to a University Undergraduate award. A Course Plan may include one Programme of Study or a number of Programmes of Study in particular Areas of Study.
Credit	European Credit Transfer and Accumulation System (ECTS) credit. Credits are awarded for successful completion of each Study-Unit. A total of 60 credits are assigned to the Study-Units that students are expected to complete over one full-time academic year.
Dean	Refers to the Dean of a Faculty or the Director of an Institute or Centre or School.
Dissertation	A long piece of writing on an approved subject, written under the supervision of a tutor as a compulsory home assignment towards the end of the Course for the award of a Bachelor's degree.
Examination	Any written assessment held under supervision on a set date, at a set time and venue and except when specifically stated, does not include oral, practical, clinical, or similar and excludes assessment of work performed over a period such as practicums and work/field placements.
Faculty	Refers to a Faculty, Institute, Centre or School.
Final Assessment Opportunity	The last time a student can take an assessment of a Study-Unit assessment or a component thereof. Normally the final assessment opportunity to take an assessment is the September assessment session in the academic year to which an Incomplete Study-Unit is referred; in exceptional circumstances Senate may approve an additional opportunity as provided for in these regulations.

Glossary of Terms	
Term	Explanation
Incomplete Study-Unit	A Study-Unit is considered to be Incomplete for students who for any reason were absent for its assessment or have failed its assessment, in both cases, with the possibility of being assessed in it at a next opportunity.
Long Essay	A long piece of writing on an approved subject written under the general guidance of a tutor as a compulsory home assignment towards the end of a Course.
Professional Course	A Course that imparts specific professional competencies and leads to an award that gives access to a regulated profession.
Programme / Programme of Study	The list of Study-Units comprising an Area of Study offered as a main or subsidiary Area of Study in a Course. The Programme of Study shall indicate which Units are compulsory or elective, the year of study and the semester in which each Unit is to be followed.
Referral / Referred Study-Unit / Referred Assessment	An Incomplete Study-Unit which a student is allowed to refer to the following year of her Course plan or to an extension year.
Statutory duration of a Course	The duration needed to complete a Course if no extension or repeat years are availed of.
Study-Unit / Unit	A part of a Programme of Study carried out upon a syllabus approved by Senate, on the recommendation of the Board, to which a specified number of credits at an indicated level is assigned, and which is capable of separate assessment. A Study-Unit may take the form of a series of lectures, seminars, tutorials, practical or clinical sessions, field placements, projects, research work, dissertation, private study or a combination of such work, or any other method of teaching.
Compensatable / Non-compensatable Study-Unit	All Study-Units, whether compulsory, elective or optional, are deemed to be compensatable, i.e. may be passed by compensation, as provided for in these regulations, with the exception of compulsory Study-Units that are declared to be non-compensatable in a Programme of Study, and provided that when a mark of at least 45% is required to be obtained in any of a Study-Unit's assessment components, that minimum mark must be obtained for the Study-Unit to be passed by compensation.
Compulsory Study-Unit	A Study-Unit which must be followed and passed for the purpose of progression or successful completion of the Course.
Concurrent Study-Units	Two or more Study-Units which must be followed together during the same semester.

Glossary of Terms	
Term	Explanation
Elective Study-Unit	A Study-Unit in a particular Programme of Study which must be chosen from a designated list of Study-Units.
Optional Study-Unit	A Study-Unit chosen from a wide range of Study-Units offered by the University.
Prerequisite Study-Unit	A Study-Unit which must have been followed in order for a student to be able to follow a subsequent Study-Unit.
Synoptic Study-Units	Study-Units, the teaching of which helps students to integrate knowledge acquired in Study-Units pursued during the Course. Whenever such Study-Units are included in a Programme of Study, these Study-Units are designated and indicated as such in their Study-Unit description and the Programme of Study, are compulsory and are taught during the last year of the Programme of Study.
Study-Unit Credit System	The allocation of credit to Study-Units forming part of a Programme of Study follows closely the European Credit Transfer and Accumulation System (ECTS) as explained in the ECTS Users' Guide available on the following link: https://ec.europa.eu/education/ects/users-guide/docs/ects-users-guide_en.pdf .
Supplementary Assessment / Re-sit	An assessment re-taken after failure at a previous assessment opportunity.
University Undergraduate Award	A University Pre-Tertiary Certificate, a University Certificate, a University Diploma, a University Higher Diploma, a Bachelor degree, a Bachelor Honours degree.

Applicability

2. These regulations shall be applicable as from October 2019 for all Courses leading to a University Undergraduate Award.

Eligibility for a University Undergraduate Award

3. To be eligible for any University Undergraduate Award, students must:
- (1) be registered as regular students in a Course in terms of the Admissions Regulations of the University;
 - (2) complete the Course, and satisfy any other requirements prescribed in these regulations and in the bye-laws for the Course;
 - (3) satisfy any other requirements prescribed in any other relevant statutes, regulations and bye-laws of the University; and

(4) obtain not less than the number of credits at not below the level as indicated hereunder, including all credits for compulsory and elective Study-Units as specified in the Programme/s of Study and/or Bye-Laws relevant to the Course on which the student is registered and subject to regulations 18, 19 and 20 below:

University Undergraduate Award	Requirements
University Pre-Tertiary Certificate	Not less than 16 credits at Level 0.
University Certificate	30 or 32 credits of which not less than 26 credits not below Level 1.
University Diploma	60 or 90 credits, as specified in the Bye-Laws for the Course, of which not more than 4 Level 0 and not less than 56 Level 1.
University Higher Diploma	90 or 120 credits, as specified in the Bye-Laws for the Course, of which not more than 4 Level 0 and not less than 56 Level 2.
Bachelor	180 credits of which not more than 4 Level 0, not less than 56 and not more than 68 Level 1, and not less than 108 more or less divided equally between Levels 2 and 3.
Bachelor (Honours in one Area of Study) (three year full-time Course)	180 credits of which not more than 4 Level 0, not less than 56 and not more than 68 Level 1, and not less than 108 more or less divided equally between Levels 2 and 3 of which not less than 56 Level 3 credits assigned to the area taken at honours.
Bachelor (Honours in two Areas of Study) (4 year full-time Course)	240 credits of which not more than 4 Level 0, not less than 56 and not more than 68 Level 1, and not less than 168 more or less divided equally between Levels 2 and 3 of which not less than 50 Level 3 credits in each of the two areas taken at honours.
Bachelor (Honours) (4 year full-time professional Course)	240 credits of which not more than 4 Level 0, not less than 56 and not more than 68 Level 1, and not less than 168 Levels 2, 3 and 4 of which not less than 100 at Levels 3 and 4.

Provided that:

(i) students may be allowed to offer higher level credits in substitution of the required credits at a specific level;

(ii) a Pass Bachelor degree, in all instances without honours, may, at the discretion of the Award Classification Board, be awarded to a student registered in a Bachelor or Bachelor (Honours) degree Course, who at the end of the Course lacks not more than 10 credits to complete the credit requirement for the award of the degree. The student shall however have the option to refuse the award and opt to refer the missing Units to an extension year or repeat the year if so eligible in terms of these regulations; and

(iii) in the case of the award of a University Higher Diploma, Senate may exceptionally approve Programmes to which 60 credits are assigned of which not less than 56 at Level 2 or higher and provided that such Programmes build upon studies at tertiary level.

(5) Senate may also approve inter-faculty awards which may be offered by two or more entities of the University.

Registration and Special Course Requirements

4. (1) Applicants shall apply to register for the Course on the prescribed form and within the time specified by the Office of the Registrar.

(2) To be registered as regular students in any undergraduate Course, applicants must satisfy the requirements for registration as regular students in terms of the Admissions Regulations of the University and any Special Course Requirements laid down in the Bye-Laws for the Course.

Course Plan

5. (1) In any Course Plan, full-time students shall be required to register for Study-Units to which 60 credits are assigned as indicated in the Programme/s of Study for the Course.

(2) In any Course Plan, full-time students shall not be required and may not register for more than 36 credits in any one semester.

(3) Study-Units taught and assessed over two consecutive semesters shall be deemed to be divided equally between the two semesters for the purpose of establishing the number of credits that a student may register for in a semester.

6. (1) Students shall select and register for the Study-Units as prescribed in their Programme of Study as directed by the Office of the Registrar and shall not be considered students on a Study-Unit unless they have so registered.

(2) Students shall not be permitted to follow a Study-Unit and/or be assessed for the award of credit unless they are registered as students on that Study-Unit.

(3) Where a particular first semester Study-Unit is specified as a prerequisite for a Study-Unit to be taken in the following semester, then the prerequisite shall be deemed to have been satisfied if the student has been registered

for the former Unit, has maintained satisfactory attendance and has completed all requirements associated with the Unit.

(4) Where a particular Study-Unit is specified as concurrent with another, the student must maintain satisfactory attendance at both Units.

(5) Students may, subject to timetable and other published restrictions, and subject to any other condition that the University may from time to time impose, change a choice of Units during the Add/Drop Period that shall be published by the Office of the Registrar with the approval of Senate.

(6) The Registrar, after seeking the advice of the Faculty concerned may, subject to the same conditions and restrictions as in paragraph (5) of this regulation, allow a student to change a choice of Units, or withdraw from or register for a Unit after the “Add/Drop Period” has passed, provided that no withdrawal from a Unit may be permitted after any of the assessment components of that Unit has been completed.

(7) Students are responsible for complying with the published procedures at the time in force.

Statutory Duration of Course

7. The statutory duration of a Course shall be specified in the Bye-Laws for each Course but shall be not less and not more than the following periods of full-time study:

(a) one or two semesters for Courses leading to a University Pre-Tertiary Certificate;

(b) one semester for Courses leading to a University Certificate;

(c) two or three semesters for Courses leading to a University Diploma;

(d) between two and four semesters for Courses leading to a University Higher Diploma; and

(e) between six and eight semesters for Courses leading to the Bachelor and Bachelor Honours degrees:

Provided that students may be allowed to follow a Course on a part-time basis, in which case the time spent in part-time study shall, unless otherwise stated in the Programme of Study approved by Senate, or unless in special circumstances specific arrangements are agreed in writing by the Board with the student, count as half that required in the case of full-time studies.

Suspension of Studies

8. (1) The Board may allow students, for a good and sufficient reason, to suspend their studies for a maximum period of twelve months, irrespective of whether the student is registered on a full-time or part-time basis. In such cases, the period of

suspension of studies shall not be taken into consideration for calculating the period of registration in the Course in terms of the statutory duration requirement.

Applicable from 1 July, 2021 onwards:

(2) In exceptional or personal circumstances, Senate, on the recommendation of the Board, may grant a further period of suspension of studies.

(3) A student who is on suspension of studies shall not follow any Study-Unit, sit for any assessment, or work on the Dissertation.

Academic Calendar

9. (1) The academic year consists of two semesters, each incorporating 14 weeks of teaching, two weeks of recess and two End of semester assessment sessions, being an Assessment Session of up to three weeks after the first semester and an Assessment Session of up to five weeks following the second semester. The second semester is followed by the summer recess.

(2) Assessments are also held in September during the summer recess for students to take a limited number of assessments of Incomplete Study-Units, as provided for in these regulations.

(3) Course Plans may, with the approval of Senate, include summer sessions of varying lengths.

10. The calendar for each academic year, indicating the date of the commencement of each semester, the dates reserved for examinations, and the dates of the Christmas, Easter and summer recesses, shall be approved by Senate before the commencement of each academic year, normally a year in advance.

11. Courses shall normally commence at the beginning of the first or the second semester, unless otherwise approved by Senate.

Language of Instruction and Assessment

12. The language of instruction and assessment shall be English, except that for areas of study involving a language, teaching and assessment may be in that language. Senate may also approve the delivery of a Study-Unit in Maltese or in any other language.

Courses and Course Plans

13. Any Course shall be proposed by a Board duly authorised to offer undergraduate Courses and approved by Senate through Bye-Laws for the purpose.

14. Course Plans shall be approved by Senate and may consist of one or more Programmes of Study in particular Areas of Study.

15. The Areas of Study that may be taken in a Course shall be indicated in the Bye-Laws for the Course. At the time of the call for applications, the Board shall indicate which areas are offered in a particular academic year and the combination of areas that may be taken together.

16. A Course leading to an award in more than one Area of Study may include areas that fall under the academic responsibility of different Faculties. Senate shall approve such Courses, provided there is the concurrence of each of the Faculties concerned.

Programmes of Study

17. There shall be a Programme of Study for each Area of Study in which a University Undergraduate Award may be given, whether the Area is designated as a main honours, as a main or as a subsidiary Area.

18. An Area of Study can be designated as a main area in the Course Plan for a Bachelor degree if at least 70 credits at the appropriate level are assigned to it.

19. An Area of Study can be designated as a main area in the Course Plan for a Bachelor Honours degree if at least 110 credits at the appropriate level are assigned to it.

20. An Area of Study can be designated as a subsidiary area in a degree Course Plan if at least 35 credits at the appropriate level are assigned to it.

21. Course Plans may include optional Study-Units.

22. (1) Each Programme of Study shall be submitted for the approval of Senate by the department or division responsible for the teaching of the Area of Study.

(2) The Programmes of Study shall be approved by Senate after due process of validation and periodic review as indicated by Senate from time to time.

23. Programmes of Study shall normally be approved by Senate not less than eight months before the commencement of the Course, and shall include all the Study-Units in the Area, indicating which of the Units are compulsory or electives, and the order in which the Units shall be followed.

Study-Units

24. Study-Units shall be proposed by the department or division responsible for the teaching of the Area of Study and approved by Senate on the recommendation of the Board.

25. Each Study-Unit shall be assigned a code by the Office of the Registrar in accordance with the principles listed in Schedule 1 - System of Assigning Codes for Study-Units attached to these regulations.

26. Study-Units shall be offered at levels as follows:

- Level 0** Pre-tertiary or foundation or proficiency Study-Units.
- Level 1** Study-Units normally offered in Year 1 of an undergraduate Course where it is assumed that the students have a general level of education at least meriting the award of the Matriculation Certificate. In Courses where admission is dependent on students being in possession of special Course requirements, such as a pass in a subject taken at Advanced Level, lecturers can assume that students possess the pre-required knowledge.
- Levels 2 & 3** Study-Units offered in Years 2 and 3 of an undergraduate Course. Level 3 Study-Units are also offered in Year 4 of an undergraduate non-professional Course. Lecturers can assume that students have the required skills associated with studying at tertiary level.
- Level 4** Study-Units offered in Year 4 of a Professional Course. Such Study-Units, normally imparting specific professional competencies although given at a level higher than Level 3, are still considered as being at undergraduate level.

Boards of Studies

27. Boards of Studies for all Courses shall be appointed by Senate by September for a period of one academic year.

28. Each Faculty shall recommend to Senate the appointment of Boards of Studies for Courses run under the auspices of that Faculty. In doing so, the Board shall aim to achieve an optimal arrangement for the appointment of a Board of Studies for one or more Courses run under its auspices.

29. Senate may approve the appointment of any of the following:

(a) a Board of Studies for one Area of Study for a Course, where such a Course consists only of one Area of Study;

(b) a Board of Studies for a Course consisting of more than one Area of Study offered together in that Course;

(c) a single Board of Studies for such number of Courses offered under the auspices of a Faculty, where such an arrangement is the most appropriate;

(d) the designation of a Board to carry out the functions of a Board of Studies;
and

(e) any combination of the above which Senate may approve from time to time for Courses offered under the auspices of a Faculty.

30. (1) Boards of Studies shall be composed as follows:

(a) in the case of regulation 29 (a), the Board of Studies shall be composed of: (i) the head of the department responsible for the Area of Study or his delegate as chairman; (ii) at least two other academic members; and (iii) two students elected from amongst the students registered on the Course;

(b) in the case of regulation 29 (b), the Board of Studies shall be composed of: (i) the heads of the departments responsible for the Areas of Study concerned, or their delegates, one of whom shall be appointed chairman; (ii) at least one other academic member from each of the departments concerned; and (iii) two students elected from amongst the students registered on the Course;

(c) in the case of regulation 29 (c), the Board of Studies shall be composed of: (i) the Course coordinators for a number of Courses offered under the auspices of a Faculty, or their delegates; one Course coordinator shall be appointed chairman; (ii) at least one other academic member teaching on each of the Courses concerned; and (iii) two students elected from amongst the students registered on the Courses; and

(d) in the case of regulation 29 (d), the Board shall be designated by Senate to perform the functions of a Board of Studies.

(2) In the case of a Course offered by two or more Faculties, Senate may appoint, on the joint recommendation of the Faculties concerned, an inter-Faculty Board of Studies. Such a Board of Studies shall consist of: (i) the Dean or his delegate of each Faculty concerned; (ii) at least two other academic members from each Faculty; and (iii) two students elected from amongst the students registered on the Course. One of the Deans shall be appointed chairman. The terms of reference of such a Board of Studies are to ensure better coordination of Programmes of Study where Study-Units are offered by different Faculties.

(3) Faculties may propose as members on all Boards of Studies up to two stakeholders in the areas of expertise covered by the relevant Programme.

(4) Administrators from all Faculties concerned shall attend meetings of the Board of Studies.

31. The functions of Boards of Studies shall include the following:

(a) implementing the regulations and bye-laws governing the Programme of Study, subject to the general directions given by the Board concerned;

(b) monitoring and evaluating the Programme/s of Study;

(c) drawing up Programmes of Study and making proposals to the Board for their revision as necessary from time to time; and

(d) monitoring the assessments and the procedures used in the assessment of the performance of the students.

Credits

32. A credit value is assigned to each Study-Unit indicating the total learning time, including time devoted to tuition, private study and assessment, which an average student might be expected to spend in achieving the learning outcomes associated with the Unit; one credit nominally represents 25 hours of learning, of which five to seven hours are normally direct teaching when a Study-Unit is imparted in the standard lecturing mode.

33. Study-Units taught and assessed within a single semester shall normally be assigned not less than 4 credits (except for Study-Units designated as optional, which may be assigned 2 credits) and not more than 30 credits.

34. Credits shall be awarded to students who pass the assessment for that Unit. The mark/grade and credits for a particular Unit cannot be awarded to a student more than once, unless a student is required to be assessed in a compulsory Study-Unit credit for which had been obtained towards another award, in terms of regulation 36.

35. Study-Units credited to a student may not normally be used towards an award after seven years have elapsed from the award of the credit to the student, provided that when credit for more than one Study-Unit is being transferred to another Course, then the seven years shall commence from the date of the last credit awarded.

36. The same credits cannot be counted towards two separate qualifications unless one qualification is considered by Senate to be an interim qualification in the normal progression to the other, higher level qualification:

Provided that a Board of Studies may allow a student to transfer credit for a Study-Unit obtained in a completed Programme of Study if such a Study-Unit is compulsory in a subsequent Course, in which case the original mark and grade is retained, and provided that not more than 30 credits can be so transferred to a Course leading to a Bachelor or Bachelor Honours degree and not more than 12 credits can be so transferred to a Course leading to a Diploma or Higher Diploma.

37. (1) Subject to regulations 35 and 36, students who obtained credit when registered at other recognised institutions of higher education may have their credits accepted by the Board of Studies for transfer towards a specific Programme of Study except to a Programme leading to a University Certificate:

Provided that any award of the University shall be subject to the last 60 credits of the Course being awarded by the University of Malta and, except for students who participate in periods of study abroad approved by the University, the classification of the award is calculated only on the credits obtained from the University of Malta.

(2) The mark, grade and credit value equivalence of the Units for which credits are transferred shall be calculated by the Office of the Registrar in consultation with the Board.

Attendance

38. (1) Unless otherwise specified in the bye-laws of a Course, or expressly stated in the description of a Study-Unit as published in the Catalogue of Study-Units, attendance is obligatory for lectures, tutorials, seminars, practical or clinical sessions or work placements, fieldwork and any other teaching session in whatever mode. On the basis of documented evidence, a lecturer may bar a student whose attendance in a Study-Unit is not satisfactory from being assessed in that Study-Unit. In such cases, a 0 mark and an F grade shall be assigned and recorded.

(2) The University will not excuse students for missing lectures or other teaching activities, and neither will it tolerate late submission of assignments or any defaults in Coursework due to work or unauthorised commitments. No rescheduling of lecturing-related activities or assessments will be approved to accommodate such commitments.

(3) Students who fail a Study-Unit due to ineligibility to take the first assessment because of failure to satisfy the attendance requirement shall not be allowed a supplementary assessment, unless in special circumstances with the approval of the Board of Examiners, and if otherwise eligible. In cases where students are allowed a supplementary assessment, the Board of Examiners shall impose special requirements on the student to make up for the missed teaching sessions.

Assessment

(1) Marking and Grading

39. Examiners shall appraise the student's performance in the assessment of Study-Units as a percentage mark and as a grade as indicated in the tables below. Both the percentage mark and the letter grade shall be recorded in the student's academic record. The percentage mark shall be used for the purpose of calculating the student's progress and for the award classification.

Descriptor	Mark Range	Grade
Work displaying exceptional quality Exceptional performance showing comprehensive and critical understanding, and application of the subject matter. Evidence of extensive additional reading/research/work.	90%-100%	A+
Work displaying comprehensive and critical understanding Superior performance showing a comprehensive and critical understanding of the subject matter. Evidence of considerable additional reading/research/work.	80% - 89%	A
Work displaying comprehensive understanding	75% - 79%	B+

Descriptor	Mark Range	Grade
Performance showing a very good working knowledge of the subject matter. Evidence of a moderate amount of additional reading/research/work.		
Work displaying substantial understanding Above-average performance, with a working knowledge of the subject matter. Evidence of some additional reading/research/work.	70% - 74%	B
Work displaying sound understanding Average performance. Evidence of little additional reading/research/work.	60% - 69%	C+
Work displaying satisfactory understanding Adequate performance. No evidence of additional reading/research/work.	55% - 59%	C
Work displaying satisfactory understanding with shortcomings Adequate but inconsistent performance. No evidence of additional reading/research/work.	50% - 54%	D+
Work displaying basic understanding Marginal performance, satisfying minimum criteria.	45% - 49%	D
Work displaying inadequate understanding to varying degrees.	0% - 44%	F ^{1,2}
<p>¹ If mark obtained is between 35% and 44% in Compensatable Study-Units, and is compensated by good performance in other Study-Units, a Compensated Pass (CP) shall be awarded (vide regulation 48).</p> <p>² Unjustified absence for an assessment when a valid reason for absence is required, or failure to hand in assigned work on time, or ineligibility to take assessment due to unapproved absence from lectures shall be assigned an F with 0 marks in the calculation of the year average mark.</p>		

40. The following grades when assigned to Study-Units shall not be taken into consideration for computation purposes but form part of the student's academic record:

Grade	Descriptor
P	Pass - when assessment is based on a Pass/Fail basis only. Such a result is not taken in consideration for calculating the final weighted average mark and for award classification purposes.
I	Temporary grade for (a) when the assessment date has been postponed or deadline for submission of work has been extended; or (b) when absence in an assessment is being considered by the board appointed by Senate; or (c) work which is being considered in terms of the disciplinary procedures stipulated in the University Assessment Regulations.

(2) Calculating an Average Mark

41. In calculating the average mark for each year of the Course (referred to as the year average mark), each individual mark obtained for each Unit registered for during the year shall be weighted by the credit value of the corresponding Unit, the resultant marks are added and divided by the total number of credits to give the year average mark. The average shall be recorded correct to one decimal place.

42. (1) The final weighted average mark that shall be used to classify the award shall be calculated by weighting each Year Average Mark by the corresponding factor for the year as indicated in the bye-laws for the Course in terms of regulation 83 and the average shall be recorded correct to the nearest whole number.

(2) The final weighted average mark for the Bachelor in General Studies degree shall be based on all credits awarded in each year of the Course, all credits being weighted equally, irrespective of the year in which they were obtained.

Assessment Methods

43. The method of assessment for each Study-Unit shall be indicated in the Study-Unit description and published in the Catalogue of Study-Units.

44. When the method of assessment comprises more than one assessment component, the percentage weighting of each component shall be given. Students shall be awarded the credits associated with the Study-Unit if they obtain an overall weighted mark of 45% or higher for the Unit as a whole:

Provided that, in the case of Study-Units comprising a practical component, Senate may approve that for students to be awarded a pass mark/grade in the Study-Unit, a minimum mark of 45% must be obtained in an assessment component and that, irrespective of any overall mark obtained in the Study-Unit assessment, a student who fails to obtain the required minimum mark in such a component shall be deemed to have failed the Study-Unit assessment with a Grade F and shall be required to re-take its assessment at the next assessment opportunity, provided he is eligible in terms of these regulations.

45. Unless in special circumstances and with the approval of the Board, all students on the same Study-Unit shall be assessed by the same method/s of assessment. Supplementary assessments shall normally have the same mode of assessment as the corresponding first assessment.

46. (1) Assessment may be made:

(a) **in a continuous mode**, i.e. by a set of assessments, which may take the form of class tests, take-home assignments, oral tests, practical work/projects, or a combination of two or more of these methods, or any other method of continuous assessment approved by the Board distributed throughout the Study-Unit; or

(b) **in a final mode**, i.e. by a single assessment at the end of the Study-Unit; or

(c) **in a continuous and final mode**, i.e. partly by a set of assessments distributed throughout the Study-Unit and partly by an assessment at the end of the Study-Unit.

(2) Study-Unit assessments shall be conducted in terms of the University Assessment Regulations, 2009.

47. Any work assigned as Coursework for continuous assessment purposes shall always be submitted before the date of the final assessment of the Study-Unit. When a Study-Unit is assessed by Coursework only, the date of submission of the work shall not be set later than the last day of the end of semester assessment session following the semester during which the Study-Unit is given.

48. (1) (a) Students who fail in any Study-Unit at an End of semester assessment session, except a compulsory Study-Unit that is declared to be non-compensatable in a Programme of Study, with a mark of not less than 35% and whose Year Average Mark after the June assessment session is at least 50% shall be awarded a compensated pass (grade CP) and shall be awarded credit for the Unit by compensation and shall not be required to be reassessed.

(b) Similarly, students who fail in any Study-Unit, except a compulsory Study-Unit that is declared to be non-compensatable in a Programme of Study at a September assessment session, with a mark of not less than 35% and whose Year Average Mark after the September assessment session is at least 50% shall be awarded the grade CP and shall be awarded credit for the Unit by compensation and shall not be required to be reassessed.

(2) Bye-laws may provide that in Courses comprising two main areas of study, Units declared to be compensatable may be passed by compensation if students obtain a mark of not less than 35% in the Unit and their Average Mark in the Programme of Study for the same area for the current year is at least 50%. In such cases, eligibility for a compensated pass shall not be based on the Year Average Mark as provided for in paragraph (1) of this regulation.

(3) A student may only refuse the award of a compensated pass and opt for reassessment in the September assessment session, if eligible, when the mark that can potentially be obtained in the September assessment session could make a difference for the purpose of reaching an average mark required for access to a particular Programme of Study. In such cases, the student is required to advise the Registrar of his intention after all results for the year have been published but in any case by not later than 16 August before the September assessment session.

Assessment Opportunities

49. (1) Other than in the case of Study-Units whose assessments are indicated as not available at the September assessment session and Study-Units assessed by Dissertation or by Long Essay or similar, students shall be entitled to four opportunities to obtain a pass grade in the assessment of a Study-Unit, namely:

(a) at the end of semester assessment session during which the assessment is scheduled, their first opportunity;

(b) in case of absence, or failure at the first opportunity, they shall be entitled to be assessed during the September assessment session, their second opportunity;

(c) if students, for any reason, do not obtain a pass grade at their first and second opportunities and they are eligible in terms of the regulations to refer the Incomplete study Unit/s to the next year of their Course or to an extension year of studies, they shall be entitled to a third opportunity to take the assessment, namely, at the End of semester assessment session when the assessment is next scheduled; and

(d) if students for any reason, do not obtain a pass grade at the End of semester assessment session at their third opportunity, they shall be entitled to a fourth, normally final, opportunity at the following September assessment session:

Provided that, in all cases, any entitlement to an assessment opportunity is always subject to the student being otherwise eligible in terms of the relevant University regulations.

(2) (a) When it is deemed not possible or practical to schedule a second assessment opportunity in the same academic year such a condition shall be declared in the published Study-Unit's method of assessment and students shall have two opportunities to be assessed in such an assessment: the first when the assessment is first scheduled and, in case of absence or failure, a second, normally final opportunity, in the following academic year to which it is referred, if the student is otherwise eligible.

(b) If, by the End of the Semester Assessment Session, a student fails to obtain an overall pass mark in a Study-Unit that includes an assessment component that is not available at the September assessment session, the original mark obtained in such an assessment component is retained to count towards the Study-Unit overall mark that is computed after the September assessment session.

(3) If a student does not obtain a pass grade in the assessment of a Study-Unit at his Final Assessment Opportunity he shall be deemed to have definitively failed the Study-Unit.

(4) In the September assessment session of any academic year, students shall only be eligible to be assessed in Incomplete Study-Units, whether due to failure or absence, to which not more than a total of 20 credits are assigned.

50. A student who, after having been assessed in all the assessment components of a Study-Unit obtains a pass grade in the Study-Unit shall not be entitled to a reassessment in any of its assessment components.

51. (1) When the assessment of a Study-Unit comprises more than one component, students shall not be allowed a re-assessment of any assessment component in which they obtain 45% of the marks assigned to it.

(2) When the assessment of a Study-Unit comprises more than one component and a student is absent for one of the components, the Study-Unit shall be marked as Incomplete, no final mark is awarded and the student may take the assessment of the missed component at the next opportunity, if eligible, provided that a student may:

(a) by not later than seven days from the publication of the Study-Unit overall result, request to be also reassessed in any other component for which he did not obtain 45% of the marks assigned. In such cases the Study-Unit shall be marked as an overall Fail, Grade F, and the student is allowed a supplementary assessment in the missed component together with any other component in which less than 45% of the marks had been obtained, at the next available opportunity, if eligible; or

(b) unless a 45% minimum mark must be obtained in the missed assessment component, opt not to be assessed in it and by not later than seven days from the publication of the Study-Unit overall result, request that a final mark for the Study-Unit be calculated on all the components, including the 0 marks for the missed component.

Absence: Written Supervised Examinations

52. (1) It is the duty of students to sit for their examinations when scheduled and they may only absent themselves from an examination for a valid reason. Students are not required to provide evidence of a valid reason for absence from an examination at any of the first three opportunities, except for absence from a synoptic examination which must always be covered by evidence of a valid reason for absence.

(2) When, at any of the first three opportunities, a student is absent from an examination for which evidence to justify an absence is not required, or, in the case of synoptic examinations, for which a valid reason for absence is required, he shall be allowed to sit the examination at the next available opportunity under the same conditions, first sit or as resit, as he was entitled to take it at the missed session, provided that he is otherwise eligible in terms of these or any other regulations or by-laws.

(3) When a student is absent at his Final Assessment Opportunity, he shall be required to provide evidence of a valid reason for his absence within the stipulated period of time, and he shall not be entitled to any further opportunities to sit the examination unless Senate, acting on the advice of the board set up in terms of regulation 55, considers the absence to have been for a reason considered valid and beyond his control.

Absence: Non-Written Assessments

53. (1) In the case of non-written assessments, such as oral, practical or clinical, when students are examined individually at different times and dates,

examiners may, at their sole and absolute discretion, either require a student who is absent for a reason accepted as valid to be examined on another date during the same Assessment Session as indicated by the Board of Examiners and this will not be considered another opportunity, or allow the student to take the assessment at the next available opportunity, if he is otherwise eligible in terms of any other regulation or bye-law.

(2) When no reason is submitted or if the examiners consider the reason for absence as not valid, or if the evidence provided is not considered sufficient, the student shall be deemed to have failed the missed assessment and shall receive a mark of 0 - grade F, provided that when a reason for absence is not accepted, the student may appeal the decision in writing to the Dean, or to the Pro-Rector for Academic Affairs if the Dean is the examiner or one of the examiners, within three working days from her being informed that the reason she submitted was not accepted.

Non-Submission of Home Assignments

54. (1) Other than for Long Essays, Dissertations and similar end of Course assessments, if a student provides a reason accepted by the examiners as valid for not submitting a home assignment by a given deadline, the examiners shall, either:

(a) grant an extension of the deadline by a maximum of three weeks, which extension shall not be deemed as one of the four opportunities, or

(b) if an extension of three weeks is not sufficient in their circumstances, allow the student to submit the assignment at the next available Assessment Opportunity under the same conditions, first sit or resit, as he was entitled to be assessed in the missed session, provided that the student is otherwise eligible in terms of any other regulation or bye-law.

(2) When no reason is submitted or if the examiners consider the reason for non-submission as not valid or as insufficient to justify the non-submission of a home assignment by a given deadline, the student shall be deemed to have failed the assessment and shall receive a mark of 0, grade F, provided that when a reason for non-submission is not accepted, the student may appeal the decision in writing to the Dean, or to the Pro-Rector for Academic Affairs if the Dean is the examiner or one of the examiners, within three working days from their being informed that the reason she submitted was not accepted.

Absence at a Student's Final Assessment Opportunity

55. Claims of a valid reason to justify an absence, including medical reasons covered by medical reports, at a student's Final Assessment Opportunity shall be considered by a board appointed by Senate for the purpose, with a view to determining whether the absence is justified. In such instances, this board, after further investigation of the reason for absence, shall advise Senate on the appropriate action that may be taken, which may include:

(a) if the reason for absence is considered valid, allow the student to take the assessment at the next Assessment Session at which it is next scheduled, under the same conditions, first sit or as resit; or

(b) if the reason for absence is not considered valid or if the evidence provided is not considered sufficient, declare a student to have definitely failed the missed assessment/s; or

(c) any other action the board considers necessary or appropriate.

Long Essay and Dissertation

56. (1) When the mode of assessment is by Long Essay or Dissertation or similar end of Course assessments, the deadline for submission shall be established by the Board of Studies.

(2) When considering requests for extensions, which must be accompanied by the reasons for non-submission by the given deadline, the Board shall be guided by procedures approved by Senate. The board of examiners shall take into account the period of extension and may decide on a reduction of marks. If the extension period extends beyond the end of the academic year, the student shall be deemed to have been granted an extension year.

(3) Submission of Dissertations or Long Essays within three weeks from the deadline or the extended deadline when an extension has been granted, without the express permission of the board of examiners, may be accepted but shall result in a reduction of marks as decided by the board of examiners.

(4) A Dissertation or Long Essay that is not submitted by the deadline, or the extended deadline when an extension has been granted, shall receive a mark of 0, grade F.

(5) When students fail the Long Essay or Dissertation they shall, if otherwise eligible, have only one other opportunity to resubmit it.

(6) The supervision and assessment of Dissertations required for a Bachelor's degree shall be conducted according to regulations 73 to 76.

Supplementary Assessments

57. In any supplementary assessment of a Study-Unit, including when any of the assessment components is reassessed, the maximum overall mark/grade that may be awarded to the Study-Unit shall be 45%, grade D.

58. Supplementary assessments shall be held as follows:

(a) for the continuous assessment mode: by arrangement with the lecturer concerned, provided that the reassessment is completed before the end of the September assessment session; and

(b) for the final assessment mode: at the September assessment session.

Progression

59. Students shall register as regular students in the following year of the Course on obtaining the 60 credits assigned to the Study-Units for their current year as indicated in the Course Plan and Programme/s of Study.

60. Students who after the September assessment session need not more than 12 credits in order to successfully complete the Course Plan for the year, shall, whenever possible and after academic advice, be given the option by the Board to either:

(a) refer the Incomplete Study-Units to the following year of their Course plan to be done over and above the Study-Units indicated for that year; or

(b) refer the Incomplete Study-Unit/s to an extension year, if the student is in the final year of the Course; or

(c) repeat the year in its entirety, if eligible in terms of these regulations.

61. (1) Students referred to in regulation 60 who take up the option to refer Incomplete Units to the following year of their Course Plan shall be considered to have progressed conditionally and shall not be allowed to continue with the Course if, after the September assessment session of that year, they would have failed again to obtain the required credits for any of the referred Units.

(2) Under no circumstances shall a student be allowed to progress from the current year to a subsequent year if the requirements of the year previous to the current have not been satisfied.

62. In the case of non-compulsory referred Study-Units, the Board, after consultation with the head of department and/or the Board of Studies, may allow students to register for alternative Study-Units which fall within the scope of the students' Programme of Study.

63. A Study-Unit that has been accepted as an alternative to a referred Study-Unit shall, for the purpose of these regulations, be deemed to be a referred Study-Unit and the provisions of regulation 61 shall apply.

64. The maximum mark/grade that may be awarded to a referred failed Study-Unit, including Study-Units accepted as alternative to referred failed ones, and irrespective of whether the Study-Unit is assessed at an End of semester assessment session or at the September assessment session, is 45%, grade D.

Change of Area of Study

65. A student registered in a degree with more than one Area of Study may request to change one of the Areas of Study. In such instances, the Board may, at its discretion, allow students to change an area of study under those conditions it may impose, including the condition of an additional year of study which, if granted, shall not count as an extension year.

Extension Year, Repeat Year or Termination of a Course

66. (1) Students who, after the June assessment session of a particular year of their Course Plan, whether due to failure or absence, lack not more than 20 of the credits required for their current year, including credit for referred Study-Units, shall be eligible to be assessed in the Incomplete Study-Units at the September assessment session.

(2) Students who, after the June assessment session of a particular year of their Course Plan, whether due to failure or absence, lack more than 20 of the credits required for their current year, including credits for referred Study-Units, shall only be eligible to be assessed in any Incomplete referred Units in the September assessment session but shall not be eligible to be assessed in any of the Incomplete Study-Units pertaining to the Programme of their current year. Subject to their obtaining a pass grade in all the referred Study-Units, such students shall, after academic advice and if eligible, be given the option by the Board to either:

(a) be assessed in the Incomplete Study-Unit/s in an extension year of study;
or

(b) repeat the year in its entirety, including any Study-Units the students may have successfully completed in their failed year.

(3) If at the September assessment session a student fails to obtain a pass grade in the referred Study-Units, or is not eligible to an extension year or a repeat year, he shall be required to withdraw from the Course.

67. (1) Students who, after the September assessment session, whether due to failure or absence, still lack more than 12 credits to complete the requirements of their Course Plan for the particular year shall if eligible in terms of these regulations and after academic advice, be given the option by the Board to either:

(a) be assessed in the Incomplete Study-Unit/s in an extension year of study;
or

(b) repeat the year in its entirety, including any Study-Units the students may have successfully completed in their failed year.

(2) If a student is not eligible to an extension year or a repeat year, he shall be required to withdraw from the Course.

68. (1) During an extension year:

(a) students shall not be allowed any re-assessment of Study-Units for which any pass grade had been obtained;

(b) assessments of referred Study-Units shall be based on the Study-Unit description and shall be done with the assessment method current during the extension year; and

(c) students are not obliged to attend lectures, and they shall still have the opportunity to be assessed when a referred Study-Unit is not offered during the extension year, provided that:

(i) a Study-Unit may be assessed by an alternative method of assessment if it is not possible or practicable to use the original method; and

(ii) students shall be obliged to attend lectures when failure was due to non-compliance with the attendance requirement of a Study-Unit; if the Study-Unit is not on offer the provision of regulation 38(3) shall apply.

(2) If after successful completion of an extension year, the Programme of Study for the subsequent year in the Course Plan is not on offer, the University shall not be obliged to provide the Programme for such students who shall either need to suspend their studies until the year of the Programme is next offered, or transfer their studies to another Course if possible or withdraw and receive any interim award to which they may be eligible.

(3) Students may be allowed one extension year after each year of the Course, provided that utilising an extension year after more than one Course year shall result in a lower classification of the award as provided in regulation 84 (5).

69. (1) Students shall be allowed to repeat a year of a Course once only and shall not be allowed to repeat another year in the same Course, unless in exceptional circumstances and with the approval of Senate.

(2) If a student fails to obtain a pass grade in all the required Study-Units in an extension year, he shall not be eligible to repeat that Course year.

70. (1) Students who are not eligible to progress to the next year of the Course and are allowed to repeat the failed year in its entirety shall be required to follow the Programme/s of Study that is/are current for the academic year during which they are repeating, including any Study-Units the student may have successfully completed in their failed year.

(2) In the first assessment of a repeat year any grade may be obtained; in a supplementary assessment, the maximum grade that may be awarded shall be grade D. The credits obtained in this year shall count towards the final classification of the degree.

71. The results obtained during the failed year shall not be taken into consideration for the award of the degree and shall not be included in the student's academic record:

provided that, at the discretion of the Board, students registered in a degree comprising more than one Area of Study and whose overall Year Average Mark is at least 50%, may be allowed to retain the credits obtained in a successfully completed Area of Study. In such instances, the Board may either allow the student to register part-time and follow the Units of the failed area only, or, time-table constraints permitting, allow the student to register also for some higher level Study-Units in the other area/s.

72. (1) Notwithstanding the provisions of regulation 34, where applicable, the Bye-laws of a Course may provide that a successfully completed year of study in one area of study, whether on a full-time or a part-time basis, may be followed again in its entirety in an additional year to allow students one other opportunity to obtain the minimum requirements required for progression within that Programme.

(2) When students are allowed to follow again a successfully completed area of study in terms of paragraph (1) of this regulation, it is only the results obtained in the additional year that are taken into consideration for progression within the Programme and for the award of the degree and the original results shall not be included in the student's academic record.

(3) Students may follow an additional year in terms of paragraph (1) of this regulation once only in a Course of study. Such an additional year shall not be regarded as a repeat year or an extension year and shall not count for the purpose of regulations 68 (3) and 69.

Supervision of Dissertations

73. (1) In the case of a Dissertation Study-Unit, the Board shall appoint a supervisor for each student, provided that if required a co-supervisor may also be appointed.

(2) A supervisor shall not be related to a student by consanguinity or by affinity to the third degree inclusive or have a dual relationship with the student, as defined in the document approved by Senate entitled Consanguinity / Affinity / Dual Relationship Policy in relation to Examiners/Supervisors and Students.

(3) The supervisor, or the supervisory team when a co-supervisor is appointed, shall be responsible for providing guidance to students under their care in the following areas:

(a) assisting students to select and elaborate a research problem and to formulate a written proposal for their Dissertation;

(b) offering ideas and providing guidance and encouragement on the planning and progress of research, submission of the dissertation, and publication of results;

(c) providing or arranging instruction in research methodology, including use of information technology;

(d) guiding students in acquiring and improving appropriate generic skills, including written and oral communication, numeracy, decision-taking and organisational and management skills;

(e) ensuring that the students are aware of the manner in which research results are reported and that they understand the implications of plagiarism and other unbecoming academic practices;

(f) advise the student on the use of plagiarism detection software that is approved by the University; and

(g) any other matters which require the attention of the Board or Senate.

(4) Supervisors shall meet students regularly to review progress. Meetings may be substituted by other means of communication.

(5) Supervisors are not responsible for proof-reading Dissertations. Neither is it their responsibility to ensure that Dissertations do not contain plagiarised parts.

(6) If plagiarism is detected by a supervisor in drafts or in the final version of a dissertation prior to formal submission, the supervisor shall use discretion as to whether to reprimand the student and demand corrective action or to report the matter to the Assessment Disciplinary Board, depending on the gravity of the offence.

Boards of Examiners for Dissertations

74. (1) Dissertations submitted for a Bachelor's degree shall be assessed by a Board of Examiners appointed by Senate for the purpose, on the recommendation of the Board, which shall normally be composed of at least three members.

(2) The Board of Examiners shall follow the procedures for the assessment of Dissertations for Bachelor degrees, as approved by Senate.

Assessment of Dissertations

75. For Dissertations presented for the award of a Bachelor's degree:

(a) an oral examination shall be held if it is indicated in the method of assessment of the Dissertation Study-Unit; a second oral examination may be held at the discretion of the Board of Examiners in cases of resubmission of dissertations following major corrections or resubmission of failed dissertations; and

(b) if an oral examination is not indicated in the method of assessment of the dissertation Study-Unit, it may be held in cases of borderline dissertations verging on a fail, in cases of resubmission of failed dissertations, or in cases where there is lack of consensus among the Board of Examiners.

76. (1) When an oral examination is indicated in the method of assessment in terms of regulation 75 (a), after reading and marking the Dissertation, the Board of Examiners shall call the student for the oral examination and shall either:

(a) award an overall pass to the Dissertation unconditionally or subject to minor corrections which shall be submitted within a time established by the Board of Examiners and to the satisfaction of the chairman of the Board of Examiners in consultation with the supervisor. If the changes are not effected properly, the Board of Examiners shall award a mark and grade for the original version; or

(b) in the case of a borderline Dissertation verging on a fail, advise major corrections to the dissertation which shall be submitted within a time established by the Board of Examiners and to the satisfaction of the chairman of the Board of Examiners in consultation with the supervisor, in order to qualify for a minimum pass mark and grade (ie 45%, grade D). If the changes are not effected properly, the Dissertation shall be declared as failed and a re-assessment shall be allowed if eligible in terms of these regulations; or

(c) in cases of low quality Dissertations, declare the student to have failed with the possibility of a re-assessment if eligible in terms of these regulations.

(2) When an oral examination is not indicated in the method of assessment in terms of regulation 75 (b), after reading and marking the Dissertation, the Board of Examiners shall either:

(a) award a pass to the Dissertation unconditionally or subject to minor corrections which shall be submitted within a time established by the Board of Examiners and to the satisfaction of the chairman of the Board of Examiners in consultation with the supervisor. If the changes are not effected properly, the Board of Examiners shall award a mark and grade for the original version; or

(b) in the case of borderline Dissertations verging on a fail, the Board of Examiners may:

either (i) refer the Dissertation back to the student for major corrections which shall be submitted within a time established by the Board of Examiners and to the satisfaction of the chairman of the Board of Examiners in consultation with the supervisor, in order to qualify for a minimum pass mark and grade (ie 45%, grade D). If the changes are not effected properly, the Dissertation shall be declared as fail and a re-assessment shall be allowed if eligible in terms of these regulations;

or (ii) call the student for an oral examination before deciding if the Dissertation should be referred back to the student for major corrections or if the Dissertation shall be declared as fail with the possibility of a re-assessment if eligible in terms of these regulations; or

(c) in cases of low quality Dissertations, declare the student to have failed with the possibility of a re-assessment if eligible in terms of these regulations.

(3) When a Board of Examiners fails to reach consensus about the final mark/grade they shall proceed according the University Assessment Regulations, 2009.

(4) A Board of Examiners shall not allow a period longer than three months for major corrections in cases of borderline Dissertations verging on a fail, and not longer than six months for resubmission of failed Dissertations, unless there are valid reasons which shall be recorded in the report of the Board of Examiners.

(5) Major corrections to borderline Dissertations verging on a fail as required by the Board of Examiners may be submitted once only.

Dissertation Copies

77. Before graduating, and where applicable, students shall present two hard bound copies of the Dissertation to the Faculty, which shall include a signed declaration of authenticity and one electronic version for the University Library. The electronic version must conform to the standards set by the University of Malta Library.

Applicable from 1 July, 2021 onwards:

77. Before graduating, and where applicable, students shall present one electronic copy of their dissertation to the University Library. The electronic version must conform to the standards set by the University of Malta Library. Students shall also present copies of their Dissertation to the Faculty as indicated in the course Bye-Laws or Faculty guidelines. A signed declaration of authenticity shall be submitted by the students to the Faculty. The University reserves the right of prohibiting students who do not submit the required hard and electronic copies from graduating.

Copyright and Intellectual Property

78. Students must abide by the University of Malta Intellectual Property Policy.

Applicable from 1 July, 2021 onwards:

Special Provisions for Students in the Final Year of a Course

79. Students who opt to repeat a year may be exempted by the Board from the requirement to re-do a successfully completes research Study-Unit, such as a dissertation, long essay or project.

Consequences of Withdrawal from a Course

80. Students may only be allowed to re-join a Course as stipulated in the University Admissions Regulation. On re-joining the Course, students shall be required to follow the Programme of Study that is applicable as from that year and they shall be required to follow all Study-Units, including those they may have successfully completed during the failed Course.

81. When a student withdraws from a Course either by choice or because ineligible to proceed further in terms of these regulations, and unless the Bye-Laws for the Course provide for the granting of an interim award:

(a) if at least 60 credits have been obtained, the student shall be granted the Diploma in General Studies (Dip. Gen. St.);

(b) if at least 120 credits have been obtained, the student shall be granted the Higher Diploma in General Studies (H.Dip. Gen. St.);

(c) if at least 180 credits have been obtained in the Course and in accordance with the definition of a Bachelor degree as in paragraph (4) of regulation 3, the student may request to be awarded the degree of Bachelor in General Studies (B.Gen. St.); and

(d) in all instances, students who are granted an award in terms of this regulation after withdrawing from a Course because ineligible to proceed further, shall not be entitled to be re-admitted to continue their studies in the same Course.

Classification of Undergraduate Awards

82. (1) Certificates shall be awarded unclassified.

(2) Diplomas and Higher Diplomas may be awarded in any of the following classifications:

Pass with Distinction

Pass with Merit

Pass.

(3) Bachelor Degrees may be awarded in any of the following categories:

Category I (*Summa Cum Laude*)

Category IIA (*Magna Cum Laude*)

Category IIB (*Cum Laude*)

Category III (*Bene Probatus*)

(4) Bachelor Honours degrees may be awarded in any of the following classes:

First Class Honours (*Summa Cum Laude*)

Second Class Honours (Upper Division) (*Magna Cum Laude*)

Second Class Honours (Lower Division) (*Cum Laude*)

Third Class Honours (*Bene Probatus*).

(5) A Bachelor degree obtained in accordance with the provisions of Regulation 3(4)(ii) shall be awarded a Pass (*Probatus*).

83. The classification of awards shall be determined by the Award Classification Board in accordance with criteria that shall be indicated in the Course Bye-Laws and that shall be made subject to the following provisions:

(a) the performance in Study-Units in a Certificate, Diploma or Higher Diploma Course shall normally be weighted equally except that, in the case of a Diploma or Higher Diploma Course that includes Level 2 Study-Units, such Units may be weighted by a factor that is not more than twice that of Level 1 Units; and

(b) in degree Courses, the performance in Study-Units of each year of the Course may be weighted differently towards the Final Weighted Average Mark,

provided that the weighting of the Study-Units of any particular year shall not be more than 65%.

Award Classification Board

84. (1) Award Classification Boards shall be appointed as follows:

(a) for Courses comprising one main area of study, the Award Classification Board shall be composed of the members of the Board of Studies, excluding the student representatives, and the external examiner when one is appointed; and

(b) for Courses comprising two main areas of study, the Award Classification Board shall be composed of not less than four members, including the chairman of each Board of Studies, and the external examiner when one is appointed.

Applicable from 1 July, 2021 onwards:

(b) for Courses comprising two main Areas of study, the Award Classification Board shall be composed of not less than four members, including the chairman of each Board of Studies, and the external examiner when one is appointed, but excluding the student representatives.

(2) Award Classification Boards shall consult the following guidelines when deciding upon the classification of awards at the end of each Course:

(a) Diplomas / Higher Diplomas are normally awarded as follows:

Final Weighted Average Mark	Classification
100 - 80%	Pass with Distinction
79 - 70%	Pass with Merit
69 - 45%	Pass.

(b) Degrees are normally awarded as follows:

Average Mark	Bachelor Degrees	Bachelor Honours Degrees
100% - 80%	Category I	First Class Honours
79% - 70%	Category IIA	Upper Second Class Honours
69% - 55%	Category IIB	Lower Second Class Honours
54% - 45%	Category III	Third Class Honours.

(3) The Award Classification Board, at its own discretion, may award a higher classification than that indicated to students whose Final Weighted Average Mark is up to five marks less than the minimum for the category/class, provided that all students who obtain the same or a higher Final Weighted Average Mark within that category/class shall be awarded the higher classification. In such cases, the Award Classification Board is required to minute the decision and the justification for it.

(4) The Award Classification Board may also award a lower classification than that indicated in the above guidelines, provided that all students who obtain the same or a lower Final Weighted Average mark within that category/class shall be awarded the lower classification. In such cases, the Award Classification Board is required to obtain the authorisation of the Board of the Faculty responsible for the particular Course that shall minute the decision and the justification for it. The student/s concerned may appeal to Senate against the decision within two weeks of the publication of the final classification.

(5) The Award Classification Board, after finalizing the classification of the cohort of students in a Course, shall award a classification that is one class/category lower than otherwise entitled to students who utilize an extension year after more than one Course year, except that students who are only entitled to the lowest classification shall not have their classification altered.

(6) The cohort of students completing the Course in the same academic year shall be classified together in accordance with the classification rules applicable at the time.

Miscellaneous

Changes to published Programmes and Study-Units

85. The University shall make every effort to ensure that the published Course Plans, Programmes of Study and Study-Unit Catalogues are complete and up-to-date, but reserves the right to make changes on the recommendation of the relevant Board. The availability of optional Units may be subject to timetabling constraints. Units not attracting a sufficient number of registrations may be withdrawn without notice.

Consequences of Unfulfilled Obligations

86. A student in debt to the University, or otherwise having unfulfilled obligations to the University, shall not be permitted to re-register in any succeeding sessions, nor shall a degree, higher diploma, diploma or certificate be conferred upon a student in debt or having unfulfilled obligations, except by special permission of the Rector, or until the debt is paid or the obligation is fulfilled.

Professional Misconduct and/or Unsuitability

87. (1) In the case of students following Courses which involve work with vulnerable persons, the University may at any time suspend or preclude from further studies any student who, following appropriate investigatory procedures that Senate may establish for such cases, is deemed to have acted or be acting in a manner which jeopardises the welfare of the subject (whether patient, pupil, or client) or which contravenes the relevant professional codes of conduct (i.e. professional misconduct), or whose behaviour is deemed to be incompatible with that required by the profession (i.e. professional unsuitability).

(2) The University may request a Police Good Conduct Certificate of its students. Students shall inform the University if the declaration on their certificate changes during their registration on a University Course, in which case this declaration

shall be considered by a sub-committee of the Admissions Board appointed by Senate for the purpose.

Special Provisions for Part-Time Courses and Courses commencing in February

88. (1) A Board may, from time to time, offer students the opportunity to follow a Course on a part-time basis in Areas of Study which shall be indicated before the commencement of each Course.

(2) The provisions of the foregoing regulations shall apply *mutatis mutandis* to Courses followed on a part-time basis and to Courses commencing at the beginning of the second semester and subject to such changes as may reasonably be deemed necessary by the Board due to the part-time nature of the Course or due to the Course having commenced at the beginning of the second semester.

Confidentiality Agreements

89. (1) (a) Confidential information includes, but is not limited to, training know-how, information, methodologies and manuals; workbooks; statements of operating practice; specifications; drawings; designs; formulae; discoveries; inventions; technical information; know-how generally; lab notebooks; manuscript papers; software; information about the methods, concepts and techniques on which software is based; samples; finances; financial models; pricing and other commercial information; business plans; marketing plans; and any information considered to be sensitive by the University Research Ethics Committee.

(b) Personal data that may come into students' possession and/or that students may be exposed to and/or that students may have access to in carrying out work placements and/or clinical practice in furtherance of their studies at the University shall also be considered as confidential information.

(2) Students are bound not to disclose any confidential information which may come into their possession and/or which they are exposed to and/or which they have access to. Furthermore, students may be asked by the University to sign specific confidentiality agreements should it be deemed necessary.

(3) Subject to the provisions of sub-paragraph (1) of this regulation, information shall not be considered as confidential information if:

(a) it was already known to the student and it was not subject to any obligation of confidentiality by the student to the University;

(b) it is or becomes publicly known without the act or omission of the student;

(c) it is obtained by the student from a third party with a valid right to disclose such confidential information, provided that said third party is not under a confidentiality obligation to the University;

(d) it is approved for release in writing by an authorised representative of the University; or

(e) the student is specifically required to disclose pursuant to a law or order of any Court of competent jurisdiction.

Confidentiality of Assessable Student Work

90. (1) Where the student considers that assessable student work should remain confidential during or after completion of the Programme of Study or research, a request for it to be embargoed must be made to the Library Committee. The Library Committee shall consult with the Faculty concerned before taking a decision. The period of confidentiality approved shall not normally exceed two years from final submission of such work to the University. However, in cases where publication of the assessable student work would prove detrimental to the student or the University or the sponsor or the funding body or the persons referred to in such work, a further period may be approved.

(2) In any case and without prejudice to paragraph (1) of this regulation, the University retains the right to request the embargo of assessable student work. In the event that assessable student work is embargoed, the student shall be bound to treat the contents of such work as confidential. Prior to any publication, the provisions about publication and exploitation, as detailed in the University of Malta Intellectual Property Policy shall apply in every case.

Data Protection

91. (1) Students shall abide by all applicable data protection policies and/or regulations of the University that may be in force from time to time.

(2) Students shall only process personal data that may come into their possession and/or that they may be exposed to and/or that they may have access to in carrying out any work placements and/or clinical practice in furtherance of their studies at the University:

(a) if, where and as required for the purposes of the relevant work placement and/or clinical practice; and

(b) in accordance with all instructions issued by the University and/or the relevant external placement agency/entity in this regard.

(3) The terms 'personal data' and 'processing (of personal data)' shall have the meanings assigned to them in the General Data Protection Regulation (Regulation (EU) 2016/679).

General Provision

92. Wherever in any Course regulations or Bye-Laws made under the Education Act (Cap. 327) there is a reference to “General Regulations for University Undergraduate Awards, 2004”, that reference shall be substituted by the words “General Regulations for University Undergraduate Awards, 2019”.

Schedule 1

UNIVERSITY OF MALTA

SENATE RESOLUTION

System of Assigning Codes for Study-Units

A Study-Unit can be described as the building block of a University award scheme. It is the basic Unit of instruction - a self-contained component of a certificate, diploma or degree Programme. It is normally made up of a series of lectures/tutorials/practicals but may also be made up entirely of private study, as is the case, for example, in a dissertation Study-Unit. Each Study-Unit has its specific aims and learning outcomes, a syllabus, a teaching/learning pattern and a means of assessing a student's progress.

Study-Units are taught at different levels, reflecting the academic standard of the Study-Unit and the demands placed on students as they progress from year to year.

In the first instance, the responsibility for ensuring the academic quality of each Study-Unit, including its content, delivery and assessment, lies with that academic entity, normally an academic department or division or Unit. The Faculty, Institute, Centre or School to which the department or division is assigned is responsible for academic quality control at the next higher level over the Study-Units offered under the Faculty's or Institute's or Centre's or School's responsibility.

The University, through Senate, remains ultimately responsible for ensuring academic quality control, external examining, examination boards, admission to a Course Programme, including the Study-Units that compose the Programme, and seeing that resourcing (including staffing) is adequate. It authorises all changes to the content and structure of the Programme and may from time to time conduct a formal review of any Programme.

The coding system reflects the principles listed above and is applicable from October 2002 onwards.

Assigning Codes

Each Study-Unit shall be assigned a unique code, comprising three letters indicating the department, division or Unit and four digits.

Letter codes are assigned to each entity, that can be a department or division, to which Senate assigns the responsibility for teaching and research in a given discipline or sub-discipline. Thus, any Study-Unit bearing a code commencing with particular letters denotes that the department/division concerned assumes academic responsibility for that Study-Unit. Conversely, it is to be assumed that Senate will only authorise entities to offer Study-Units in that subject/area of study that falls within the academic responsibility assigned to them.

The list of codes for Faculties, Institutes, Centres and Schools as well as departments, divisions and areas of study as approved by Senate and Council will be published on the Office of the Registrar website at: [Codes assigned to Academic Entities](#)

Assigning Digits

The first digit shall indicate the level at which the Study-Unit is offered, assigned by the department/division concerned according to the following criteria:

- Level 0** Pre-tertiary or foundation or proficiency Study-Units.
- Level 1** Study-Units normally offered in Year 1 of an undergraduate Course where it is assumed that the students have a general level of education at least meriting the award of the Matriculation Certificate. In Courses where admission is dependant on students being in possession of special Course requirements, such as a pass in a subject taken at Advanced Level, lecturers can assume that students possess the pre-required knowledge.
- Levels 2 & 3** Study-Units offered in Years 2 and 3 of an undergraduate Course. Level 3 credits are also offered in Year 4 of an undergraduate non-professional Course. Lecturers can assume that students have the required skills associated with studying at tertiary level.
- Level 4** Study-Units offered in Year 4 of a Professional Course. Such Study-Units, normally imparting specific professional competencies although given at a level higher than Level 3, are still considered as being at undergraduate level.
- Level 5** Study-Units offered at postgraduate level such as Study-Units exclusively required for the award of postgraduate qualifications.
- Level 6** Ph.D. theses, and dissertations submitted in part-fulfilment of the Professional Doctorate degree.

The second, third and fourth digits are the numbers assigned to each Study-Unit by the department / division offering the Study-Unit.