



## STANDARD OPERATING PROCEDURE

|                                      |  |
|--------------------------------------|--|
| <b>SOP CODE</b><br><b>XLI-012-02</b> | <b>SOP TITLE</b><br><b>ELECTRONIC THESES AND DISSERTATIONS</b> |
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**PART 1**

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| <b>Author</b><br><br><hr/> <b>MS RAELENE GALEA</b><br><br><b>HEAD OF ACQUISITIONS DEPARTMENT</b> |  |
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**PART 2**

|   |  |
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| <b>Approver</b><br><br><hr/> <b>MR KEVIN J. ELLUL</b><br><br><b>DIRECTOR LIBRARY SERVICES</b> |  |
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**PART 3**

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| <b>Authoriser</b><br><br><hr/> <b>MR SIMON SAMMUT</b><br><br><b>UNIVERSITY SECRETARY</b> | <b>Date of issue:</b><br><br><b>Date of next revision:</b> |
|--|--|

**PART 4 (To be filled in by OOTS, QSU or RSSD)**

|  |   |  |
|--|---|--|
| <input type="checkbox"/> This procedure has been revised and is no longer valid as from:<br><br>(Write date) | <input type="checkbox"/> Date of NEXT REVISION is extended until:<br><br>(Max. 4 years) | <input type="checkbox"/> SOP rendered obsolete on:<br><br>(Write date) |
|--|---|--|

**1. Reason for revision**

1.1 SOP Updated as per new template.

**2. Purpose and Scope**

2.1 This procedure will outline the process from when Electronic Theses and Dissertations (ETDs) are received at the Library to the point where they are uploaded and made available to UM Library users.

**3. Definitions**

3.1 Communities Communities correspond to F/I/C/S and administrative entities. Within each Community there are an unlimited number of Sub-Communities (which correspond to the departments within each F/I/C/S) and an unlimited number of Collections. Moreover, each Collection contains an unlimited number of items.

3.2 Collections Sub-Communities are further divided into Collections, corresponding to the year of submission of dissertations.

3.3 ETD: Electronic Theses and Dissertations

3.4 F/I/C/S: Faculty/Institute/Centre/School

3.5 HyDi: Library Discovery and Delivery Portal.

3.6 Metadata Data that serves to provide context or additional information about other data. Title, subject, author and, place and date of publication are examples of metadata fields that constitute information about a document.

3.7 UM: University of Malta

**4. Responsibilities**

**4.1 Roles and responsibilities of the student:**

4.1.1 Students are to save their dissertation as PDF with the correct file name (showing year of submission and individual student code) and hand it in to their respective F/I/C/S secretary on a CD or via email.

**4.2 Roles and responsibilities of the departmental secretary:**

4.2.1 Departmental secretary is responsible for compiling an Excel file with the list of students in alphabetical order and assigning a code (which shall be used as the file name) to each student. The excel file should also include the students' personal email address. The code shall be communicated with students.

4.2.2 Departmental secretary is to check that dissertations submitted by students:

- are presented in the correct format (PDF);
- have been assigned the correct filename;
- do not contain any personal information about the author or third parties (only the Name and Surname of the author should appear on the Title Page);
- do not contain signatures.

4.2.2 Secretary is also responsible for copying all ETDs to one CD (or DVD), include the excel file with the list of student names and codes, and send the CD to the Library, Acquisitions' office. ETDs may also be sent to the library via Google Drive.

#### **4.3 Roles and responsibilities of Acquisitions Librarian:**

4.3.1 Insert copyright page (which states that the copyright belongs to the author and any use of information should be done according to the Copyright Law). This is inserted by means of a batch process using Adobe Acrobat Pro.

4.3.2 Create the communities and collections where ETDs are to be submitted on the Library's institutional repository, OAR@UM.

4.3.3 Upload ETDs to a drive on Google, which is shared with cataloguing staff who are responsible for uploading the ETDs on OAR@UM

4.3.2 Communicate with cataloguing staff to inform them which new ETDs need to be catalogued.

4.3.3 Monitor and approve the work done by cataloguing department.

### **5. Health and Safety Requirements**

5.1 N/A

### **6. PROCEDURE**

6.1 The PDF versions of dissertations are submitted by students to the respective F/I/C/S with whom the students have followed their course of studies.

6.2 The Faculty Officers gather all the ETDs together on a cd (or via Google Drive) and they are then forwarded to the Library together with a soft copy of the excel file with the filename/course code, the list of student names (in alphabetical order) and the title of the respective dissertations.

6.3 The ETDs are then uploaded, by the Acquisitions' staff, on the Google shared drive.

- 6.4 Communities (organised by faculty / department / submission year) are created on OAR@UM (Appendix I) and ETDs are uploaded to the respective communities. The metadata which is prepared by the Cataloguing staff is then included with each dissertation during upload.
- 6.5 The metadata of each ETD is reviewed and approved by Acquisitions personnel. Once it is approved or rejected it goes back to the cataloguer. In case of approved items the cataloguer will then amend the access right of that item so that it will be visible to UM users. In case of rejected items the cataloguer would need to make necessary amendments before opening access. Once this is completed, the ETD is made available to UM users.
- 6.6 ETDs are accessible from the UM Library portal HyDi and the Institutional Repository OAR@UM.

## **7. References**

- 7.1 HyDi search engine page, 2017, [Online], Available at <https://hydi.um.edu.mt> [Accessed 27<sup>th</sup> October 2017].

## **8. List of Appendices/Worksheets**

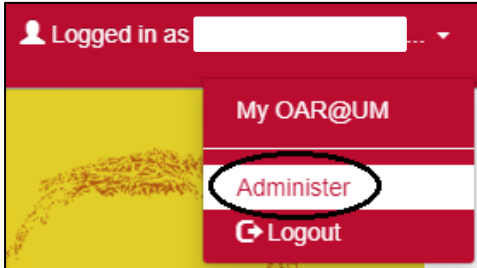
- 8.1 Appendix I: Creating Communities, Sub-Communities and Collections on OAR@UM
- 8.2 Appendix II: Community Structure within the IR

Appendix I: Creating Communities, Sub-Communities and Collections on OAR@UM

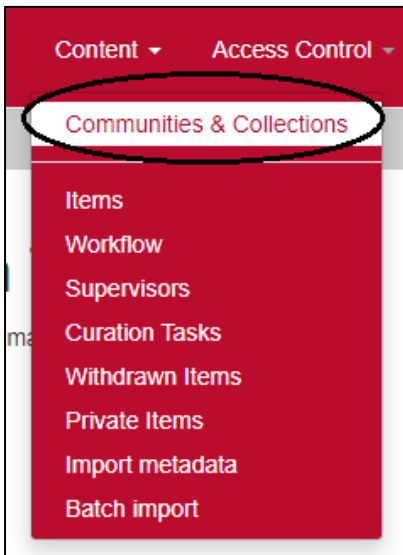
## Creating a Community

### Step 1

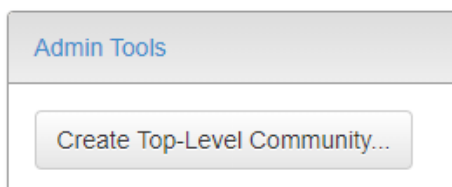
Log in as administrator.



Click on **Content > Communities and Collections**.



On the right-hand side, under **Admin Tools**, click **Create Top-Level Community**.



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## Step 2

L-Università ta' Malta [Home](#) [Content](#) [Access Control](#) [General Settings](#) [Help](#) Logged in as ...

OAR@UM / Administer

### Create Community

Community's metadata

Name:

Short Description

Introductory text (HTML):

Copyright text (plain text):

Copyright text (plain text):

Side bar text (HTML):

Logo:

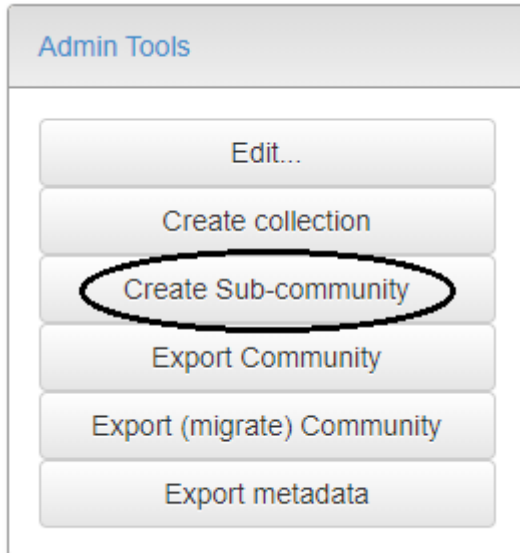
Name of community is mandatory. Other fields can be filled out if the information is available.

Click on **Create**.

## Create a Sub-community

### Step 1

Choose the community where you need to create the sub-community.



Click on **Create Sub-community**.

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L-Università ta' Malta [Home](#) [Content](#) [Access Control](#) [General Settings](#) [Help](#) Logged in as

OAR@UM / Administer

### Create Community

Community's metadata

**Name:**

**Short Description**

**Introductory text (HTML):**

**Copyright text (plain text):**

**Side bar text (HTML):**

**Logo:**

Name of sub-community is mandatory, and should be entered as per **Community Structure within the IR** (Appendix II). Other fields can be filled out if the information is available.

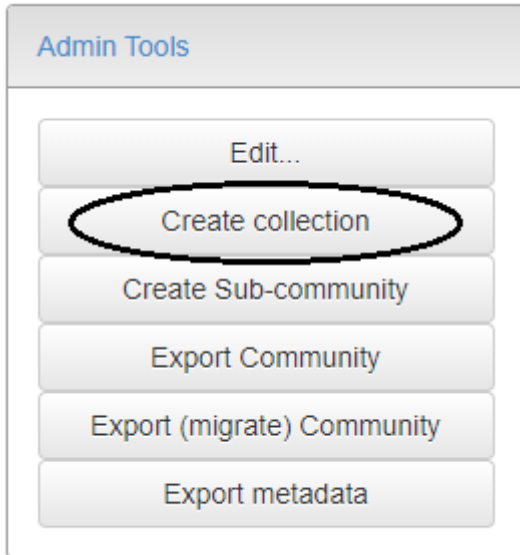
Click on **Create**.



## Create a Collection

### Step 1

Choose community or sub-community where you need to create the collection.



Click on **Create Collection**.

## Step 2

|   |
|---|
| <h3>Describe the Collection</h3> <p><b>Name:</b></p> <input type="text"/> <p>Shown in list on community home page</p> <p><b>Short Description:</b></p> <input type="text"/> <p>HTML, shown in center of collection home page. Be sure to enclose in</p> <p><b>Introductory text:</b></p> <input type="text"/> <p>Plain text, shown at bottom of collection home page</p> <p><b>Copyright text:</b></p> <input type="text"/> |
|---|

Name of collection is mandatory, and should include 'type of material - abbreviation of community or sub-community' as per **Community Structure within the IR** (Appendix II). Other fields can be filled out if the information is available.

Click **Next**.

The collection has to be assigned the 'Submitters Group' and 'Approval Group' (see instructions below)

## Assigning Submitters and Approvers Groups to a Collection

In order to submit to a collection a 'Submitters Group' has to be assigned to the Collection.

To grant the submitters group the rights to submit to the collection, click on Select Groups, then choose **library\_SUBMITTERS** from the list.

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## Authorization to Submit

Who has permission to submit new items to this collection?

You can change this later using the relevant sections of the OAR@UM admin UI.

Click on the 'Select E-people' button to choose e-people to add to the list.

Click on the 'Select Groups' button to choose groups to add to the list.

Remove Selected

Select E-people...

Remove Selected

Select Groups...

Next >

Add

5996927d-0760-  
4b91-a4d7-  
14904a6abfdb

library\_SUBMITTERS

Click **Next** to select the Approvals group.

Under **Submission Workflow** click on the **Create** button next to **Accept/Reject Step**.

Submission Workflow

|  |  |
|--|--|
| <b>Submitters:</b>                       | <input type="button" value="Edit..."/> <input type="button" value="Delete"/> |
| <b>Accept/Reject Step:</b>               | <input type="button" value="Create..."/>                                     |
| <b>Accept/Reject/Edit Metadata Step:</b> | <input type="button" value="Create..."/>                                     |
| <b>Edit Metadata Step:</b>               | <input type="button" value="Create..."/>                                     |
| <b>Collection Administrators:</b>        | <input type="button" value="Create..."/>                                     |

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Click on **Select Groups** and choose **Approvals Group** from the list.

Edit Group : COLLECTION\_a99c750d-8c94-48db-af06-2946fda7f7c8\_WORKFLOW\_STEP\_1 (id: eeb8c76e-53b4-4159-a11a-db4cc5b5f6ba)

Name:

COLLECTION\_a99c750d-8c94-48db-af06-2946fda7f7c8\_WORKFLOW\_STEP\_1

After making changes to this group you must click the "Update Group" button below.

EPerson Members

Group Members

Remove Selected

Select E-people...

Remove Selected

Select Groups...

Update Group

Add

4e7cb7bb-  
58d6-4a94-  
b78c-  
20700759e8a6

Approvals Group

Click on **Update Group** and close the tab.

**Appendix II: Community Structure within the IR**

| Faculties   | Sub-communities                                    | Abbreviations for Collections |
|---|--|-------------------------------|
| <b>Faculties</b>  |  |                               |
| · Faculty of Arts   | · Department of Anthropological Sciences           | · FacArtAS                    |
|   | · Department of Classics & Archaeology             | · FacArtCA                    |
|   | · Department of English                            | · FacArtEng                   |
|   | · Department of French                             | · FacArtFre                   |
|   | · Department of Geography                          | · FacArtGeo                   |
|   | · Department of German                             | · FacArtGer                   |
|   | · Department of History                            | · FacArtHis                   |
|   | · Department of History of Art                     | · FacArtHa                    |
|   | · Department of International Relations            | · FacArtIR                    |
|   | · Department of Italian                            | · FacArtIta                   |
|   | · Department of Maltese                            | · FacArtMal                   |
|   | · Department of Oriental Studies                   | · FacArtOS                    |
|   | · Department of Philosophy                         | · FacArtPhi                   |
|   | · Department of Sociology                          | · FacArtSoc                   |
|   | · Department of Spanish & Latin American Studies   | · FacArtSpa                   |
| · Department of Translation, Terminology & Interpreting Studies | · FacArtTTI  |                               |
|   | Department of Theatre Studies                      | FacArtTS                      |
| · Faculty of Built Environment                                  | · Department of Architecture & Urban Design        | · FacBenAUD                   |
|   | · Department of Built Heritage                     | · FacBenBH                    |
|   | · Department of Civil & Structural Engineering     | · FacBenCSE                   |
|   | · Department of Construction & Property Management | · FacBenCPM                   |
|   | · Department of Environmental Design               | · FacBenED                    |
|   | · Department of Spatial Planning & Infrastructure  | · FacBenSPI                   |
|   | · Department of Visual Arts                        | · FacBenVA                    |
| · Faculty of Dental Surgery                                     | · Department of Dental Surgery                     | · FacDenDS                    |

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|  |   |                |
|--|---|----------------|
|  | · Department of Oral Rehabilitation and Community Dental Care | · FacDenSORCDC |
|  | · Department of Restorative Dentistry                         | · FacDenSRD    |
| · Faculty of Economics, Management & Accountancy | · Department of Accountancy                                   | · FacEMAAcc    |
|  | · Department of Banking & Finance                             | · FacEMABF     |
|  | · Department of Economics                                     | · FacEMA Eco   |
|  | · Department of Management                                    | · FacEMAMAn    |
|  | · Department of Marketing                                     | · FacEMAMar    |
|  | · Department of Public Policy                                 | · FacEMAPP     |
|  | · Department of Insurance                                     | · FacEMAIns    |
|  | · Department of Tourism Studies                               | FacEMATou      |
| · Faculty of Education                           | · Department of Arts & Languages in Education                 | · FacEduALE    |
|  | · Department of Education Studies                             | · FacEduES     |
|  | · Department of Mathematics, Science & Technical Education    | · FacEduMSTE   |
|  | · Department of Early Childhood & Primary Education           | · FacEduECPE   |
|  | · Department of Inclusion & Access to Learning Unit           | · FacEduIALU   |
| · Faculty of Engineering                         | · Department of Electronic Systems Engineering                | · FacEngESE    |
|  | · Department of Industrial & Manufacturing Engineering        | · FacEngIME    |
|  | · Department of Industrial Electrical Power Conversion        | · FacEngIEPC   |
|  | · Department of Mechanical Engineering                        | · FacEngME     |
|  | · Department of Metallurgy & Materials Engineering            | · FacEngMME    |
|  | · Department of Systems & Control Engineering                 | · FacEngSCE    |
| · Faculty of Health Sciences                     | · Department of Applied Biomedical Science                    | · FacHScABS    |
|  | · Department of Communication Therapy                         | · FacHScCT     |
|  | · Department of Food Studies & Environmental Health           | · FacHScFSEH   |
|  | · Department of Health Services Management                    | · FacHScHSM    |
|  | · Department of Midwifery                                     | · FacHScMid    |

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|---|--|--------------|
|   | · Department of Nursing                                | · FacHScNur  |
|   | · Department of Occupational Therapy                   | · FacHScOT   |
|   | · Department of Physiotherapy                          | · FacHScPhy  |
|   | · Department of Podiatry                               | · FacHScPod  |
|   | · Department of Radiography                            | · FacHScRad  |
|   | · Department of Medical Physics                        | · FacHScMP   |
|   | · Department of Mental Health                          | · FacHScMH   |
| · Faculty of Information & Communication Technology | · Department of Artificial Intelligence                | · FacICTAI   |
|   | · Department of Communications & Computer Engineering  | · FacICTCCE  |
|   | · Department of Computer Information Systems           | · FacICTCIS  |
|   | · Department of Computer Science                       | · FacICTCS   |
|   | · Department of Intelligent Computer Systems           | · FacICTICS  |
|   | · Department of Microelectronics & Nanoelectronics     | · FacICTMN   |
| · Faculty of Laws                                   | · Department of Civil Law                              | · FacLawCiv  |
|   | · Department of Commercial Law                         | · FacLawCom  |
|   | · Department of Criminal Law                           | · FacLawCri  |
|   | · Department of Environmental & Resources Law          | · FacLawER   |
|   | · Department of European & Comparative Law             | · FacLawEC   |
|   | · Department of International Law                      | · FacLawInt  |
|   | · Department of Legal History & Methodology            | · FacLawLHM  |
|   | · Department of Media, Communications & Technology Law | · FacLawMCT  |
|   | · Department of Public Law                             | · FacLawPub  |
| · Faculty of Media & Knowledge Sciences             | · Department of Media & Communications                 | · FacMKSMC   |
|   | · Department of Library Information & Archive Sciences | · FacMKSLIAS |
|   | · Department of Digital Arts                           | · FacMKSDA   |
|   | · Department of Corporate Communication                | · FacMKSCC   |
|   | · Department of Cognitive Science                      | · FacMKSCS   |

|                                 |  |              |
|---------------------------------|--|--------------|
|                                 | · Department of Information Policy & Governance Unit | · FacMKSIPGU |
| · Faculty of Medicine & Surgery | · Department of Anatomy                              | · FacM&Sana  |
|                                 | · Department of Clinical Pharmacology & Therapeutics | · FacM&SCPT  |
|                                 | · Department of Family Medicine                      | · FacM&SFM   |
|                                 | · Department of Medicine                             | · FacM&SMed  |
|                                 | · Department of Obstetrics & Gynaecology             | · FacM&SOG   |
|                                 | · Department of Paediatrics                          | · FacM&SPae  |
|                                 | · Department of Pathology                            | · FacM&Spat  |
|                                 | · Department of Pharmacy                             | · FacM&SPha  |
|                                 | · Department of Physiology & Biochemistry            | · FacM&SPB   |
|                                 | · Department of Psychiatry                           | · FacM&SPsy  |
|                                 | · Department of Public Health                        | · FacM&SPH   |
|                                 | · Department of Surgery                              | · FacM&SSur  |
|                                 | · Maltese Medical Journal                            | · MMJ        |
| · Faculty of Science            | · Department of Biology                              | · FacSciBio  |
|                                 | · Department of Chemistry                            | · FacSciChe  |
|                                 | · Department of Mathematics                          | · FacSciMat  |
|                                 | · Department of Physics                              | · FacSciPhy  |
|                                 | · Department of Statistics & Operations Research     | · FacSciSOR  |
| · Faculty for Social Wellbeing  | · Department of Counselling                          | · FacSoWCou  |
|                                 | · Department of Criminology                          | · FacSoWCri  |
|                                 | · Department of Gender Studies                       | · FacSoWGS   |
|                                 | · Department of Family Studies                       | · FacSoWFS   |
|                                 | · Department of Psychology                           | · FacSoWPsy  |
|                                 | · Department of Social Policy & Social Work          | · FacSoWSPSW |
|                                 | · Department of Youth & Community Studies            | · FacSoWYCS  |
|                                 | · Department of Disability Studies Unit              | · FacSoWDSU  |
| · Faculty of Theology           | · Department of Church History                       | · FacTheCH   |
|                                 | · Department of Fundamental & Dogmatic Theology      | · FacTheFDT  |



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|---|---|-------------|
|   | · Department of Moral Theology  | · FacTheMT  |
|   | · Department of Pastoral Theology, Liturgy & Canon Law                | · FacThePTL |
|   | · Department of Philosophy  | · FacThePhi |
|   | · Department of Sacred Scripture, Hebrew & Greek                      | · FacTheSC  |
| <b><i>Institutes</i></b>  |   |             |
| · Institute of Anglo-Italian Studies                                    |   | · InsAIS    |
| · International Institute for Baroque Studies                           |   | · InsBS     |
| · Institute for Climate Change & Sustainable Development                |   | · InsCCSD   |
| · Confucius Institute   |   | · InsCI     |
| · Institute of Digital Games  |   | · InsDG     |
| · Institute of Earth Systems  | · Department of Environmental Management & Planning                   | · InsESEMP  |
|   | · Department of Rural Sciences & Food Systems                         | · InsESRSF  |
|   | · Department of Euro-Mediterranean Centre on Insular Coastal Dynamics | · InsEEMC   |
| · The Edward De Bono Institute for The Design & Development of Thinking |   | · InsDeB    |
| · Institute for European Studies  |   | · InsES     |
| · Islands & Small States Institute                                      |   | · InsSSI    |
| · Institute of Linguistics  |   | · InsLin    |
| · Institute of Maltese Studies  |   | · InsMS     |
| · Mediterranean Academy of Diplomatic Studies                           |   | · InsMADS   |
| · Mediterranean Institute   |   | · InsMI     |
|   | Theatre Studies Division  | InsMITSD    |
| · Institute for Physical Education & Sport                              |   | · InsPES    |
| · Institute of Public Administration & Management                       |   | · InsPAM    |
| · Institute of Space Science & Astronomy                                |   | · InsSSA    |
| · Institute for Sustainable Energy                                      |   | · InsSE     |
| · Institute for Tourism, Travel & Culture                               |   | · InsTTC    |
| · International Maritime Law Institute                                  |   | · InsMLI    |

|  |                               |          |
|--|-------------------------------|----------|
| <b>Centres</b>   |                               |          |
| · Centre for Biomedical Cybernetics                        | · CenBC                       |          |
| · Centre for English-Language Proficiency                  | · CenELP                      |          |
| · Centre for Entrepreneurship & Business Incubation        | · CenEBI                      |          |
| · Centre for Environmental Education & Research            | · CenEER                      |          |
| · Centre for Labour Studies                                | · CenLS                       |          |
| · Centre for the Liberal Arts & Sciences                   | · CenLAS                      |          |
| · Centre for Literacy                                      | · CenLit                      |          |
| · Centre for Molecular Medicine & Biobanking               | · CenMMB                      |          |
| · Centre for Resilience & Socio-Emotional Health           | · CenRSEH                     |          |
| · Centre for Traditional Chinese Medicine                  | · CenTCM                      |          |
| · Euro-Mediterranean Centre for Educational Research       | · CenEMER                     |          |
| · European Centre for Gerontology                          | · CenECG                      |          |
| · University of the Third Age                              | · CenUTA                      |          |
| · International Ocean Institute - Malta Operational Centre | · CenIOI                      |          |
| <b>School</b>  |                               |          |
| · School of Performing Arts                                | · SchPA                       |          |
|  | Department of Dance Studies   | SchPADDS |
|  | Department of Music Studies   | SchPADMS |
|  | Department of Theatre Studies | SchPADTS |
| <b>Junior College</b>                                      |                               |          |
| · Accounting   | · JCAcc                       |          |
| · Art  | · JCArt                       |          |
| · Biology  | · JCBio                       |          |
| · Chemistry  | · JCChe                       |          |
| · Classical Studies  | · JCCla                       |          |
| · Computing & Information Technology                       | · JCCom & IT                  |          |
| · Economics  | · JCEcon                      |          |
| · Engineering Drawing                                      | · JCEng Drw                   |          |

|  |              |  |
|--|--------------|--|
| · English  | · JCEng      |  |
| · Environmental Science                                | · JCEnv      |  |
| · French   | · JCFre      |  |
| · Geography  | · JCGeo      |  |
| · German   | · JCGer      |  |
| · History  | · JCHis      |  |
| · Home Economics                                       | · JCHom Econ |  |
| · Italian  | · JCIta      |  |
| · Maltese  | · JCMal      |  |
| · Marketing  | · JCMar      |  |
| · Mathematics (Pure & Applied)                         | · JCMath     |  |
| · Music  | · JCMus      |  |
| · Philosophy   | · JCPhi      |  |
| · Physical Education                                   | · JCPE       |  |
| · Physics  | · JCPhy      |  |
| · Psychology   | · JCPsy      |  |
| · Religious Studies                                    | · JCRel      |  |
| · Sociology  | · JCSoc      |  |
| · Spanish  | · JCSpa      |  |
| · Systems of Knowledge                                 | · JCSOK      |  |
| · Theatre & Performance                                | · JCThr      |  |
|  |              |  |
| <b><i>Information &amp; Communication Services</i></b> |              |  |
| · Campus FM  | · ICSCFM     |  |
| · The Communications & Alumni Relations Office         | · ICSCARO    |  |
| · The Corporate Research and Knowledge Transfer Office | · ICSCRKTO   |  |
| · IT Services  | · ICSITS     |  |
| · Library  | · ICSLib     |  |
| What Librarians Eat!                                   | · WLE        |  |
| <b><i>Administration Services</i></b>                  |              |  |
| · Academic Programmes Quality & Resources Unit         | · ASAPQRU    |  |
| · Estate & Works                                       | · ASEW       |  |

|   |   |          |
|---|---|----------|
| · Finance Office                                      | · ASFO  |          |
| · International & EU Office                           | · ASIEO   |          |
| · Legal Services                                      | · ASLS  |          |
| · Office for Human Resources Management & Development | · ASOHRMD   |          |
| · Office of the Registrar                             | · ASOR  |          |
| · Procurement Directorate                             | · ASPD  |          |
| <b><i>National Heritage</i></b>                       |   |          |
|   | · Philosophy. Psychology. Religion                    | · NHB    |
|   | · Auxiliary Sciences of History                       | · NHC    |
|   | · World History                                       | · NHD    |
|   | · Geography. Anthropology. Recreation                 | · NHG    |
|   | · Social Sciences                                     | · NHH    |
|   | · Political Science                                   | · NHJ    |
|   | · Law   | · NHK    |
|   | · Education   | · NHL    |
|   | · Music   | · NHM    |
|   | · Fine Arts   | · NHN    |
|   | · Language and Literature                             | · NHP    |
|   | · Science   | · NHQ    |
|   | · Medicine  | · NHR    |
|   | · Agriculture   | · NHS    |
|   | · Technology  | · NHT    |
|   | · Military Science                                    | · NHU    |
|   | · Naval Science                                       | · NHV    |
|   | · Library Science. Information Resources              | · NHZ    |
| <b><i>Special Collections</i></b>                     |   |          |
| <b><i>Student organizations</i></b>                   |   |          |
|   | · KSU : Kunsill Studenti Universitarji                | · SOKSU  |
|   | · KSJC : Kunsill Studenti Junior College              | · SOKSJC |
|   | · ELSA: European Law Students' Association            | · SOELSA |
|   | · ASA: Arts Students' Association                     | · SOASA  |
|   | · ASCS: Association of Students of Commercial Studies | · SOASCS |

|   |   |             |
|---|---|-------------|
|   | · Betapsi: Psychology   | · SOBetapsi |
|   | · Comm.a: Communications  | · SOComma   |
|   | · DESA: English Students  | · SODESA    |
|   | · ESA: Earth Systems Association                                | · SOESA     |
|   | · ESN: Erasmus Student Network                                  | · SOESN     |
|   | · ESO: European Studies Organisation                            | · SOESO     |
|   | · GhSL: Law Students  | · SOGhSL    |
|   | · Gh.S.T.: Theology Students Association                        | · SOGhST    |
|   | · SSA: Students' Sociology Association                          | · SOSSA     |
|   | · GUG: Gozitan students   | · SOGUG     |
|   | · ICSTA: ICT Students Association                               | · SOICT     |
|   | · MIRSA: Malta International Relations Student Association      | · SOMIRSA   |
|   | · MADS: Malta Association of Dental Students                    | · SOMADS    |
|   | · Malta Humanist Association                                    | · SOMHA     |
|   | · MPSA: Malta Pharmaceutical Students' Association              | · SOMPSA    |
|   | · MUHS: Malta University Historical Society                     | · SOMUHS    |
|   | · MUSC: Malta University Sports Club                            | · SOMUSC    |
|   | · MMSA: Malta Medical Students Association                      | · SOMMSA    |
|   | · TSA: Tourism Studies Association                              | · SOTSA     |
|   | · SACES: Society of Architecture and Civil Engineering Students | · SOSACES   |
|   | · S-Cubed: Science Students' Society                            | · SOSSS     |
|   | · Students' Philosophical Society                               | · SOSPS     |
|   | · MHSA: Malta Health Students' Association                      | · SOMHSA    |
|   | · UESA: University Engineering Students Association             | · SOUESA    |
|   | · We Are: LGBT Society  | · SOLGBT    |
| Entries highlighted in yellow refer to journal published by UoM |   |             |
|   |   |             |
|   |   |             |
| <b>International Masters Programme</b>                          | MA in Ocean Governance  | IMPMAOG     |

**SOP NUMBER**  
**XLI-012-02**

**SOP TITLE**

**ELECTRONIC THESES AND DISSERTATIONS**

|  |   |          |
|--|---|----------|
|  | MSc Conflict Analysis and Resolution                | IMPMCAR  |
|  | MA in Transcultural Counselling                     | IMPMTTC  |
|  | MA in Global Maritime Archaeology                   | IMPIMGMA |
|  | MA Integrated Marketing Communications              | IMPIMIMC |
|  | LLM in Energy, Environmental and Climate Change Law | IMPEECCL |
|  | MSc in Environmental Management and Sustainability  | IMPMEMS  |
|  | Master in Traditional Chinese Medicine and Culture  | IMPMMC   |